



CERTIFIED HEALTHCARE FACILITY MANAGER (CHFM)

BATCH 4

18/11/2024 – 2/12/2024

PROGRAM SCHEDULE

NOTES:

- 1) Class will conduct via online thru Mega Jati Academy Learning Management System(LMS).
- 2) All the notes, videos, exercise, is ready in the Learning Management System (LMS)
- 3) Suggestion time to complete all the exercises in the schedule is as a guideline however subject to participant planning.
- 4) The link for the interactive class will be given in the WhatsApp Group once confirmed.
- 5) *This schedule is subjected to change.*

MEGA JATI ACADEMY SDN BHD

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2024

Program Outcome:

PO Number	Specific Criteria	Program Outcome Statement
PO1	Knowledge and Competent	Healthcare Facility Manager Personnel who is knowledgeable, competent to facilitate, coordinate and fulfil the FM in Healthcare Industry which works efficiently by understanding the laws, regulations & administration functions, construct and design standards and requirements in the operation and maintenance duration along his services in the healthcare facilities infrastructure life cycle operation
PO2	Healthcare Legislation and Regulation	Healthcare Facility Manager Personnel who is well versed in Healthcare Legislation & Regulation including Law & Regulation related to Medical & Health in Malaysia, Medical Device Authority (MDA) regulation, Atomic Energy for Healthcare, Medical Laboratory Regulation, Risk and Crisis Management that coordinating and integrate for the safe, functional and optimized serviceability of the healthcare facilities infrastructure under his care.
PO3	Technical Services Management	Healthcare Facility Manager Personnel who able to formulate and deliver a satisfactory, effective and economical routine maintenance works activities for high quality and acceptable Technical Services including its Healthcare Facility Design and Civil Engineering Services, Facilities Mechanical and Electrical (M&E) services Management, Customer Services & Budget Preparation, Risk Management in related services area and accessories inclusive of operational servicing and maintenance scope of works.
PO4	Operational Services Management	Healthcare Facility Manager Personnel who able to continuously apply a high quality Operational Services Management including able to evaluate the objectives, prepare the related technical and financial documentation for execution of projects and adapting the best practices in overall Facilities Management Services (FMS), Biomedical Engineering Maintenance Services (BEMS), Health Waste Management Services (HWMS), Linen and Laundry Services (LLS), Healthcare Cleaning Services (HCS) activities that is including compliance of the related acts, regulations and guidelines for a safe and sustainable healthcare facilities maintenance.
PO5	Sustainability Facilities Management	Healthcare Facility Manager Personnel who sufficiently demonstrating his ability in ensuring excellence maintenance of Sustainability Facilities scope of works that including Contract and Procurement Management, Risk Management, Instrumentation Maintenance routine maintenance, predictive diagnostic, comprehensive documentation checklist and world class maintenance methodologies using both conventional and modern simulation tools in delivering his works.
PO6	Healthcare Energy Management Service	Healthcare Facility Manager Personnel who evaluates a range of principles and complex operational management techniques in Healthcare Energy Management Service across a wide spectrum of contractual obligations for the work of himself and others which include planning, execution and control the important parameters in healthcare services management such as material, manpower and machinery that also may include the monitoring and control procedures of material usage, claim and payments in this activities on Efficient Management of Electrical Energy and according to the best practices.

Program Module:

Module for **Certified Healthcare Facility Manager** as follows:

Module Number	Module Name
Module 01 (M01)	Healthcare Facility Management & Setup
Module 02 (M02)	Healthcare Legislation and Regulation
Module 03 (M03)	FM Contract & Finance Administration
Module 04 (M04)	Roles and Responsibility of Project Team
Module 05 (M05)	Communication, Liaison & Entrepreneurship
Module 06 (M06)	Safety, Health, Environment and Professional Ethics
Module 07 (M07)	Resources and QMS Administration
Module 08 (M08)	Operation and Maintenance
Module 09 (M09)	Event Management & Emergency Response
Module 10 (M10)	Facility Management Monitoring and Control
Module 11 (M11)	Assets Management in Healthcare
Module 12 (M12)	Technical and Support Services
Module 13 (M13)	Operational Services Management
Module 14 (M14)	Sustainability Healthcare Facility Management
Module 15 (M15)	Energy Management in Healthcare Services

Schedule for Interactive Class with Trainer:

Module Number	Module Name	Date	Time	Remarks
M1	Healthcare Facility Management & Setup	18.11.2024	9am-1pm	Interactive Class with Trainer via Zoom (Online Class)
M2	Healthcare Legislation and Regulation			
M3	FM Contract & Finance Administration		2pm-5pm	
M4	Roles and Responsibility of Project Team			
M5	Communication, Liaison & Entrepreneurship	19.11.2024	9am-1pm	
M6	Safety, Health, Environment and Professional Ethics			
M7	Resources and QMS Administration		2pm-5pm	
M8	Operation and Maintenance			
M9	Event Management & Emergency Response	20.11.2024	9am-1pm	
M10	Facility Management Monitoring and Control			
M11	Assets Management in Healthcare	20.11.2024	2pm-5pm	
M12	Technical and Support Services	21.11.2024	9am-1pm	
M13	Operational Services Management		2pm-5pm	
M14	Sustainability Healthcare Facility Management	25.11.2024	9am-1pm	
M15	Energy Management in Healthcare Services		2pm-5pm	

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Training Method classified as Hybrid; There are 2 method of training method conducted.

e-learning & remote online learning

1. **Online self-learning (e-learning)** – Participant will be provide user ID & password to access **Learning Management System (LMS) @ Student Portal** where they can access 24 hours (recommended 9.00am – 530pm daily) at their convenience schedule during training period to view recorded training for every module video, presentation slide, training handouts & library with 200+ reading material, latest act, rules & regulation and other related article. Secretariat and trainer will monitor their access into LMS where they required to answer Knowledge Assessment (KA) for every module within specific period given.
2. **Interactive Class with Trainer (remote online learning via Zoom)** - Participant will have engagement with experience trainer live via zoom training at scheduled date and time to allow 2-way communication, get detail explanation on next module learning and update Self-Assessment Report progress. In this session, participant can share their real experience or ask any question related to their daily issue faced to get our trainer suggestion solution. **Due to tight timeframe & participant from various country branch, this session conducted via Zoom (online interactive communication) between participant with trainers.**