

The Diploma in Health Care Management (the Diploma) Frequently Asked Questions (FAQ)

Who can take the Diploma?

The Diploma is for health care professionals across the continuum of care who are looking to advance their knowledge in health system operations. Anyone from managers to front-line staff are encouraged to take the Diploma to gain a stronger understanding of Ontario's ever-changing health care system.

What courses do I need to complete to receive the Diploma?

The Diploma includes the following 8 core courses, covering all essential topic areas of health care management:

1. A Primer on Ontario's Health Care System
2. Financial Management and Budgeting
3. Leadership Essentials for the Emerging Leader
4. Lean Health Care Yellow Belt
5. Managing Human Resources
6. Patient Safety - Quality Risk
7. Principles and Applications of Health Law
8. Understanding Data & Analytics: Making Sense of Data in Your Organization

Are there any prerequisites?

There are no prerequisites to participate in the Diploma.

Do I need to take the courses in any particular order?

Students can take courses in any order, although it is recommended to start the Diploma with the course entitled *A Primer on Ontario's Health Care System* to gain an overall understanding of the health care landscape.

How do I register for the Diploma?

Interested students need to notify the OHA of their intent to pursue the Diploma by completing the [enrollment form](#) and by registering in advance. Students can choose to register for each program separately, or for all eight courses at one time. See '[How do I submit payment for the Diploma?](#)' for more information.

How do I submit payment for the Diploma?

In order to ensure compliance with the [Private Career Colleges Act](#), employers are required to submit payment on behalf of students for all courses offered through the Diploma. Employers can choose to

pay for each course separately, or can pay for all eight courses in a one-time transaction. Payment can be made by way of cheque or Electronic Funds Transfer (EFT) from the employing organization.

How much does the Diploma cost?

The Diploma can't be purchased, but the eight courses can all be purchased at once. Prices for the courses vary. Visit oha.com/diploma for course information and rates.

What if I registered for a Diploma course but can no longer attend?

A 50% administrative fee will apply to cancellation refunds received in writing up to ten business days prior to the event. No refunds will be given for cancellations received less than ten business days prior to the event. Substitutions are welcome. The OHA reserves the right to cancel or reschedule an event. Alternatively, registrants may transfer to the next offering of a course in the same calendar year, provided the request is made at least ten business days prior to the course start date. A transfer fee of \$30.00 must be paid at this time. Only one course transfer of equal or higher value can be made per calendar year.

Where do the Diploma courses take place?

The Diploma courses take place at the OHA Education Centre at 200 Front Street West, 27th Floor, Toronto, Ontario. The only exception is if your organization has chosen to participate in our in-house Programs. [Click here](#) for more information on our in-house training.

What format are the courses offered in?

The Diploma courses are offered in-person at the OHA Education Centre. The Lean Health Care Yellow Belt program is offered in person or online.

How long will it take to complete each course?

The Diploma courses range from one to three days.

How long will it take to complete the Diploma?

Participants have up to five years to complete all eight courses.

If I have completed a similar course elsewhere, can I use it towards the Diploma?

The only courses eligible towards the Diploma are the courses outlined under *'What courses do I need to complete to receive the Diploma?'* The Diploma is comprised of programs developed by the Ontario Hospital Association and its members, and are specially designed for the Ontario health care system.

What will I receive to show that I have successfully completed the Diploma?

Upon successful completion of the required Diploma courses, you will receive the Diploma in Health Care Management – a widely recognized symbol of excellence in Health Care Management.

I have a question that was not answered in this FAQ. Who can I contact?

Please email education@oha.com for any inquiries.