Grant has been working in health care since 1966 and teaching for SIU since 1985. He has held various positions in administration with some of Southern California’s leading healthcare facilities and systems and spent several years as an independent consultant for materials management and information systems development. He is currently an operations consultant and analyst with OmniCell, a hospital software/equipment company, Mountain View, CA. Grant holds an MBA with a Health Care Administration emphasis and is a Fellow in the American College of Healthcare Executives.

Course Description:

A focus on the preparation of health care administrators with the necessary management tools to assure comfort, safety, and well-being of patients, hospital personnel, and visitors, and to focus their attention on sound management practices of human assets in health care facilities and systems.

Prerequisite to:

None.

Required Textbook:


Course Objectives:

1. Define human resources management and explain its role in formulating and executing health care organizations overall strategic plans.
2. Identify and give examples of the HRM responsibilities of line and staff managers in health care organizations.

3. Cite major laws that address and prohibit specific discriminatory personnel management practices in recruitment, selection, promotion, transfer, layoffs, and benefits and know how to avoid employment discrimination problems.

4. Identify job analysis processes, job descriptions and exercise employment planning.

5. Identify the overall selection process including tests, interviews, and background checks.

6. Identify employee training and development needs and maintaining a diverse workforce.

7. Gain knowledge of the various styles of performance appraisals systems.

8. Identify and discuss the roles, contributions and influences different groups of health professionals have on the U.S. health care system.


10. Explain regulatory issues pertaining to occupational health problems in health care organizations.

Course Requirements:

Each student will be required to accumulate 70 percentage points in order to receive a letter grade of C or better. Points will be given for several quizzes, out-of-class assignments, a Mid-Term, and a Final Examination.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2014</td>
<td>Pre-Test</td>
<td>0%</td>
</tr>
<tr>
<td>August 17, 2014</td>
<td>Quiz</td>
<td>10</td>
</tr>
<tr>
<td>September 6, 2014</td>
<td>Midterm Exam</td>
<td>30</td>
</tr>
<tr>
<td>October 4, 2014</td>
<td>Quiz</td>
<td>5</td>
</tr>
<tr>
<td>October 5, 2014</td>
<td>Final Examination</td>
<td>30</td>
</tr>
<tr>
<td>Class Duration</td>
<td>Out-of-Class Exercises</td>
<td>25</td>
</tr>
</tbody>
</table>

With the exception of the Pre-Test, quizzes and exams will be open book, open note.

Make up exams may be accepted for pre-arranged, legitimate absences. Test questions are normally short answer. As grading such answers is somewhat subjective, all such scores are available to be challenged by the student. Each ambiguous answer
to an ambiguous question will be graded in the students favor. Having said that, no student will be penalized a letter grade due to a single point.

During the course, we will cover Chapters 1, 2, 4 - 12, 14 and 16.

Attendance:

In affirmation of the importance of prompt and regular attendance as part of a quality, learning environment, your attendance at each session is highly encouraged. Although points will not be directly deducted for absences it has been the instructor’s experience that reduced test scores bear a direct relationship to poor attendance and habits of tardiness. University rules with regard to missed hours will be followed, however missing more that the equivalent of two full day sessions plus one minute will result in a grade of “F”, regardless of academic achievement during the other portions of the course.

Grading Scale (based on this class curve with highest achieved score = 100%):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90</td>
</tr>
<tr>
<td>B</td>
<td>80</td>
</tr>
<tr>
<td>C</td>
<td>70</td>
</tr>
<tr>
<td>D</td>
<td>60</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
<tr>
<td>F</td>
<td>More than the equivalent of 2 days absence including tardiness, regardless of scores.</td>
</tr>
</tbody>
</table>

Assignments:

1st and 2nd Sessions (1/3 of total course)

- Pre-read and outline (any format) chapters 1, 2, 4 and 5. Turn in a COPY of your outlines each Sunday, keeping a copy for your exams.

3rd and 4th Sessions (2/3 of total course)

- Pre-read and outline (any format) chapters 6-10
- The Midterm exam will be given on Saturday after lunch, graded Saturday night and returned Sunday morning. Questions will be from both reading materials and class discussions to date

5th and 6th Sessions (1/1 of total course)

- Pre-read Chapters 11, 12, 14, 16
- The final exam will be given Sunday afternoon following lunch.
FAQs:

1. Do I have to buy the book?
   a. It is a University Requirement. Exams and quizzes are open book, open note. There will be some test questions taken directly from the book.

2. Since the exams are open book, open note, open computer; I can wait until the exam to read only enough to answer the question, right?

3. Right. Although, it has been noted that the average time for a student to take a test is ½ hour if they have pre-read the book and 3 hours if they have not.

4. Are the tests timed?
   a. No. We’ll start the mid-term and final after lunch and you’ll have until the end of the day to complete them

5. Do you ever fail students?
   a. No. They fail themselves.

6. Is this class as boring as it sounds?
   a. Most people enjoy it, actually, and learn something from each other at the same time. What a deal.

7. What time do we get out?
   a. 4:50 p.m. but in an adult session, you may leave when you desire, of course. You may later wish you hadn’t. Also note the attendance policy above.

8. Can we use our laptop computers, tablets, or calculators?
   a. Yes. For both normal and test work. In fact many of our discussions will be grounded in digital format so laptops can be used to make supplemental notes and for the exams.

Safety Instructions: Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. If you are located on a military installation, and depending on the type emergency a senior military member may take control of the situation and direct you on the action to take. Please follow their instructions and do as asked. Similarly, if you are at a community college, their security personal may arrive and take control of a situation, please follow their instructions as well.

Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion.

ADA Statement for Students Requiring Special Accommodations: As per 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform the instructor or program advisor as soon as possible.