

Course	HLTH 5040-LC Human Resources Management in Health Administration
Term	Spring 1, 2008, Lackland AFB, Texas
Instructor	Name: Robert F. Bories, Jr., FACHE Phone: Home: 210-493-2937 Cell: 210-722-2037 Email: RobertBories38@webster.edu RBories@aol.com
Catalog Description	This course examines the traditional concerns of human resources management within the health administration field. Particular attention is paid to compensation management, employee recruitment, employee retention, employment policies, and the legal environment of human resource management. The various employment arrangements and contracts of physicians, nurses, and allied health professionals are discussed.
Prerequisites	None
Course Level Learning Outcomes	<ul style="list-style-type: none"> • Students will be able to identify and explain the recruitment practices of health service organizations. • Students will be able to appraise retention practices of health service organizations. • Students will be able to identify the methods for a wage and salary schedule. • Students will be able to construct the legal environment of human resource management. • Students will be able to prescribe a training and development program for a chosen health service organization.
Materials	<p>Required Textbook: Book title & edition: <u>Human Resources in Healthcare: Managing for Success</u>. Second Edition. Author(s): Fried, B.J., Fottler, M.D., & Johnson J.A. (eds) Publisher: Health Administration Press. Chicago, IL ISBN: 1-56793-243-6</p> <p>Current Literature: Students will be required to obtain material from the current literature relevant to the topics of discussion.</p>

<p>Grading</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Examinations 40% • Research Paper and Presentation* 40% • Case Studies 10% • Class participation** 10% <p>Grading Scale:</p> <p>91-100 A 81- 90 B 70- 80 C</p> <p>* Research Papers are due on the date of the oral presentation. Any work turned in after that will be considered late and will receive substantially lower grades. The Research Paper will address a contemporary issue in healthcare human resource management. The term paper is to be a minimum of 15 pages in length with a minimum of 10 references. At least 50% of the references will be from the Passports Eden Library System. A link to the Passport Eden Library System can be found at www.webster.edu/sa</p> <p>** To enhance classroom discussion, students will be required to submit and report on recent articles, thus demonstrating their outside preparation.</p>
<p>Activities</p>	<p>Much of the course material will be presented in lecture format by the instructor. In addition, students will prepare case studies relevant to contemporary healthcare human resources issues. This process will enable students to learn to research current issues and formulate oral and written reports. Oral reporting on the research paper will enhance the student's skills in delivering quality, business-oriented presentations.</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it. Instances of academic dishonesty will result in a grade of zero and will be reported to the Dean of the School of Business and Technology.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full</p>

	<p>refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
Course Policies	This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.
Weekly Schedule	<p>Pre-Assignment for Week 1</p> <ul style="list-style-type: none"> • Read Chapters 1 and 2, text. • Each student should bring to class one news article on a current human resources issue.
	<p>Week 1 Topics:</p> <ul style="list-style-type: none"> • Course Overview • Strategic Human Resources Management • Healthcare Workforce Planning • Article Presentations <p>Assignment for Week 2:</p> <ul style="list-style-type: none"> • Read Chapters 3 and 13, text
	<p>Week 2 Topics:</p> <ul style="list-style-type: none"> • Healthcare Professionals • Nurse Workload, Staffing, and Measurement • Article Presentations <p>Assignment for Week 3:</p> <ul style="list-style-type: none"> • Read Chapters 4 and 5, text • Case Study # 1

	<p>Week 3</p> <p>Topics:</p> <ul style="list-style-type: none"> • The Legal Environment of Human Resources Management • Workforce Diversity • Article Presentations • Case Discussions <p>Assignment for Week 4:</p> <ul style="list-style-type: none"> • Read Chapters 6 and 7, text
	<p>Week 4</p> <p>Topics:</p> <ul style="list-style-type: none"> • Job Analysis and Job Design • Recruitment, Selection, and Retention • Article Presentations <p>Assignment for Week 5:</p> <ul style="list-style-type: none"> • Prepare for Mid-term Examination • Read Chapter 8, text
	<p>Week 5</p> <p>Topics:</p> <ul style="list-style-type: none"> • Mid-term Examination • Organizational Development, Training, and Knowledge Management <p>Assignment for Week 6:</p> <ul style="list-style-type: none"> • Read Chapters 9 and 10, text • Case Study # 2
	<p>Week 6</p> <p>Topics:</p> <ul style="list-style-type: none"> • Performance Management • Compensation Practices, Planning, and Challenges • Case Discussions • Article Presentations <p>Assignment for Week 7:</p> <ul style="list-style-type: none"> • Read Chapters 11 and 12, text
	<p>Week 7</p> <p>Topics:</p> <ul style="list-style-type: none"> • Creating and Maintaining a Safe and Healthy Workplace • Managing with Organized Labor • Research Paper Presentations • Written Research Papers Due <p>Assignment for Week 8:</p> <ul style="list-style-type: none"> • Read Chapters 14 and 15, text
	<p>Week 8</p> <p>Topics:</p> <ul style="list-style-type: none"> • Human Resources Budgeting and Employee Productivity • Creating Customer-focused Healthcare Organizations • Research Paper Presentations • Written Research Papers Due <p>Assignment for Week 9:</p> <ul style="list-style-type: none"> • Prepare for Final Examination • Read Chapter 16, text

	Week 9 Topics: <ul style="list-style-type: none">• Final Examination• Research Paper Presentations• Present Trends• Course Review
Additional Information	Please notify the instructor as soon as possible regarding absences. It is the student's responsibility to obtain notes and materials for class time missed.