

Now Enrolling  
for October

## Diploma in Healthcare Management 2020-2022



### Is this Programme for You?

The Diploma in Healthcare Management is a two-year part-time programme that gives students the knowledge and skills they need to make an effective contribution to the management of health services. Students learn about the functions and breadth of the management role, about financial and human resource management, and about the wider health system. The programme's focus on both the organisational and the national environment, the micro and the macro, leaves students well placed to advance in their career. The programme will be of interest both to those who have recently moved into management roles in the health sector and to existing managers who wish to formalise and develop their management skills in the healthcare context. Working in a management role is an essential element of this course, as assessment relates directly to your job role.

### Application Process

Application Deadline: **mid-September 2020**. Application forms can be downloaded from the IPA website [www.ipa.ie](http://www.ipa.ie). Completed applications should be submitted by email to [undergrad@ipa.ie](mailto:undergrad@ipa.ie) and will be acknowledged by email upon receipt. Course confirmations will issue by email to confirmed students in late-September. Applications must be accompanied by the requisite fee (see page 2).

### Entry Requirements

Students should be in a supervisory or managerial role or have experience of managing a budget or have reached Grade 5 in the HSE grading system or be a qualified professional.

### Programme Delivery

The programme will be delivered online, via live virtual teaching sessions from IPA headquarters to students at their remote location. Seminars will be delivered by IPA specialists and associate lecturers. Subject to government guidance, we may be in the position to offer additional face to face teaching if permitted. *The below seminar/examination dates may be subject to change.*

Year One	Dates
Online Orientation:	12 October 2020: 10.00am to 11.30am
Seminar 1:	14 & 15 October 2020
Seminar 2:	3 & 4 December 2020
Seminar 3:	3 & 4 February 2021
Seminar 4:	10 & 11 March 2021
Examinations:	22 April 2021
<b>Year Two:</b>	
The second year of the programme will follow a similar structure. There will be 4 seminars of two days each (two seminars before Christmas and two after) with examination dates to be confirmed. Year Two dates will be provided in the Spring term of Year One.	

### Seminar Times

Seminars typically start at 9.30am and finish at 4.30pm.

### Accreditation

National University of Ireland

### Level on National Framework of Qualifications

Level 6 (Special Purpose Award, 60 credits)

### Course Fee

€2,300 per annum (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA).

IPA

AN FORAS RIARACHÁIN  
INSTITUTE OF PUBLIC  
ADMINISTRATION



(01) 2403600



[undergrad@ipa.ie](mailto:undergrad@ipa.ie)



[www.ipa.ie](http://www.ipa.ie)

Undergraduate Office, Whitaker School of Government and Management  
Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62

Now Enrolling  
for October



### Course Content

The programme has four modules covering key healthcare management competencies.

#### Year 1

The Management Process  
Health Policy and Planning

#### Year 2

Managing Resources  
Human Resource Management

### Course Materials

Course notes and textbooks (where applicable) are provided by the IPA. Further resources and recommended readings are provided online through our learning portal, Moodle, and are also available from the IPA library.

### Assessment

Each module is assessed by a combination of written assignments submitted during the year (two assignments per module) and an examination at the end of the year (one examination per module).

### Progression

Students who successfully complete the Diploma in Healthcare Management may progress to Year 3 of BA (Hons) in Healthcare Management, on completion of a Bridging Studies Programme. The Bridging Studies Programme is delivered during the summer months through distance education and attendance at three weekend seminars (programme delivery method to be confirmed in early 2021).

### Payment Arrangements

Fees are payable in one or two instalments: the first on registration and the second by 22 January 2021. Fees can be paid directly into our bank account (preferred method), or by debit or credit card, by cheque or by postal order/bank draft. Please contact the undergrad office to arrange payments.

Where employers are paying fees directly to the IPA, students, when enrolling, must submit a letter from their training or HR officer confirming that fees will be paid directly, and detailing a Purchase Order number (where necessary), and invoice addressee details. Note: A letter stating that fees will be refunded to students at the end of the year will not suffice.

Please note the following "Discontinuing the Course: Refund Policy" as per the **Admissions Policy and Criteria** from the Institute's [Quality Assurance Policies and Procedures](#).

Students who decide to discontinue a programme within one month of the start date\* will have 80% of the tuition fee refunded to them or their employer as appropriate (the IPA will hold 20% of the total tuition fee due). Students who decide to discontinue a programme within 6 weeks of the start date will have 60% of the tuition fee refunded to them or their employer as appropriate (the IPA will hold 40% of the total tuition fee due). There will be no refund subsequent to these dates. Applications for such refunds must be made via email to [undergrad@ipa.ie](mailto:undergrad@ipa.ie) and be received no later than the cut-off dates above.

\*The official start date is when the class is granted access to the course via the virtual learning platform (normally two weeks prior to the first live virtual event).

### Tax Relief

Students who pay their own fees are eligible under the 1996 Finance Act for tax relief at the standard rate, as the IPA is an appointed institution under the Act. Courses must be longer than one year in duration for students to qualify for tax relief.

IPA

AN FORAS RIARACHÁIN  
INSTITUTE OF PUBLIC  
ADMINISTRATION



(01) 2403600



[undergrad@ipa.ie](mailto:undergrad@ipa.ie)



[www.ipa.ie](http://www.ipa.ie)

Undergraduate Office, Whitaker School of Government and Management  
Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62