

# Postgraduate Certificate

## HR Management and Administration in the Pharmacy Office





## Postgraduate Certificate HR Management and Administration in the Pharmacy Office

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/pk/pharmacy/postgraduate-certificate/hr-management-administration-pharmacy-office](http://www.techtute.com/pk/pharmacy/postgraduate-certificate/hr-management-administration-pharmacy-office)

# Index

01

Introduction

---

*p. 4*

02

Objectives

---

*p. 8*

03

Course Management

---

*p. 12*

04

Structure and Content

---

*p. 16*

05

Methodology

---

*p. 20*

06

Certificate

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*p. 28*

01

# Introduction

Human resources management is one of the key elements for the smooth running of any company. In the Pharmacy Office, this is fundamental since the climate and the disposition of the human capital will be, in addition to the driving force of development, the introduction to the client about the way of working. This program will offer all the tools needed for HR management in a high quality specialization.





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*A Postgraduate Certificate of the highest quality created specifically for the pharmacy professional”*

This Postgraduate Certificate was created to promote the quality and competence of pharmacy professionals. With a totally practical approach, it will enable students to intervene in all issues pertaining to HR management.

The increase in importance that the Pharmacy Office is achieving in recent times means that the need for specialization of its professionals is growing and becoming more and more demanding. The professional's knowledge should no longer be limited to mastering pharmacology and the pharmacist's knowledge in terms of healthcare, but requires skills that position them in the business landscape in a stable and competitive manner.

Through a study method of proven efficiency, you will be able to acquire skills in the areas of leadership and management, and in the essential areas of business development.

This **Postgraduate Certificate in HR Management and Administration in the Pharmacy Office** contains the most complete and up-to-date scientific program on the market. The most important features include:

- ◆ Practical case studies presented by experts
- ◆ The graphic, schematic, and practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- ◆ Latest innovations in the sector
- ◆ Practical exercises where self-assessment can be used to improve learning
- ◆ Emphasis on innovative methodologies
- ◆ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ◆ Content that is accessible from any fixed or portable device with an Internet connection



*The best specialization on the online teaching market in a program created specifically for professionals in the sector”*

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*Take a leap towards the highest level of quality with this Postgraduate Certificate in HR Management and Administration in the Pharmacy Office, which will give you the most complete and up-to-date information on the reality of the sector and the new techniques and ways of working”*

Its teaching staff includes expert professionals who contribute their work experience to this training program, as well as renowned specialists from leading societies and prestigious universities.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive training experience designed to train for real-life situations.

This program is designed around Problem-Based Learning, whereby the professional must try to solve the different professional practice situations that arise throughout the program. For this purpose, specialists will be assisted by an innovative, interactive video system created by renowned and experienced experts in the field Pharmacy Offices.

*A very complete and up-to-date Postgraduate Certificate that will allow you to study without a problem of fitting it into your daily life.*

*Take advantage of the opportunity and get up to date in all the necessary aspects to intervene with success in human resources in the Pharmacy Office.*



# 02 Objectives

The objective of this comprehensive program is to accompany and encourage students in a process of professional growth that will allow them to reach another level of performance. With the most interesting and up-to-date knowledge of the moment in a program intensively focused on practice.





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*With the educational quality of the best online university in the world, you will achieve your goals in just a few weeks of stimulating work”*



## General Objective

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- ◆ Learn how to manage all aspects of Human Resources

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*Realistic goals that will turn into immediate job advancements”*





## Specific Objectives

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- ◆ Learn organizational models
- ◆ Learn how to select and interview personnel
- ◆ Learn about interdependencies and leadership
- ◆ Study management models
- ◆ Study Human Resources in Pharmacy
- ◆ Learn about occupational hazard prevention
- ◆ Learn about organization and internal communication

03

# Course Management

This Postgraduate Certificate is an opportunity to learn from the best, with a teaching staff made up of professionals in the sector who will contribute their theoretical and practical knowledge to take you to the highest level of education in this field. With the latest and most effective teaching methods on the online teaching market.



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*An unparalleled opportunity to learn and grow professionally, hand in hand with the best specialists in this field”*

## Management



### Ms. Auni3n Lavar3as, Mar3a Eugenia

- Degree in Pharmacy. University of Valencia
- Degree in Food Science and Technology. University of Valencia
- Author of Dietetic Management of excess weight in the Pharmacy Office. Ed. M3dica Panamericana
- Direction of the Postgraduate Certificate "Excess Weight Management in the Pharmacy Office", University of Barcelona. IL3 Institute for Continuous Education
- Head of Postgraduate Certificate "Dermocosmetics in the Pharmacy Office"
- University of Barcelona. IL3 Institute for Continuous Education



04

# Structure and Content

The structure of the contents has been designed by a team of professionals who recognize the implications of education in the daily practice of pharmacists, who are aware of the current relevance of training in order to be able to deal with HR Management and Administration. In the Pharmacy Office with quality teaching through new educational technologies.





