

**Online Lecture**  
**on**  
**Principles of Health Administration**  
***Course Code: MPH 5153 (Lecture – 5)***

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# Health Administration

**Sound administration** is essential for the success of any public health program whether on the national, intermediate or the local level.

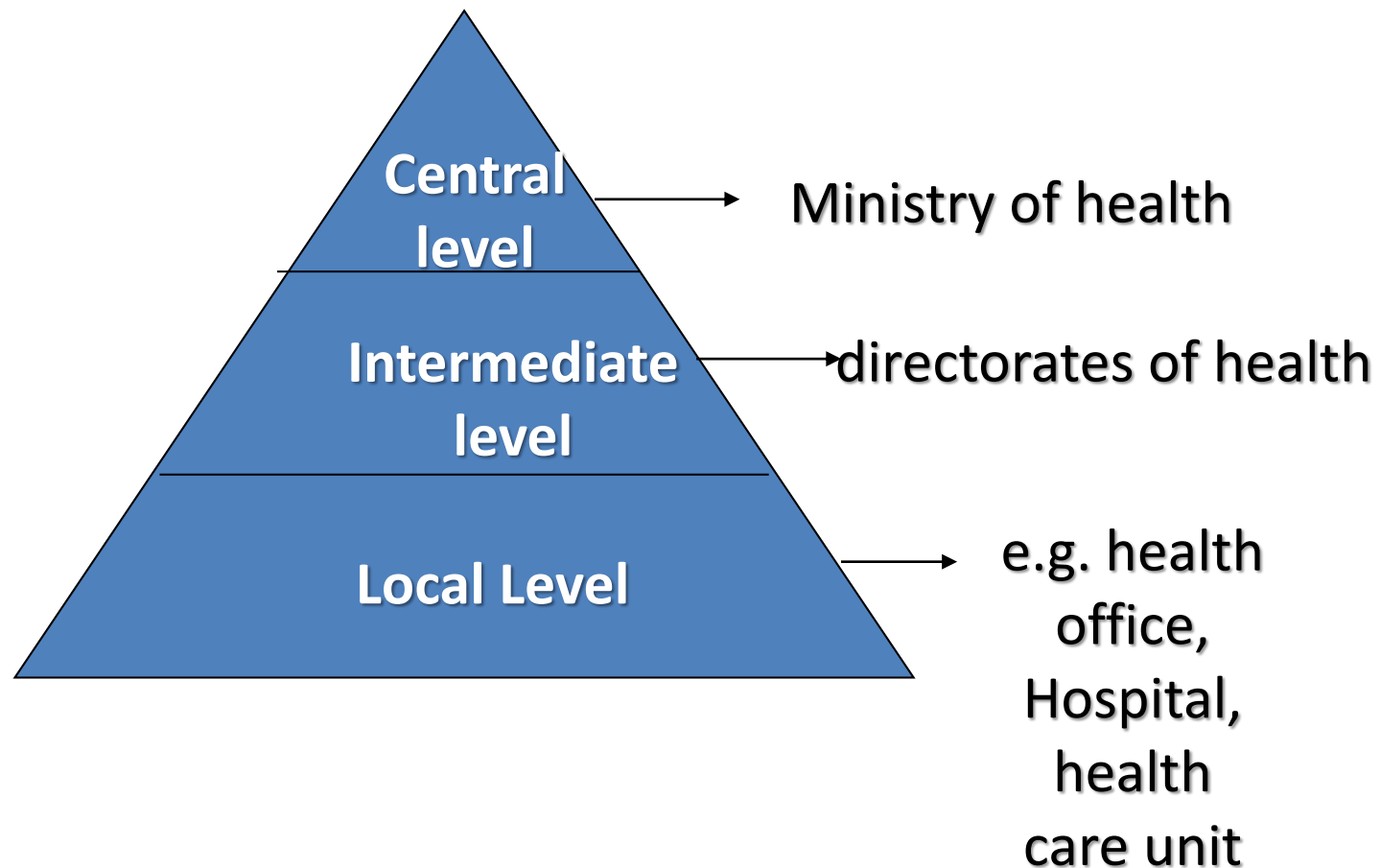
# Definition of Sound Administration

- **We can define sound administration as:**  
  
“ **The process of achieving defined goals at a defined time through the guidance, leadership, and control of the efforts of a group of individuals and the efficient utilization of non-human resources bearing in mind adequacy, speed, and economy to the utmost possible level.**”

# Elements of Administration:

- Planning
- Organization
- Staffing
- Directing
- Coordinating
- Reporting
- Budgeting
- Supervising
- Evaluation

# Levels of Administration



# Goals versus Objectives

- A GOAL: is a long range specified state of accomplishment towards the activity it is directed. Goals are not constrained by time or existing resources.
- AN OBJECTIVE: is a measurable state of accomplishment aimed towards the goal. The objective should include a description of “what” outcome is desired, “when” it is expected, and “where” it will take place.

