

GRADUATE SCHOOL MISSION STATEMENT

We are a Catholic institution dedicated to advancing the frontiers of knowledge in the theoretical and applied fields through quality graduate education that is comprehensive and responsive to the needs of society.

We are committed to the formation of scholars and high level professionals who are ethical, competent, compassionate and committed to the service of the Church, the Nation and the Global Community.

GRADUATE SCHOOL VISION STATEMENT

We envision a Graduate School that stands for excellence and innovation and that will be globally identified for the distinction of its programs and quality of its research.

GRADUATE SCHOOL GOALS

To realize this mission-vision, the Graduate School commits itself within the next five (5) years:

- To develop the intellect and creativity through excellence in instruction, research, and extension work.
- To form scholars and high level professionals in the arts and humanities, the natural and allied health sciences, the social and management sciences who are ethical and who demonstrate competencies functional in both the local and global workplace.
- To hone the professional and social skills, and critical capabilities of students enabling them to become responsible leaders in their careers and community.
- To provide students opportunities to serve the larger community through extension work and community service.

- To produce quality research in the various fields of knowledge that is internationally recognized.
- To recruit Faculty who are acknowledged experts in the field and to complement the teaching staff by inviting international scholars in the various disciplines.
- To build partnerships and linkages between the Graduate School and academic institutions, industry and government entities at the local and international level.
- To enhance the image and visibility of the Graduate School and its work in both the local and global community.

APPLICATION PROCEDURES

- A. Application for admission to the UST Graduate School is until October 15 for October enrollees, April 5 for Summer enrollees and May 25 for June enrollees.
- B. Application forms for Admission are available at the UST Graduate School, UST Admissions Office & at the UST Graduate School Web Site – <http://www.ust.edu.ph>

REQUIREMENTS:

Certified true copy of Transcript of Records, one (1) colored passport size, recent photo (if any) document(s) attesting to passing a Bar/Board Exam, or being a scholar of any agency.

Two (2) Referral Forms: One(1) for the current (immediate) superior (or Dean, in the case of a school); and the other, for the professor in one specialization (major) subject.

For Foreigners:

All of the above and;
TOEFL English Proficiency and Student Visa Requirements.

ADMISSION REQUIREMENTS

1. Bachelor's Degree in Health Sciences or related courses with a general average of at least 2.0/85% or B.
2. Complete accomplished application and referral forms.

PHILOSOPHY & OBJECTIVES

As an integral part of the UST Graduate School, the Hospital Administration program has the following collective objectives:

1. to develop professional competence in hospital management and administration.
2. to foster research-oriented activities dealing with hospital operations as an institution of service.
3. to hone the critical/creative faculties of students applying these to the expert use of management principles in dealing with hospital & health care operations.
4. to instill the spirit of community and institutional cooperation through meaningful and dynamic approach to health care services.

CURRICULUM

MASTER OF ARTS MAJOR IN HOSPITAL ADMINISTRATION

PRE-REQUISITE SUBJECTS: 6 UNITS

GS 500 - St. Thomas on Critical Thinking

ST. THOMAS ON CRITICAL THINKING is a course on Aristotelian and Symbolic Logic that focuses on the fundamental laws of thought. It provides guiding principles in order to enhance critical and reflective skills that would facilitate correct and responsible judgment and reasoning. It gives an opportunity to be in control of one's thinking activities.

GS 501 - Research Methodology

A competency-oriented course which emphasizes both the theoretical and the practical aspects of designing a research and implementing the research proposal. Examines and analyses the nature, scope, uses and the process and design of research as applied to business. Provide concepts, techniques, rules and tools needed in undertaking a good research.

CORE SUBJECTS: 9 UNITS

HA 601- Biostatistics

A competency-oriented course which emphasizes both the theoretical and the practical aspects of biostatistics. This course presents fundamental concepts in descriptive biostatistics, exploratory data analysis, and statistical inference, focusing on probability and analysis of one, two, three or more samples. Topics include discrete and continuous probability models; expectation and variance; central limit theorem; inference, including hypothesis testing and confidence for means, proportions, and counts; maximum likelihood estimation; sample size determinations; elementary non-parametric and parametric methods; graphical displays; and data transformations.

HA 602 - Introduction to Hospital Administration

Analysis of the functions and processes of administration, organizational theories, strategies and techniques in a hospital system.

HA 603 - Hospital Information System

Applications and simulation of the fundamental concepts of hospital information system and their significance to hospital problem-solving and decision making.

