

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:

Fallon, L.F., & McConnell, C.R. (2007). *Human Resource Management in Health Care Organizations*. Sudbury, MA: Jones and Bartlett Publishers. ISBN - TBA