# The University of Scranton The Panuska College of Professional Studies **Department of Health Administration and Human Resources**

PAD 50 - Ma an Resources anage ent Fall 2018 - € redits Day/Ti e:

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courrin Fall 213

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#### I. **COURSE DESCRIPTION**

This course e a inest u an resource anage ent functions, processes and syste s which organizations including recruit ent, selection, training of personnel and regulatory environ ent affecting to an resources anage ent perations, anaging and developing an an resources within and between syste s/organizations is also studied. Translational perfor ance and creativity are e a ined. Here are no prerequisites for his course.

#### JESUIT PRINCIPLES AND VALUES II.

The iniversity of Scranton is a sesuit institution of eigher learning, which e braces spirituality at the core of its ission. The chief characteristics e between in the vision founded by Saint I gnatius or oyola include: the concept of the Magis, or a restless pursuit of e cellence grounded in gratitude; Cura Personalis, individual attention to students and respect for the uniqueness of each e ber of the niversity co in all things; liberal education; service of fall and the prototion of justice; and contemplation in action.

As part of Strategic and an resources anage ent (S. ) we will look at the concepts of self-awareness, ingenuity, love and erois as all of us ave leaders ip potential, beginning with se fleaders ip.

#### III. HEALTHCARE LEADERSHIP ALLIANCE COMPETENCY MODEL (Adopted MHA Program Core Competencies)

#### Domain #1: Communication and Relationship Management

Co petency

- A. Apply principles of counication an on the onstrate specific applications.
- B. Resent results of data analysis to decision akers.
- C . The factual data to produce and deliver credible and understandable results.
- D. Facilitate group tyna ics, process, eetings, and iscussion.
- T. Itilize effective interpersonal skills.

## **Domain #2: Leadership**

Co petency

- A. plain potential i pacts and consequences of decision aking in situations both internal and e ternal.
- B. Encourage a level of co it ent to be ission, and values of the organization.
- C . Jain Sysician buy-in to accept risk and support new business ventures.
  - D. Accurately assess individual strengt is and weaknesses.

## Domain # 3: Professionalism

Co petency

- A. Interstant professional stantarts and codes of excical betavior.
- B. It old and act upon et ical and professional standards.
- C. De onstrate professional nor s and belaviors.

  D. Engage in continued professional development including reflection and self-directed learning.

#### **Domain # 4: Knowledge of the Healthcare Environment**

Co petency

- A. Assess the interrelations ips a ong access, quality, cost, resource allocation, accountability, and co
- B. Apepare projects that are credible to govern ental, regulatory, professional and accreditation agencies.

share with the class your favorite sources for reading. Additional reading, handouts, and atterials distributed and assigned during the selector.

#### VIII. RESPONSIBILITIES AND GRADING

ou are responsible for:

- A. C o pleting all reading assign ents prior to see Jule 1 classes (e cept for the first class).
- B. Attending (on ti e) and eaningfully participating in class.
- C. Getting all aterial presented and announce ents ade during every class (even if not present).
  - D. C o pleting all course assign ents and activities as scheduled, or else contacting e well in advance if this is not possible so that reasonable adjust ents can be utually arranged.
    - Inderstanding and up of ding university policies and the Acade ic one of Honesty. (See the university's code at http:// atri .scranton.edu/student and book/policy acade ic code onesty. (1)

#### IX. CLASS ATTENDANCE

participate in each class and should not be absent one than the allowable classes per The inversity of Scranton policy. To cessive tardiness (late for class) ay affect performance in the class. Tack student is responsible (in attendance or in absentia) for everything covered in class, additional readings, and announce ents about assign ents, independent or evaluation and the final evaluation that are additional class over than the allowable absences for reasons of the final evaluation that are additional result in a 5-point reduction fro your grade for each class issed. Full attendance and participation is e-pected.

#### X. STUDENTS WITH DISABILITIES

In order to receive appropriate acco odations, students with disabilities ust register with the enter for Teaching and earning the cellence and provide relevant and current edical documentation. Students should contact any ellenge iarello ( 039, S 5 ) or a est uniz ( 218, S 580) for an appoint ent. For ore information, log on to www.scranton.edu/93abilities.

#### XI. WRITING CENTER SERVICES

The riting enter focuses on elping students become better writers. Consultants will work one-on-one with students to discuss students' work and provide feedback at any stage of the writing process. Scheduling appoint ents early in the writing progress is encouraged. To eet with a writing consultant, stop by during the riting enter's regular fours of operation, call 5 0-9 1-61 to schedule an appoint ent, or complete the riting Assistance request for online. Ou can also schedule an online appoint ent using google Docs and google Talk.

#### XII. RESPONSIBLE EMPLOYEE STATEMENT

As a faculty e ber, I a "deeply invested in the well-being of each student! teach. I a "ere to assist you with your work in this course. Additionally, if you cole to e with other non-course-related concerns, I will do y best to elp. It is it portant for you to know that all faculty e bers are required to report incidents of sellular arass entors e had assault, sellular political political and the earst at I cannot keep infortation about sellular arass ent, sellular assault, sellular political political political assault, sellular political political

#### **Non-Discrimination Statement**

The inversity of Scranton is co itted to providing a safe and nondiscritinatory et ploy ent and educational environ ent. The inversity does not discritinate on the basis of race, color, national origin, se, disability, religion, age, veteran status, gender identity or e pression, se ual orientation, or other status protected by law. Se ual darass ent, including se ual violence, is a for of se discritination probabiled by

Title X of the Aucation A en't ents of 19 2. The inversity loes not liscri inate on the basis of se in its elucational, e tracurricular, at letic, or other progra s or in the content of e ploy ent.

# Class #2: September 5, 2018

tudent Learning Outco es

- Define u an resource anage ent.
   Outline key u an resources functions.
   Discuss the significance of u an resources anage ent to present and future leaft care e ecutives.
   Describe the organizational and u an resources systems that affect organizational outcomes including

# **Class #5: September 26, 2018**

tudent Learning Outco es

- 2. Appreciate the i portance of eveloping a succession plan
- 3. In terstand why early care setting ave failed to adopt succession planning.

#### C ass Content

Succession **Panning** Tive Principles of Succession Panning in-Ter a

Readings

Fallon an € onnelC ←apters 9 & 1€

## Class #8: October 17, 2018

tudent Learning Outco es

- 1. Recognize and discuss the steps in the recruit ent process.
- 2. Define the role of the depart ent anager and the influe recruit ent process
  3. Influerstand the role of reference and background checks as well as the legal require ents associated with such checks.
- Appreciate the special nature of leaft care recruit ent especially the nature of labor stortages.
- 5. In terstand the purpose and process of the civil service syste

# C ass Content

egal concerns in recruit ent

Partners ips with u an resources

Reference and Background Recks

He for al and infor al recruit ent process

▶ **₽**o otions

abor Stortages

C ivil Service Syste

Fallon an € onnel C apter 11 an € apter 12

## Class #9: October 24, 2018

tudent Learning Outco es

- 1. Describe and e a line the specific laws and regulations which it pact the interview process
- 2. Distinguist between legal and illegal questions during the interview process

# **Oral Presentation: Course Project**

Mentify and research an interesting of an resources issue / event interesting to an issue that captures your attention and over you. It should be so exting that is not covered in class or in the test. Ou will deliver an oral

#### **Current HRM News for Healthcare**

orking alone, report in news for realist care professionals in class and then lead discussion of your news. ou ust present <u>HRM</u> news or <u>HRM</u> current events that cou d'affect or i pact hea theare. After reporting the in news, offer your viewpoints and thoughts about ow what you reported could affect ealth care and their job, careers, and professions of this in lustry sector.

C soe news on an HRM topic studied in this course such as jobs forecasts, job sesign, work schedules, recruit ent, wiring, career levelop ent, perfor ance appraisal, co pensation, lealt and safety issues, e ploy ent law, labor unions, etc. (See Table of ontents in te tbook and see last ontent each week in syllabus for any interpretation topics.) Please do not report a journal article – instead report so exhing in the news fro a webpage, newspaper, W, etc.

\*btain professor's \*\*\* for your \*\*\* news topic before preparing your news report.

ou ay be creative and ake 'A news for real care' both educational and entertaining.

o ppt slides or written work is required.

ou ay review work-in-progress where professor for preli inary feetback to increase learning and perfor ance. Schedule your news report for a specific class on the sign-up list.

In about 5 inutes (or ore if there is lots of discussion), please do the following:

a) Report the news.

Focus [1 point]

- b) plain your ideas (at least 3) about ow what you just reported could affect the least care sector and their jobs, careers, and profession.
  c) ead class discussion of your news. Ask interesting question(s).

₩ a e:					Date:
news event/subject:					
Criteria	Points	Co	ents	uggestions	
C ontent (the news) [1 points]					
Possible effects on the earth care sector [2 points]					
effect #1					
effect #2					
effect #3					
Discussion [2 points]					
Specific use of  [2 points]					

#### HRM Employee Manual within a Healthcare Setting

orking with 1 or 2 other student(s), apply what you learn in this course to create an in the ployee anual for a Lealt-care business. De onstrate your abi it to use the content ethods ode sprincip es and techniques of HAD This real-world project will belp you achieve course objectives and strengthen your practical skills. And, it will belp prepare you to work as an e ployee (and per aps later as a leader) in a business or depart ent.

Fact week during the self ester, write a rough draft of the A anual content that fits with each week's assigned capter(s). The in the capters and content is listed below in the sale sequence as we will study it in the capters. Bring your written work to use in class. His work so eti es iget be collected and count in your class preparation grade... our anual sould be suitable for actual businesses and depart ents.

rite in your own words; do not just copy/paste fro online.

rite AAA style, cite sources, and to be following in about 25 pages plus title page, table of contents, appendices:

- a) Introduce the in anual by stating the purpose and in portance of the in
- b) plain briefly wat is and wo will do A
- c) State the empected anage ent philosophy and leaders ip style
- 1) plaintow you will otivate individuals and tea s
- e) Describe the expected organizational culture and clinate
- f) Mentify 3 i portant A laws and wat will be sone to coply
- g) plain ow job enrice ent will be practiced
- Pepare a job description that includes at least the title, qualifications, duties, and reporting relations ip is tat least work rules and e-plain low they will be enforced.
- i) plain ow staff will be severalled for work and then prepare a severalle for fulltine and part-tine staff
- k) plain the recruit ent and selection process for future job iring to fill job vacancies
- 1) Describe ow new e ployees will be oriented
  - ) plain ow a training progra will be one
- n) Pepare pay scales for tree positions (you cose), and list possible e trapay for overtile, bonuses, etc.

# **Comprehensive Chapter Review**