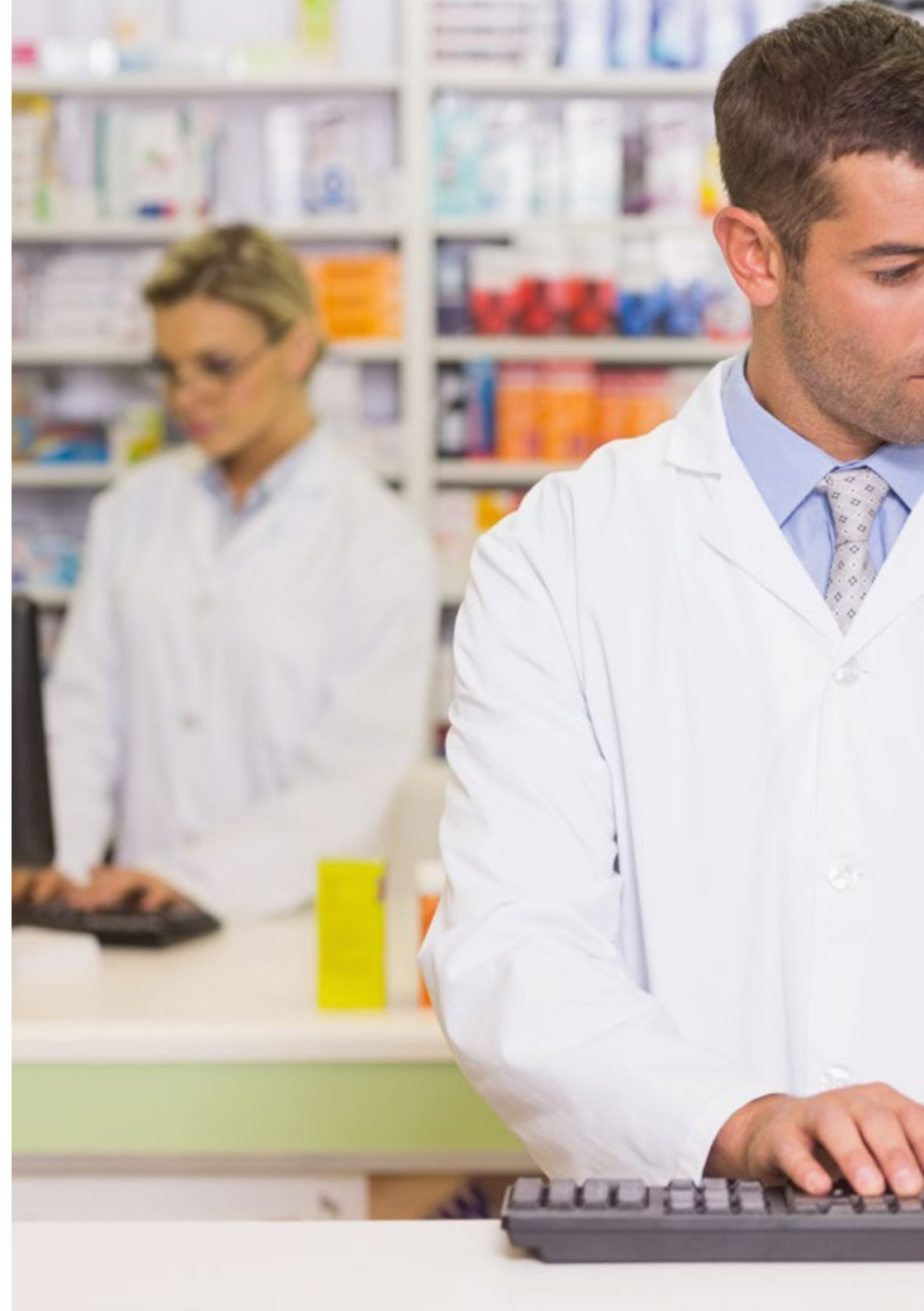


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*A comprehensive teaching program, structured in well-developed teaching units, oriented towards efficient and swift learning that is compatible with your personal and professional life"*

## Module 1. Management and Administration of Human Resources in the Pharmacy Office

- 1.1. Organisational Models. Structure and Organization Charts
- 1.2. The Team as a Motor. Profile of the Owner and Collaborators
- 1.3. Personnel Selection and Interview
- 1.4. Relatives in Pharmacy
- 1.5. Definition of the Mission. Stakeholders
- 1.6. Interdependencies and Leadership
- 1.7. Management and Development of People in Connection with the Mission
- 1.8. Motivation: Training and Professional Development, Remuneration, etc
- 1.9. Occupational Hazard Prevention
- 1.10. Organization and Internal Communication





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*A unique, key, and decisive educational experience to boost your professional development”*

05

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## At TECH we use the Case Method

What should a professional do in a given situation? Throughout the program, students will be confronted with multiple simulated clinical cases based on real patients, in which they will have to investigate, establish hypotheses and ultimately, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method. Pharmacists learn better, more quickly and more sustainably over time.

