

PubH 6547 Human Resource Management Spring 2014

Credits: 2
Meeting Days: M W
Meeting Time: 1:25-3:20
Meeting Place: D325 Mayo
Instructor: Patrick Langan
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I. Course Description

This course is for masters level students with some experience in the healthcare industry with an interest in understanding and fully utilizing Human Resources (HR) function in health care organizations.

The course provides an overview of HR operations and best practices. You will examine the:

- Strategic importance and impact of HR in meeting an organization's mission and vision,
- Organizational-development initiatives that make HR the strategic business partner organizations
- Value HR brings to the organization.
- All of the functional areas within HR and how they contribute to the fully functional human resources program that supports the organization's goals and objectives

II. Course Prerequisites

The student must be admitted to the University of Minnesota Masters program in Health Care Administration, Public Health, Nursing, or Pharmacy.

III. Course Goals and Objectives

By the end of this course you will be able to:

- Describe the operations and strategic importance of HR in health care organizations
- Recognize and discuss HR issues that will confront health care organizations during the next 5-10 years
- Demonstrate familiarity with strategic HR initiatives, including assessments, organizational-development plans, strategic-planning processes, leadership recruitment, audits, and the use of measurement and metrics models
- Appreciate and influence the involvement of organizational leaders and HR in the development of organizational culture and strategic HR initiatives
- Understand how HR contributes to the strategic and operational goals of the organization

IV. Methods of Instruction and Work Expectations

Note: Assignments appear in italics.

Weekly Group Assignments and Discussions

In this course you will be asked to read the class textbook and assigned readings to gain a fuller understanding of Human Resources function within a contemporary healthcare organization. You will be asked to work with classmates in exercises that are designed to simulate real life work that the human resources function has responsibility for managing such as labor relations and mock negotiations.

You will be asked to read and or research articles on pertinent HR topics and to review these additional sources of HR best practice and comment on the topic and how the topic might be handled in an organization that has a complete and strategically important HR function. You will be required to submit in writing your summary and opinions on the articles that have been assigned.

You will also be required to take a minimum of two in - class quizzes to demonstrate understand of randomly selected topics.

HR Paper

Each student will be required to write a 10 page paper on a topic of their choice that relates to a HR issue within the healthcare industry. The paper should be supported by research into at least five articles that have been recently published by a reputable journal. Paper should be written to explain the issues, the authors opinions and then each student will comment on the information that they research and discuss their opinion of the topic. The student are then required to discuss how they would strategize and plan for the successful implementation of a program or policy that would support an improvement in the topic that they selected.

Final Test

Students will be required to take a final exam for the class. The exam is a “take home” test and the students will have the opportunity to select from a list of 6-8 questions their four final examination questions to respond to.

V. Course Text and Readings

Fried, Bruce and Fottler, Myron. (2008). Human Resources in Healthcare: Managing for Success, 3rd Ed. Health Administration Press.

Fisher, Roger. Getting to Yes

Readings

Additional readings are provided.

VI. Course Outline/Weekly Schedule

March 25 - Introduction and Course Overview

March 27- ACHE Conference

April 1 - Human Resources Management and Strategic Issues (Chapter 1)

April 3 – Organizational Culture, Leadership

April 8 – Healthcare Workforce Planning, Diversity in the Workforce (Chapter 2 and Chapter 6)

April 10 -Legal Issues and Human Resources Management (Chapter 5)

April 15 -Recruitment, Selection, Retention, Succession Planning (Chapter 8)

April 17- Compensation Administration (Chapter11)

April 22- Benefits Administration (Chapter 12)

April 24- Labor Relations and Employee Relations (Chapter 14)

April 29- Getting to Yes – Conflict Resolution (Getting to Yes)

May 1 - Training and Development of Staff (Chapter 9)

May 6 - Performance Management (Chapter 10)

May 8 - Human Resources Performance Measurement (Chapter 16)

II. Evaluation and Grading

The final grade will be based on a total of 300 points:

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| a. Chapter Tests (Random based on class attendance) | 25 points |
| b. Literature Searches (Two Articles/Two paragraphs) | 25 points |
| c. Research Paper (10 pages/double spaced) | 50 points |
| d. Final Test (Essay/Take Home) | 200 points |

The grading scale is: 94-100 = A, 90-93 = A-, 87-89 = B+, 84-86 = B, 80-83 = B-, 77-79 = C+, 74-76 = C, 70-73 = C-, 66-69 = D+, 64-66 = D, 60-63 = D-, <60 = F.

Course Evaluation

Beginning in fall 2008, the SPH will collect student course evaluations electronically using a software system called CoursEval: www.sph.umn.edu/courseval. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grades just as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not. Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered.

Incomplete Contracts

A grade of incomplete "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. The assignment of an "I" requires that a contract be initiated and completed by the student before the last official day of class, and signed by both the student and instructor. If an incomplete is deemed appropriate by the instructor, the student in consultation with the instructor, will specify the time and manner in which the student will complete course requirements. Extension for completion of the work will not exceed one year (or earlier if designated by the student's college). For more information and to initiate an incomplete contract, students should go to SPHGrades at: www.sph.umn.edu/grades.

University of Minnesota Uniform Grading and Transcript Policy

A link to the policy can be found at onestop.umn.edu.

VIII. Other Course Information and Policies

Grade Option Change (if applicable)

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester courses) can be found at onestop.umn.edu.

Course Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-ssc@umn.edu for further information.

Student Conduct, Scholastic Dishonesty and Sexual Harassment Policies

Students are responsible for knowing the University of Minnesota, Board of Regents' policy on Student Conduct and Sexual Harassment found at www.umn.edu/regents/polindex.html.

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the SPH Associate Dean for Academic Affairs who may file a report with the University's Academic Integrity Officer.

The University's Student Conduct Code defines scholastic dishonesty as "plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis."

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/>.

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to <http://tutorial.lib.umn.edu/> and click on "Citing Sources".

In addition, original work is expected in this course. Unless the instructor has specified otherwise, all assignments, papers, reports, etc. should be the work of the individual student. It is unacceptable to hand in assignments for this course for which you receive credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

Disability Statement

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have a documented disability (e.g., physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services to have a confidential discussion of their individual needs for accommodations. Disability Services is located in Suite 180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612/626-1333 (voice or TTY).