

Syllabus

RAD536-3 Introduction to Administration and Supervision in Allied Health

“As a professional managing the work of others you are charged with the task of facilitating the work performance of a number of people. Quite literally you are, in large part, there to make it possible for your employees to get their work done better than they could without your presence. This must be done in such a way that the group functions more effectively with you than it would without you.”¹

Instructor: TBA

Address: 1365 Douglas Drive, Southern Illinois University MC6615
Carbondale, Illinois, 62901

Contact: (618) 453-8800

Course Number, Hours, and Title: RAD536-3, Introduction to Administration and Supervision in Allied Health

Course Description: This course provides students with an examination of nature, function, and techniques of administration and supervision in medical departments. This is accomplished through case analyses and practice simulations of human problems in the healthcare organization and application of findings of behavioral science research to healthcare problems. Emphasis will be placed on the development of the direction and leadership skills. Prerequisite: Consent of instructor.

Prerequisite To: N/A

Course Objectives: The primary objective of RAD536 is to instill in the student an understanding of the mechanisms utilized in administration and supervision, particularly in the fields of allied health (for instance medical imaging departments). This is accomplished through an integrated study of topics, case studies, and practice simulations of management problems. At the conclusion of this graduate course, the student will be able of:

1. Identifying common management problems;

¹ In Liebler and McConnell (Management Principles for Health Professionals, 2008, Jones and Bartlett), page 454.

2. Identifying and performing solutions to common management problems;
3. Differentiating various styles of leadership, the applicability of each, and the appropriate situations in which to use them;
4. Differentiating various issues that are specific to healthcare employees and their commensurate corrective actions.

Topical Outline:

Topics:	I. Analysis of personality types	20%
	II. Case studies of scenarios and management	20%
	III. Study and analysis of behavioral science research in health care settings, particularly related to staffing management issues	25%
	IV. Analysis of simulated supervisory and management problems	35%

Course Material:

Textbooks:

Required:

None

Recommended:

Depree, M. (1990). *Leadership is an art*. New York: Dell.

Depree, M. (1993). *Leadership jazz*. New York: Dell.

Liebler, J.G., & McConnell, C.R. (2008). *Management principles for health professionals*(5th ed.). Sudbury, MA: Jones and Bartlett.

ASSIGNMENTS and DUE DATES:

All written assignments submitted for this course must conform to the guidelines of the current edition (6th Edition) of the Publication Manual of the American Psychological Association.

Grading Criteria for Assignments

Possible Point Deductions

Ethical standards*	Up to 100%
Adherence to assigned topic	Up to 100%
Appropriate content	Up to 100%

Writing style	Up to 100%
Technical aspects of writing (grammar, punctuation, spelling, capitalization...)	0.1 point per error

*Penalties for plagiarism can be quite severe and range from an “F” for the course to suspension from the University.

There will be 4 units for this course, roughly aligned with the topics identified previously. Readings will be assigned weekly based upon the topic for that time period. The readings may come from a variety of sources and appear disparate, but all will have commonality. Following the unit readings, students will be required to complete a post-unit examination. The unit examinations will be administered through BlackBoard utilizing Respondus© software which will automatically grade the test for each student. The tests will be available throughout a window of time during each testing week; however, once begun, the test will only be accessible for a limited time. You not be able to close the test, nor navigate away from the webpage, so plan your testing time carefully. Additionally, a comprehensive final examination will be conducted.

Throughout the course, the chat functions of the BlackBoard system will be utilized to allow the students to interact with one another, ask questions and receive discussion from their classmates. The students are strongly encouraged to utilize this function to discuss questions with each other and with the instructor. Trust to your classmates, they often have the correct answer and by acting as a cohort and relying on one another the course will be enriched.

The grading scale for this course will be:

Unit Examinations 4@100 points each
 Final Examination 1@100 points

*Make-up tests will not be offered. In extreme circumstances, and at the instructors discretion, arrangements may be made to allow students to replace one unit examination with an alternate assignment (generally a written/essay test).

Grading Scale:

450 points +	A
400-449 points	B
350-399 points	C
Below 350 points	F

STUDENT ACADEMIC GRIEVANCE PROCEDURES

**for the College of Applied Sciences and Arts
Southern Illinois University at Carbondale**

GRADES GIVEN AT THE END OF A COURSE ARE FINAL AND MAY NOT BE CHANGED BY ADDITIONAL WORK OR BY SUBMITTING ADDITIONAL MATERIALS.

EXTENUATING CIRCUMSTANCES WHICH TRANSCEND PROFESSIONAL JUDGMENT OF THE INSTRUCTOR MAY BE APPEALED THROUGH PROCEDURES ESTABLISHED BY THE INSTRUCTOR'S SCHOOL OR COLLEGE. MATTERS RELATED TO FACULTY JUDGMENT IN GRADING MAY NOT BE APPEALED.

A matter relating to academic evaluation is the responsibility of the department responsible for the program in which it occurs and the office of the dean of the College of Applied Sciences and Arts. Every effort should be made to resolve such academic evaluation problems quickly and at the program level where they occur prior to director involvement.

Grades may be appealed only on procedural grounds and not on substantive grounds. Grades may **not** be appealed beyond the level of the dean.

Matters pertaining to evaluation of a course in which the student is or has been registered that are not resolved between the persons directly involved will be adjudicated in the following manner:

1. A student who has reason to be aggrieved will file the complaint in writing with the department chairperson responsible for the program in which the incident occurs.
 - a. The complaint must be presented in sufficient detail that a proper response may be made.
 - b. The complaint must be received by the department chairperson within 30 working days of the occurrence of the incident.
2. The department chairperson will submit a copy of the complaint to the other party named in the complaint within three working days.
3. The other party will respond in writing to the complaint to the department chairperson within 15 working days of receipt of the copy of the complaint.

4. The department chairperson will, within seven working days of receipt of the response to the complaint, transmit a written decision in the matter to both parties along with notification of appellate procedures. A copy of the response to the complaint will also be sent to the dean of the College. Failure of either party to respond through the appropriate appellate channels within 15 working days will be interpreted as acceptance of the decision and its implementation by the appropriate office

5. Should either party be unwilling to accept the decision of the department chairperson, an appeal may be made to the dean of the College. Such appeal must be submitted in writing within 15 working days of the receipt of the decision by the department chairperson. The appeal must specify:
 - a. The original complaint;
 - b. The grounds for the appeal; and
 - c. Recommendation(s) for resolution of the complaint.

6. The appellant, after consultation with the dean of the College, will select one of the following procedures for adjudication:
 - a. **Administrative:** The dean of the College will review the matter with each of the parties involved and render a decision in writing within 30 working days of the review.
 - b. **Panel:** The dean of the College will appoint a panel consisting of three faculty members with no administrative appointment and three students to review the matter and render a decision within 30 working days of the review. Written records of the review proceedings will be placed in the student's permanent record in the College.

7. When a decision is reached by one of the above methods, the dean of the College will notify each of the parties of the decision in writing. A copy of the decision will be filed with the student's permanent record in the College. An information copy will also be sent to the dean of the Graduate School if the matter involves a graduate student. There is no appeal for grades above the level of the college dean.