# Planning

- Planning is considered the most important element of the administrative process.
- The higher the level of administration, the more the involvement and time devoting to planning.
- A good plan is the basis of any successful program. Sufficient time should be given to the process of planning.
- More than one plan should be available to choose from to meet the existing plan.

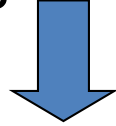
# Definition of Planning

- “Planning is a projected or predetermined course of action designed to achieve a specific goal or objective.”
- Planning determines What? When? Where? How? Why? And by whom? Things will be done.
- It involves “decision making for future events”.

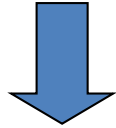


# Process of systemic planning

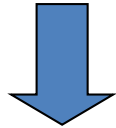
1. Establishing goals and objectives



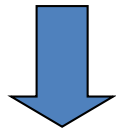
2. Designing alternative courses of action



3. Analysing and predicting the consequences



4. Selecting the best course of action



5. Implementing the selected plan and performing periodic evaluation to assure success of plan

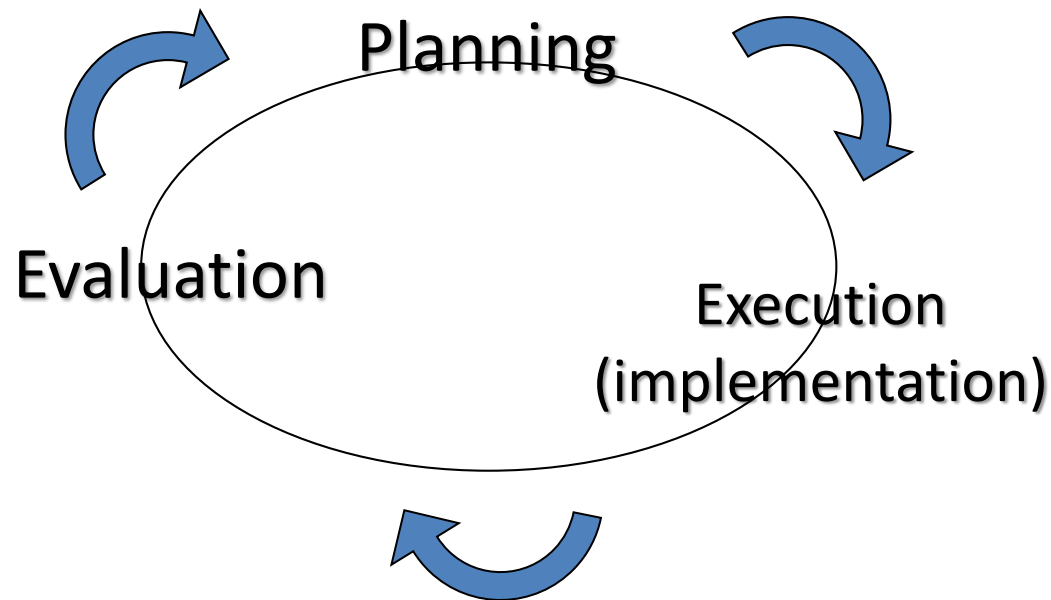
# Principles of planning

- Being an intellectual activity it needs knowledge, experience, foresight, reasoning and the mastering of special skills and techniques. Examples of different techniques of planning are:
  - PPBS: Planning/Programming/Budgeting system
  - PERT: Performance/Evaluation/Review technique
  - CPM: Critical Path Method

# The critical path method (CPM)

- The critical path method (CPM) is a step-by-step project management technique for process planning that defines critical and non-critical tasks with the goal of preventing time-frame problems and process bottlenecks.
- The CPM is ideally suited to projects consisting of numerous activities that interact in a complex manner.

- Planning is a dynamic (non-static) process
- It is a continuous circular process



- Futuristic
- Decision making process
- Dynamic
- Flexible

# Participative planning

- Participative planning is sharing the program planning with other people, staff and agencies concerned with the program.
- Participative planning have advantages and disadvantages.

# Planning of a program is based on:

- Needs and demands of the public
- Available resources
- Attitude of the public

# Constraints

- Constraints (intervening factors) to a plan may be social, economical or political, and they may be related to either:
  - External environment (community)
  - Internal environment (the organization)
- Establishing priorities are essential in planning  
(What are these priorities???)