MASTER SYLLABUS

COURSE NO., HOURS, AND TITLE:

RAD 531-3, Human Resource Management in Health Care

COURSE DESCRIPTION:

This course carefully examines and describes how the key human resource functions play a significant role in the health care environment. It focuses heavily on how each particular human resource function supports management initiatives. With a strategic focus, this course methodically scrutinizes how human resource functions such as employee selection, development, motivation, and appraisal can impact a health care organization's ongoing business continuity. It also thoroughly examines how health care employees, managers, and administrators must operate within the dynamic legal environment of human resources.

PREREQUISITE TO:

N/A

COURSE OBJECTIVES:

The primary objective of RAD 531 is to instill in the student an understanding of the human resource and regulatory issues whereas the health care industry must operate. This is accomplished through an integrated study of topics, case studies, and practice simulations of management issues which revolve around the human resource field. At the conclusion of the course, the student will be capable of:

1. Identifying strategies for the recruitment, selection, development, and retention of quality health care professionals;
2. Understanding the varying leadership styles, need for leadership cultivation, and succession planning strategies;
3. Differentiating between the varying motivational and communication strategies useful in creative productive work teams;
4. Identifying various legal issues which require managerial attention;
5. Understanding the changing workforce dynamics and the labor shortage issues;
6. Preparing for future challenges in the human resource field within the industry of health care.
TOPICAL OUTLINE:

Topics

I. Human Resources in Healthcare Industry  20%
   Strategic Planning
   Recruitment and Selection
   Employee Retention
   Performance Evaluation
   Training, Education, and Development

II. Management Practices  15%
    Leadership
    Motivation
    Communication
    Credentialing

III. The Legal & Regulatory Environment  30%
     Historical Issues in Human Resources
     Federal Equal Employment Opportunity Laws
     General Employee Laws
     Benefits
     Safety
     Sexual Harassment

IV. Workforce Issues  15%
    Labor Shortages
    Changing Workforce Demographics
    Provider Maldistribution

V. Future Challenges  20%
    Economic Trends
    Social Trends
    Technological Trends
    Political Trends
    Regulatory Trends
    Outsourcing
    Global Aspects

TEXTBOOKS:

Required: