



Managing Healthcare Human Resources

HCA 340

Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

A key factor of success for an organization is how well its employees are engaged in its initiatives and routine operations while maintaining human resource legal and regulatory requirements and generally accepted practice. Specific considerations for healthcare organizations include clinical governance, credentialing, and licensure. Learners examine the interrelationships of human resource, clinical governance, and the delivery of patient-centric care and services. In addition, they explore staffing and employment functions; training and development; compensation and benefits; labor relations; credentialing and licensure; and legal and regulatory requirements. Management considerations within a multicultural environment are also addressed. *Prerequisite: COM 125. Prior study of healthcare legal, regulatory, and accreditation requirements is highly recommended.*

II. Required and Supplementary Instructional Materials

Fried, B. J., & Fottler, M. D. (2015). *Human resources in healthcare* (4th ed.). Chicago, IL: Health Administration Press.

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each program of study that are in line with the institutional outcomes of critical thinking, ethical reasoning, leadership, communication, and career preparation. Course outcomes support program outcomes and are listed below.

Upon successfully completing this course, the learner will be able to:

1. Describe the integration of human resources into a healthcare organization's overall business strategy.
2. Compare the common role of human resources in business to the role of human resources in healthcare organizations with consideration for clinical governance, credentialing, licensure, and other factors unique to the healthcare industry.
3. Use the principles of learning to design, develop, deliver, and evaluate employee training and development programs in healthcare organizations.
4. Evaluate staffing, employment, employee performance appraisal, compensation, and benefits management methods in healthcare organizations.
5. Analyze employee rights, labor relations, and the legal risks and requirements related to equal protection and safety in a healthcare organization.
6. Apply ethical and socially responsible practices to human resource management in healthcare organizations.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussions	6	120	12%
Case Study Paper	1	75	7.5%
Final Case Study Paper	1	150	15%
Web Exercise Papers	2	80	8%
Midterm PowerPoint Presentation	1	150	15%
Healthcare Leadership Interview	1	125	12.5%
Mastery Activities	2	300	30%
Total Points		1000	100%

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> Read Chapters 1, 2, 3 Read: SHRM article. The significance of strategic human resource management. Graeme Salaman, John Storey, and Jon Billsberry. 	<ul style="list-style-type: none"> Unit 1 Discussion Unit 1 The Significance of Strategic Human Resource Management
2	<ul style="list-style-type: none"> Read Chapters 4, 5, & 7 Attend Collaboration Session 	<ul style="list-style-type: none"> Unit 2 Discussion Unit 2 Case Study
3	<ul style="list-style-type: none"> Read Chapters 6, 8, & 9 Conduct Healthcare Leadership interview 	<ul style="list-style-type: none"> Unit 3 Discussion Unit 3 Mid Term - PowerPoint Presentation Unit 3 Mastery Activity 1
4	<ul style="list-style-type: none"> Read Chapters 10 & 11 View Web Slideshow. 5 Trends in Benefits for 2015. Employee Benefit News. 	<ul style="list-style-type: none"> Unit 4 Discussion Unit 4 Review – 5 Trends in Benefits for 2015
5	<ul style="list-style-type: none"> Read Chapters 12 & 13 Attend Collaboration Session – Healthcare Leadership Interview results 	<ul style="list-style-type: none"> Unit 5 Discussion Unit 5 Healthcare Leadership Interview
6	<ul style="list-style-type: none"> Read Chapters 14 & 15 Watch YouTube Video - Ethics Video – from ER – Discussion of ethics from a provider perspective in the Emergency Room of a large metropolitan hospital 	<ul style="list-style-type: none"> Unit 6 Discussion Unit 6 Final - Case Study Unit 6 Mastery Activity 2

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.