MAJOR SUBJECTS: 15 UNITS

HA 701 - Human Resource Management of Hospitals

A competency-oriented course which emphasizes both the theoretical and the practical aspects of designing a research and implementing the research proposal. Examines and analyses the nature, scope, uses and the process and design of research as applied to business. Provide concepts, techniques, rules and tools needed in undertaking a good research.

HA 702 - Human Behavior in Health Care Organization

Nature and scope of organizational behavior, causes and effects to work relationships within the internal and external environment.

HA 703 - Ethics in Health Care Delivery

This course is designed to make the graduate students sensitive to the importance of the discipline of bioethics in the health profession. It should stimulate and encourage them as future health care professionals and let them develop ethical consciousness and reasoned analytical judgment, as necessary part of health caring, thus making them conscientious medical professionals with moral standing.

HA 704 - Financial Management of Hospital

A competency oriented course that introduces the graduate students to corporate and international finance. Emphasis is on the techniques of financial analysis and valuation of assets, Modern Portfolio Theory, local and multinational capital budgeting, capital structure, dividend policy, long term financing decisions, debt financing, inventory management, cash management, working capital management, and risk management and strategic analysis of actual financial problems faced by business concerns through case analysis.

HA 705 - Trends in Hospital Usage

Examines the three systems that are vital to the service generation or production concepts of the hospital.

HA 706 - Strategic Hospital Planning, Design and Construction

Interdisciplinary analysis on the forces controlling the hospital, including status of technology and current building legislation, its planning, developing, designing and contracting.

HA 707 - Hospital Organization and Administration: Principles and Practice

This course reviews the development of the hospital as an institution focusing in particular on the growing complexities of hospital organization and the ways of dealing with these. It examines various

models of hospital organizations and structures, and the roles of the administrator and the medical staff.

HA 708 - Administration in Nursing

Formulation of a sound philosophy of nursing service, its purposes and objectives, administrative processes and techniques.

HA 709 - Special Topics

COGNATE SUBJECTS: 3 UNITS

Accounting Principles
Health Economics

OTHER REQUIREMENTS

Written Comprehensive Examinations (WCE)
TW I - 3 units (Thesis Proposal)
TW II - 3 units (Research Colloquium)
TW III - 3 units (Thesis Defense)

Total = 42 Units

UST GRADUATE SCHOOL ADMINISTRATION OFFICIALS AND FACULTY SET-UP

LILIAN J. SISON, Ph.D.
Dean

JOSÉ ANTONIO E. AUREADA, O.P., S.Th.D.
Regent

MICHAEL ANTHONY C. VASCO, Ph.D.
Faculty Secretary

CARLOS P. GARCIA, Ph.D.
Director for Graduate Research

GRECEBIO JONATHAN ALEJANDRO, Ph.D.
Supervising Scientist, Science Laboratories

ROMUALDO DEL ROSARIO, Ph.D.
Supervising Scientist, UST Botanical Garden

PROFESSORIAL STAFF

ALVIN ANG, Ph.D.
JOSÉ ANTONIO E. AUREADA, O.P., S.Th.D.
FULGENCIA CABANOS, Ph.D.

ALITA CONDE, Ph.D.
LUIS FERRER, MA Arch
ISIDORA LEE, MBA
JERRY R. MANLANGIT, O.P., MHA, Ph.D.
CONRADO MONTEMAYOR, Ph.D.
PETER NG, MD, MHA, Ph.D.
TOMAS TIU, MBA
MARILYN D. YAP, Ph.D.

SUMMARY OF COURSE REQUIREMENTS

Requirements	M.A. units
Pre-requisites	6
Core Subjects	9
Major Subjects	15
Cognate	3
WCE	---
TW 1 (Thesis Proposal)	3
TW 2 (Research Colloquium)	3
TW 3 (Thesis Defense)	3
TOTAL	42

SCHOOL CALENDAR

The University of Santo Tomas follows an Academic Year Calendar of two (2) semesters and a summer term.

Summer Term: April-May

For further information, please call,

**Tele-Fax: (632) 740-9732 or
Tel. No. (632) 786-1611 loc 8247; 731-5396
Web-http://graduateschool.ust.edu.ph
E-mail: odgs@mnl.ust.edu.ph
or write to:**

**The Dean/Faculty Secretary
UST Graduate School
España, Manila, Philippines 1008**

University of Santo Tomas

GRADUATE SCHOOL



GRADUATE PROGRAM

AY 2006 – AY 2011

HOSPITAL ADMINISTRATION

Master of Arts major in
Hospital Administration

España, Manila