



Organizing major steps

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- Identify, arrange and combine **tasks** to be performed
 - Assign **employees** to group and designate employees to manage group
 - Provide **authority** and **responsibility**
 - Define method of **evaluation** and **accountability**





Organizing major steps

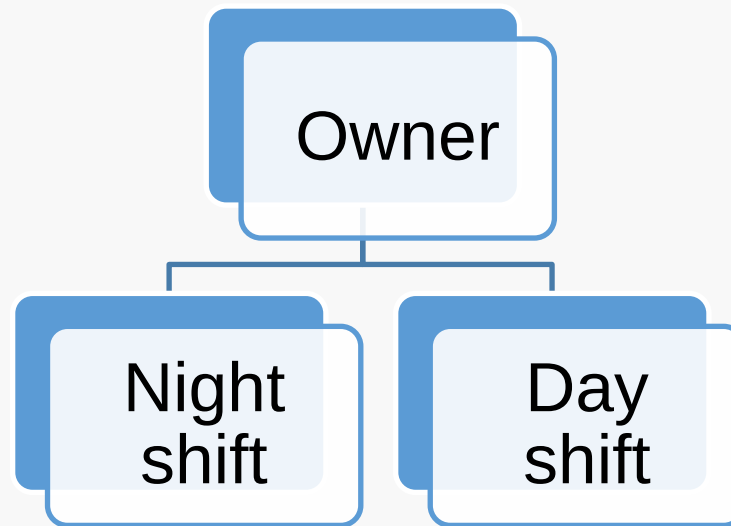
3. Group related tasks into jobs to be assigned to an employee with **expansion and clarification of job value** (e.g prescription fill is proceeded by checking of drug-drug interaction, drug food interaction and patient medical history) (**job enrichment**)





Organization by time

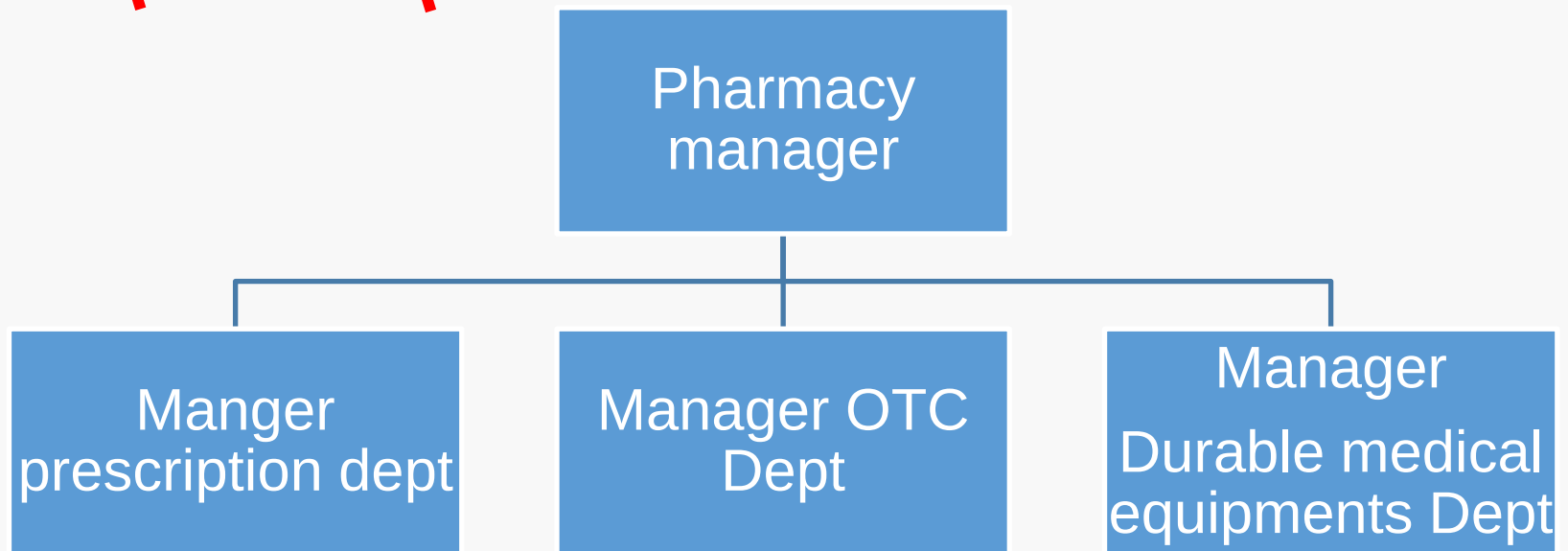
- Grouping employees based on their working hours





Organization by function

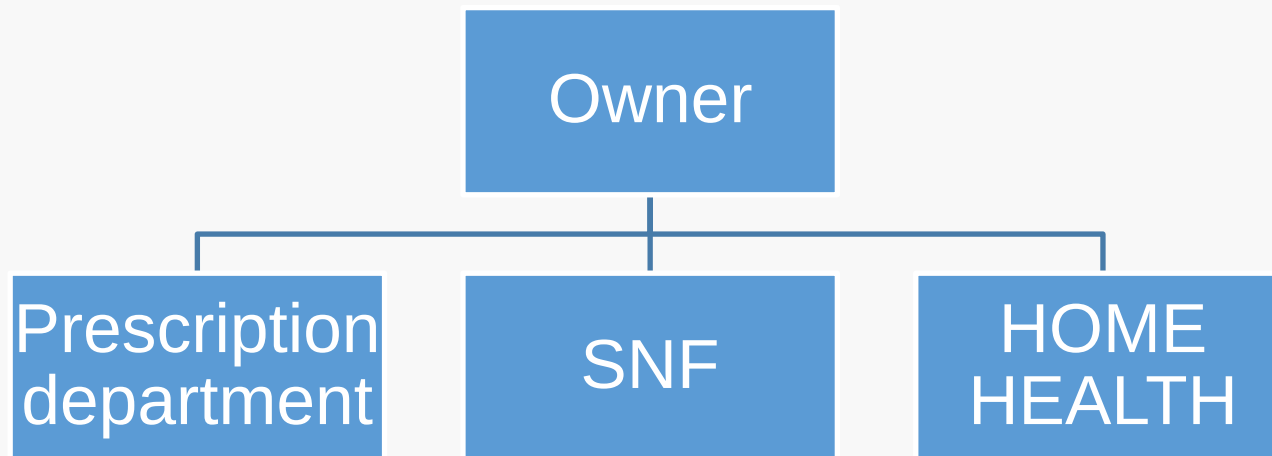
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Organization by Service

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Management Functions

1. **Planning**

2. **Organizing**

3. **Staffing**

4. **Directing**

5. **Controlling**

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