

## **COURSE: MEDICAL ADMINISTRATION**

### **SCOPE AND APPLICABILITY:**

This course is intended for workers who will hold management positions in the health business, with emphasis on the offshore environment. Its objective is to train students on the activities that will be carried out, standardization and good practices to perform correct and safe work.

### **REGULATIONS & STANDARDS**

- World Health Organization – WHO;
- Centers for Disease Control and Prevention – CDC;
- United States Environmental Protection Agency – EPA;
- Food and Drug Administration – FDA;
- The Maritime Labour Convention (2006);
- Offshore Energies UK – OEUK.

### **COURSE CONTENT:**

1. Medical Administration, Examination and Records;
2. Medical Terminology;
3. Administrative Skills;
4. Healthcare Insurance;
5. Medical Report Form;
6. Establishing of Medical Store Procedure;
7. Handling of Drugs and Medicines;
8. Medical Facilities Inspection Procedure;
9. Risk Management and Good Practices.

### **COURSE DESIGN:**

**TOTAL:** 4 hours

### **PREREQUISITE(S):**

None.

### **MINIMUM/MAXIMUM NUMBER OF DELEGATES**

This course requires a minimum of 1, and a maximum number of 12 trainees.

To offshore trainings, the course number of attendees will comply with the vessels/rig necessity.

### **MAIN SAFETY ISSUES:**

- Have knowledge on the essential regulations and standards;
- Perform risk management;
- Use personal protective equipment;
- Be cautious when working with sharp equipment;
- Handle health certificates;
- Execute medical history form;
- Respect confidentiality principles;
- Execute medical report form;
- Wear personal protective equipment (PPE) appropriately;
- Get vaccinated for the flu;
- Sterilize medical equipment.

### **CERTIFICATION:**

Training certificate signed by responsible Engineer.

### **CERTIFICATE VALIDITY PERIOD:**

Recommendable: 3 years.