

HCA Daily Activities

Student's Name

ORG500 –Foundations of Effective Management

### Fulfilling The Ethical and Fiscal Responsibilities of a Hospital Administrator

#### **Healthcare Administrator's Daily Activities to Fulfil Fiscal and Ethical Responsibilities.**

Ensure that all departments carry out needs assessment before they can acquire any resources.

Ensure that the procurement department communicates effectively with hospital departments.

This communication must see to it that all the procurement done is in accordance to the needs of the various departments.

Tracking employee time-off requests and employee schedules and adjusting where necessary to obtain a balance that will ensure that both job satisfaction and proper utilization of human resource are achieved (Brown et al., 2013).

Interacting with employees to help understand their needs in regard to the producers and resources at the workplace.

Evaluating the records and disposing off those whose asset or equipment is no longer in use.

Other solutions to accumulation of records include reducing them into electronic form and storing them in compressed forms.

Minimizing employee turnover by ensuring that the employees are well remunerated and are satisfied with the working conditions (Brown et al., 2013).

Conducting proper departmental evaluation before authorizing lay-offs.

Creating partnerships with Business Process Outsourcers (BPO).

Evaluating the current technology by carrying out a thorough needs assessment and comparing it with the capabilities of the technology.

Acquire enough beds that can be used to cater for all the needs of the patients that seek services from the hospital.

Ensure that waste is disposed or destroyed in a proper manner without endangering the lives of the people or the environment.

Carrying out an audit to understand how the various resources available to the hospital are managed.

Keeping an updated inventory of all the equipment under the facility to facilitate easy tracking of both new and used inventory.

### **Ways to Improve Administrators' Level of Social Responsibility in Their Daily Operations**

Before the advent of the 21<sup>st</sup> century, many premises viewed corporate social responsibility as counterproductive. This began to change as the relationship established between the premise and the community started affecting demand for the goods and services offered. The first step in corporate social responsibility is formation of labor policies that favor the employees since these individuals are drawn from the community and their attitude towards the employer has an effect on that of the community from which the premise draws its clientele (Harris, 2015). The administrators should eradicate precarious work schedules and replace them with supportive policies on labor, specifically those that cater for women with parental responsibilities and individuals with special needs (Brandão et al., 2013).

Administrators should create services geared towards assisting the handicapped (Levy & Slavin, 2014). The administrators can launch a program to sensitize the whole community on the needs for the handicapped through the media or door-to-door campaigns. These campaigns can be used to inform businesspeople who run public transport and other public places to ensure that their facilities can be easily accessed by the handicapped, for instance, individuals who use wheelchairs need ramps and special escalators to facilitate their movements around malls, hospitals, schools and other facilities that offer basic goods and

services to the people. The administrators can fund construction of these features or their modification to suit the needs of these groups.

Handling of hospital waste is of great impact on the reputation of a hospital. Medical processes result in the release of poisonous residual matter that is of potential harm to animals and human beings. Poor handling of hospital waste often results in escalation of social costs affiliated to the activities of the hospital (Brandão et al., 2013). The hospital administrators can also go a step further to lobby community groups into putting up mechanisms that will see proper handling of waste from households and business premises to avoid the dangers that are likely to result on plant, animal and human life as a result of the mishandling of this waste.

The hospital should create assistance services that are meant to meet the various religious and spiritual needs that the clientele may have. Hospitals handle patients with varied religious and spiritual backgrounds. Some of these patients may not associate healthcare with religion and their beliefs while some believe that these two aspects of human life are related. The hospital should set up mechanisms that help service providers understand various needs of the patient and meet these needs in the course of providing services. For instance, the admission form filled by the patient or their relatives should prompt the client for information on whether they require modifications to meet these needs. The administrators can also form partnerships with religious and spiritual leaders through which the latter can provide ideological input that can be incorporated into practice and corporate culture to meet the needs of the clientele (Levy & Slavin, 2014).

The management should ensure that only those marketing strategies that abide to ethical standards are implemented. A thorough review should be carried out on whether the procedures uphold the right of the targeted markets to privacy, abide to professionalism

required of medical practitioners and address conflicts of interest that may arise in the course of marketing (Harris, 2015).

## References

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