*With TECH you will experience a way of learning that is shaking the foundations of traditional universities around the world.*



According to Dr. Gervas, the clinical case is the annotated presentation of a patient, or group of patients, which becomes a "case", an example or model that illustrates some peculiar clinical component, either because of its teaching power or because of its uniqueness or rarity. It is essential that the case is based on current professional life, attempting to recreate the actual conditions in a pharmacist's professional practice.

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*Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method”*

The effectiveness of the method is justified by four fundamental achievements:

1. Pharmacists who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. Learning is solidly translated into practical skills that allow the student to better integrate into the real world.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



## Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine the study of clinical cases with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

*Pharmacists will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.*





At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology, more than 115,000 pharmacists have been trained with unprecedented success in all clinical specialties, regardless of the surgical load. This pedagogical methodology is developed in a highly demanding environment, with a university student body with a high socioeconomic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by TECH's learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is created specifically for the course by specialist pharmacists who will be teaching the course, so that the didactic development is highly specific and accurate.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Video Techniques and Procedures

TECH introduces students to the latest techniques, to the latest educational advances, to the forefront of current pharmaceutical care procedures. All of this, first hand, and explained and detailed with precision to contribute to assimilation and a better understanding. And best of all, you can watch them as many times as you want.



### Interactive Summaries

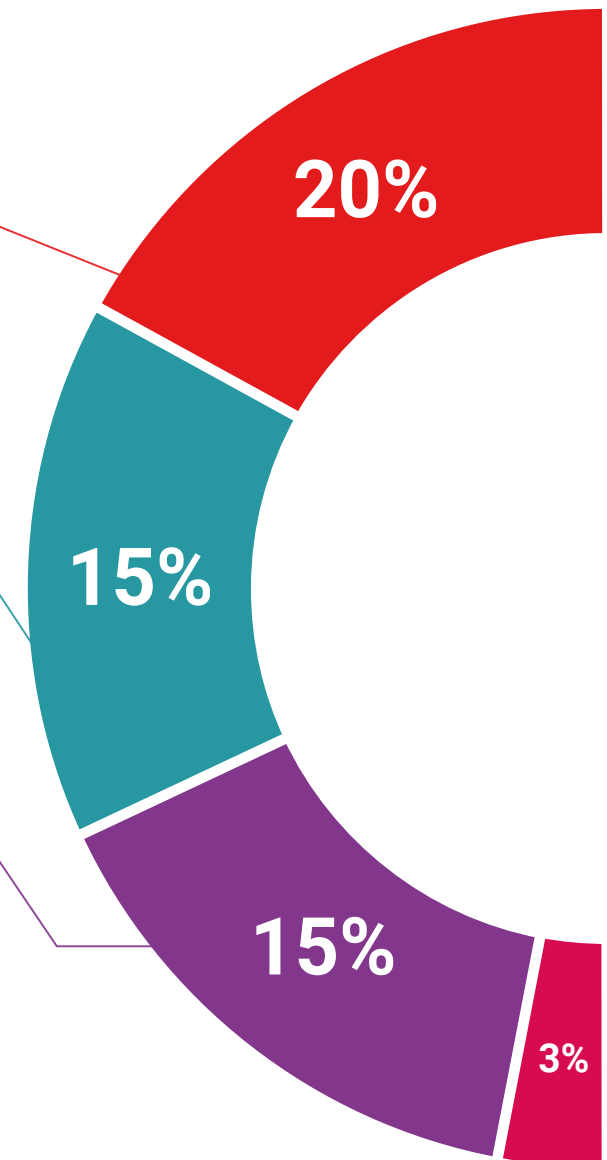
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This unique multimedia content presentation training system was awarded by Microsoft as a "European Success Story".



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Expert-Led Case Studies and Case Analysis

Effective learning ought to be contextual. Therefore, we will present you with real case developments in which the expert will guide you through focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



### Classes

There is scientific evidence on the usefulness of learning by observing experts. The system known as Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Quick Action Guides

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.



This **Postgraduate Certificate in HR Management and Administration in the Pharmacy Office** contains the most complete and up-to-date scientific program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations and professional career evaluation committees.

Title: **Postgraduate Certificate in HR Management and Administration in the Pharmacy Office**

Official N° of Hours: **150 h.**



\*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present  
development language  
virtual classroom



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