

- **Separate eating from studying.** Seriously. Take 20 minutes to just eat. You'll eat less. If you're studying while eating, you'll eat more and likely eat more sweet or starchy foods.

- **Have an accountability partner.** Someone who is also doing this with you. Whether you go to the gym together or cook together, daily check-ins help keep you on track.

- **Make your workouts fun.** Call it a "fun out," not a workout. Is it a spin class, or a new trail you want to run?

- **Make working out a time to escape studying.** No one I know does well when studying is always on their mind. Getting away from the material for an hour is refreshing for when you return.

- **Celebrate your workouts.** Little successes are key. Most people who work only towards big goals will fail them.

Conclusion

Studying at university is a real contrast to being a student at school and one of the real challenges is organising your work and activities. You can no longer rely on your parents to keep a calendar of everything that's going on and instead you must sort things for yourself. Add to this the fact that a significant proportion of time at university will be spent feeling tired, due to excessive studying or partying, and there is a recipe for potential disaster. Tutorials may clash with rehearsals, practicals may coincide with sports matches. The most important thing is to have some kind of system, whether it is a paper diary you keep with you or a calendar on your phone. Make sure you're not the one who is always nearly missing things or running round at the last minute trying to work out where you're supposed to be.

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SCIENTIFIC SUBSTANTIATION OF «MEDICAL ADMINISTRATOR» POSITION IMPLEMENTATION INTO HEALTHCARE SYSTEM

Topicality of our research. It is indisputable, that nowadays Ukraine is undergoing a series of reforms, including fundamental changes in the healthcare system. New approaches to the training of medical personnel in higher medical education institutions are being developed. Topicality of this issue is determined by core irreversible changes within the healthcare system itself, as well as the introduction of new specialties, which will increase the efficiency and ensure a high level of provision of medical services.

Aim of research is to substantiate expediency of introducing a post of a medical administrator as a highly-qualified specialist in administrative and business work.

Results and their discussion: It is known, that the senior nurse of the department spends about 70% of working hours carrying out administrative and economical duties, which include: medical drugs management (listing, prescription, disposal); medical documentation and archive keeping; household accounting and financial calculations execution; records making and keeping; inventory listing, accounting and other assets. Thus, taking this fact into consideration, the senior nurse has no time to be directly engaged in the provision of quality medical services and medical diagnostic process. Consequently, she is unable to fully supervise the activity of junior medical personnel, keep the sanitary and hygienic condition of the department according to the requirements, as well as organize and support the sanitary-anti-epidemic and treatment-protective regime. Therefore, in accordance with the changes in the Directory of Qualification Characteristics of Professionals, Issue 78, «Okhorona zdorov'ya» («Health Care»), the section "SPECIALISTS" is supplemented with a new content, which introduces a new post in the health care system - "Medical Administrator" [1]. This specialist will accumulate and assume administrative, household and economic functional responsibilities. The work of the senior medical specialist will be greatly facilitated, as the medical administrator will take over all the extra duties. Such a division of functional responsibilities will ensure a high level of performance by a senior nurse and a medical administrator.

Training of a competitive, highly skilled, competent specialist, capable of using modern knowledge of health care organization(s) (WHO etc) in market conditions, engaged in nursing administration, making managerial decisions, and ensuring their implementation is based on the application of nursing leadership models. Bachelor of Nursing of "Medical Administrator" specialization can use modern knowledge of health care organization(s) in market conditions to deal with nursing administration, as well as to make managerial decisions and ensure their implementation, is based on the application of models of nursing leadership [2, p. 35].

Medical Administrator must be aware of:

- current legislation on health care and regulatory documents regulating the activities of health care institutions;

- rights, duties and responsibilities of the medical administrator, including policy documents defining the tasks and functions of medical institutions;
- the procedure for keeping records and accounting documentation (including reports), the ways of processing medical statistical information and the medical drugs management (listing, requirements, logistics, disposal);
- procedure of composing rational schedules and proper placement of junior specialists with medical education;
- safety rules for medical instruments and equipment [1].

An administrative and business work specialist manages and organizes information provision, communications and internal administrative coordination of the activities of the health care institution. He/she forms the info-communicative infrastructure of its departments, distributes responsibilities among employees, directs, coordinates and supervises their work, as well as takes steps to improve the forms and methods of personnel interaction. Administrator also keeps under control the undergoing events (promotions, information campaigns, patient-related activities etc), schedules the upcoming ones, plans and organizes meetings, counsels and summits. Also, the development of analytical, reference and other materials on issues related to the activities of the healthcare facility, provision of the head physician with the necessary information of an administrative or organizational nature form the responsibilities of medical administrator as a skillful manager.

Post of medical administrator includes the following duties and responsibilities:

1. drafting budgets, controlling costs, preparing draft contracts and procurement orders, as well as developing perspective and current plans in accordance with the development strategy of the institution;
2. providing office work in the department
3. participation in documentation circulation and making estimates of economic costs;
4. carries out control over the timely preparation of the wards for the reception of patients, preservation of property and equipment;
5. monitors compliance with the established procedure for accounting of material and technical means of maintaining health and providing statistical reports;
6. conducting medical documentation; provision of actual information at the request of management, coordination of the department's interaction with other structural subdivisions of the health care institution;
7. monitors the corresponding fees and services, checks the correctness of the outpatient card placement and filling. Conducts organizational and technical measures;
8. provides accounting for income and sales of inventories and assets;
9. monitors the availability of the necessary assortment of goods and medical products in compliance with the standards [3].

Medical administrator is responsible for the expense of medical drugs within the department, their account, storage and use. It ensures the preservation of medical equipment, tools and their proper use. He/she supervises compliance with the rules of

internal regulations, safety and fire regulations and he/she constantly improves his/her professional level [4].

Conclusions. As a conclusion, we can state that after the substantiation of new functional directions of the activity of a medical administrator as a component of reforming the healthcare system (organization of department functionality in particular), there would be a necessity of medical administrator position introduction in every medical institution. The activities of the senior nurse will mostly be aimed at the quality medical diagnostic process and junior specialists with medical education supervision within the departments.

Prospects for further research.

1. to conduct the analysis of the financial and economic activities of the department and the legal job description of the senior nurse;
2. to carry out the timing of the work of the senior nurses;
3. to conduct a survey for senior nurses regarding functional responsibilities;
4. to conduct a division of functional responsibilities between a senior nurse and a medical administrator;
5. to determine the main priorities of the educational program when training a medical administrator.

After generalization of the peculiarities of the specifications of the duties and responsibilities of the medical administrator in the structural units of the hospital(s) (departments, centers), offered additions to the job description of a senior nurse would be tested and implemented in the experimental facilities. Thus, the necessary changes to the education program regarding medical administrator training shall be introduced. Data obtained could be used in professional activity of the specialists mentioned above.

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