

# Diploma Course: Domestic Control for Health Educational Institutions

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## Abstract

**Introduction:** Health Educational management must be supported by the domestic control as main management activity. This type of control is based on an appropriated economic culture supplying useful tools to health educational managers for the management activity.

**Objective:** To design a diploma course about domestic control for health educational managers.

**Materials and methods:** Were used the inductive – deductive and the comparative as theoretical methods. As empiric method was used the bibliographic research.

**Results:** The diploma course was designed for health educational managers mainly. It provides needed basic elements for a better understanding from the domestic control in health educational institutions.

**Conclusions:** Was designed a diploma course about domestic control for health educational managers. The applying of this diploma course must be agree to self characteristic from the health educational institution.

**Keywords:** domestic control; health educational management; health educational institution

## Introduction

The available economic resources determine the manager capability in the medical education context. That’s why, the optimal use of these resources is priority for health educational managers. [1]

The University of Medical Science of Havana don’t leave from this reality. This intitution is formed by 12 Faculties of Medical Sciences where the Faculty of Medical Science “10 de Octubre” is a living example of before argument. [2]

Health Educational management must be supported by the domestic control. This type of control is based on an appropriated economic culture supplying useful tools to health educacional managers for the management activity. [3]

The domestic control is a main management activity. It has an institutional extension and must be present at each one from the institutional working area. [4]

Related to th domestic control, there are commons areas as the administratives areas as accounting and human resources, for example. In the health education case this type of control is particularized in working areas related to teaching activities. [5]

A recent research made in the Faculty of Medical Science “10 de Octubre” showed that the domestic control is made empirically, whitout sufficient teoric supporting. That’s why has an instrument for professional upping for health educational managers related to the domestic control is a present need in this faculty. [6]

From the professional upping forms, the diploma course is the most appropriated because may an extensive learning from knowledges and use several teaching organization forms at same time. However, this professional upping form demand more time than others as the trainer course, for example. [7]

## Objective

To design a diploma course about domestic control for health educational managers.

## Materials and Methods

Were used the inductive – deductive and the comparative as theoretical methods. As er research.

## Results

The designed diploma course has the following containers.

Subject	Title	Container	Hours		Total
			Teaching	Self research	
1	The domestic control manager activity	Historic behavior from the domestic control. Importnce from the domestic control law.	4	12	16
		Evolution from the domestic control law in Cuba. Present Cuban domestic control law.	4	12	16
		The five main elements from the domestic control.	4	12	16
2	Domestic control and behavior	Control behavior: conception and role in the domestic control. Importance.	4	12	16
		Strategic administration vs domestic control. Importance from the strategic administration for the domestic control.	4	12	16
		Possibles domestic control strategics for a better domestic control.	4	12	16
3	Domestic control and risk prevention	Potential risk: inside and outside. Potential risk by working area.	4	12	16
		WASO matrix identifying risks. Measures preventing risks. Actions planning.	8	24	32
4	Domestic control and save working	Type of risk by working area. Methods controlling visitors and ilegalities. Methods supporting the human resources hiring.	8	24	32
		Tools by working area. Tools protection by working area. The insurance role.	4	12	16
5	Domestic control and workers illnesses	Common and professional illness by working area. Worker health state vs health state demanded.	4	12	16
		The often medical checking. Restrictions and use of toxic substances at working area.	4	12	16
		strategic around workers health state for the domestic control.	4	12	16
6	Domestic control and CIT	PC and elements. Technical state from the CIT. Software control. Copywrite, autor right and industrial secret in CIT.	4	12	16
		Personal use of CIT, telephone, email and internet. Control of passwords.	4	12	16
		Methods controlling the CIT use.	4	12	16
7	Domestic control and human resources	Human resoures vs strategic management. Workers – administration agreements. Discipline rulers. Labor container by job.	4	12	16
		Worker container agree to the chief. Monthly working activities. Labor time control: labor behavior vs working plan.	4	12	16
		The worke book and main documents by job.	4	12	16
		Information process system. Main document related to salary.	4	12	16
		Agreement in capacitaion interesting. Head office characteristics. Head office role at society.	4	12	16
		General strategies of domestic control for human resources	4	12	16
8	Domestic control and salary documents	Main documents checking. Correspondence between documents from human resources and accounting related to salaries.	4	12	16
		Salary law vs real salary. Relation between salary law documents and salary worker documents. Workers righth and duties.	4	12	16
		General strategy for domestic control related to salaries	4	12	16

9	Domestic control vs income and outcome	Strategic mamangement and income and outcome policy. Books by clients and suppliers.	4	12	16
		Domestic control and duties by born, amount and age. Agreements with clients and suppliers.	4	12	16
		Domestic control strategic for income and outcome	4	12	16
10	Domestic control and finances	The institutional budget and the valuate documents use in the domestic control.	4	12	16
		Relation between outcome, financial duties and valued documents outcome. Valuate docuemnts saving.	4	12	16
		Strategic of domestic control for finances	4	12	16
11	Domestic control and banking	Persons authorized to receive banking documents. Persons authorized to make banking operations.	4	12	16
		Personal banking operations across salary agree to causes and amount. Payment agreement with the bank.	4	12	16
		Strategic for domestic control around banking operations	4	12	16
12	Domestic control and small cash	Amount for minor payments. Main documents for income and outcome from the small cash.	4	12	16
		Small cash saving.	4	12	16
		Strategic of domestic control for the small cash	4	12	16
13	Domestic control and fix actives	Fix actives by working area. Fix active checking. Permissions for untouchable active use.	4	12	16
		Depreciation of touchable actives. Extraordinaries measures around the fix actives control. Saving measures around untouchable actives.	4	12	16
		Strategic of domestic control for fix actives	4	12	16
14	Domestic control and inventaries	Income and outcome system of inventaries. Persons authorized to make operations with inventaries.	4	12	16
		Checking income and outcome of goods. Main documents.	4	12	16
		Strategic of domestic control for inventaries	4	12	16
15	Domestic control and accounting	Access to accounting information agree to institutional position. Daily booking income and outcome. Accounting booking agree to facts.	4	12	16
		Standarized cost use. Fiscal payments agreements. Accounting report to superior authorities.	4	12	16
		Strategic of domestic control for accounting	4	12	16
16	Domestic control checking	Single book for domestic control checking. The domestic control checking by working area	4	12	16
		General stratgies for the domestic control. Actions planning.	4	12	16

The diploma course was designed for health educational managers mainly. It provides needed basic elements for a better understanding from the domestic control in health educational institutions. Professor must use largely the workteam carrying to the design of self domestic control strategies agree to the main characteristic of student institution. [8]

It is important to consider that each health educational institution need apply a self tool for the effective domestic control. This argument means that the designed diploma course will be more useful if it is more adapted to the self institutional characteristic. [9,10]

### Conclusions

Was designed a diploma course about domestic control for health educational managers. The applying of this diploma course must be agree to self characteristic from the health educational institution.

### Bibliographic research

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