





*Live your life  
Create your destiny*

## WORKSHOP 1

### Health Technology Acquisition (HTAQ)

Steps in HTAQ process  
Cost breakdown components of new acquisition  
Pre-purchase evaluation & Incoming Inspection

### Medical Equipment Replacement

Needs Assessment  
Strategic planning  
Facilities planning  
Cost of ownership

### Health Technology Assessment (HTA)

Concepts of HTA  
HTA process  
The role of the clinical engineer in HTA  
Organizations for HTA

### Human Resource Management

Job descriptions and responsibilities  
Workloads and productivity  
Career pathing and self-development  
Competency profiling  
Motivation and Leadership

### Good Management Practice and medical equipment

Essential Elements of good management practice  
Regulation of medical devices  
Maintenance models  
Professional certification and registration  
CES practitioner profiles

### Risk Management

Safety  
International and national standards  
Hazard notification and incident investigation  
Medico-legal and ethical issues

### Performance Indicators

What is an Indicator?  
Indicators for System Measurements  
Indicators for Management  
Data, Information System & Indicators  
Indicators for HT Management and Decision Making

### Asset Management

Nomenclature and Classification Systems  
Inventories and Asset Registers  
Service histories  
Service contracts  
Spare parts management

## WORKSHOP 2

### Development of Clinical Engineering Department (CED)

Development of CE program  
Determination of resources  
CE management and supervision

### Clinical Engineering Support

Types of maintenance activities  
Cost analysis of in-house services  
Outsourcing and service contract management  
IPM and maintenance  
Policies and guidelines

### Who should attend:

The Healthcare Technology Management Workshop will provide information of interest to:

- Hospital Managers
- Clinical units Managers
- Procurement Managers
- Health technology Managers
- Clinical Engineering Managers
- Clinical Engineering Practitioners

### General Information

Confirmation and information pack will be sent to all Delegates 10 days prior to the workshop

### Venue

Tshwane University of Technology

### Accommodation

Accommodation can be arranged upon request  
All lunches, morning and afternoon refreshments are included

### Registrations

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