

DESIGNING AN ADMINISTRATIVE SYSTEM FOR HEMODIALYSIS UNIT AT BENI-SUEF UNIVERSITY HOSPITAL

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ABSTRACT

Developing an administrative system is essential for quality evaluation and quality improvement; high quality care cannot be achieved in the absence of a well-designed administrative structure. The study aimed to design an administrative system for hemodialysis unit at Beni-Suef university hospital through; 1) assessing the present administrative system of the hemodialysis unit, 2) designing an administrative system based on the findings, 3) evaluating health care providers' feedback on the designed administrative system, and 4) assessing the validity of the designed administrative system. a descriptive methodological research design was utilized. The study was conducted at hemodialysis unit in Beni-Suef university hospital. A convenient sample of all nursing and medical staff working at hemodialysis unit in Beni-Suef university hospital was included. All available records and documents related to the administrative system were audited using three data collection tools; questionnaire, auditing checklist, and oppinionnaire. The study concluded that, there was no written administrative system for the hemodialysis unit at Beni-Suef university hospital. Majority of the participants reported absence of components of the administrative system and confirmed by auditing of the available documents in the unit. Based on these findings, a proposed administrative system was developed. The study recommended that the proposed administrative system should be used in the hemodialysis unit at Beni-Suef university hospital and other hospitals in Beni-Suef governorate; also, it is recommended to conduct similar studies on the other departments.

KEYWORDS: *Designing, Administrative System, Hemodialysis*