

HOSPITAL & CLINIC ADMINISTRATION

PADM 640 – UNM SCHOOL OF PUBLIC ADMINISTRATION

SATURDAYS, 12:00 PM TO 2:30 PM (ZOOM)

SATURDAY, JANUARY 23, 2021 – SATURDAY MAY 8, 2021

RONALD R. ALDRICH, MBA, LFACHE (ADJUNCT PROFESSOR)

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OFFICE HOURS *BY APPOINTMENT* ON SATURDAY MORNINGS

ACCREDITATION CRITERIA

III.B.5 Operations Assessment and Improvement

**III.B.6 Management of Human Resources and Health
Professionals**

**III.B.9 Governance Structure Roles, Responsibilities and
Alignment to Leadership**

**III.B.10 Leadership Visioning, Change Management and Team
Development**

COURSE DESCRIPTION

This course is designed for future leaders of health care organizations and provides Students with the knowledge about how HCO's deliver cost effective & high-quality care.

REQUIRED TEXT BOOK AND CASE BOOK

White, K.R. and Griffith, J.R. (2019) THE WELL MANAGED HEALTHCARE ORGANIZATION. 9TH Edition (2019) Health Administration Press: Chicago ISBN 9781640550599

McAlearney, Ann Scheck and Kovner, Anthony R. (2017) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH, 11TH Edition, Health Administration Press: Chicago ISBN 9781567939095

COURSE OBJECTIVES

- 1) Identify and evaluate the functions, structure and performance of health care organizations (HCO's).**
- 2) Analyze and design organizational processes that support quality improvement and patient satisfaction.**
- 3) Evaluate and understand governance functions and the appropriate relationships with management and the medical staff.**
- 4) Understand cultural and strategic leadership and how to lead organizational change.**
- 5) Be prepared to assume a position of leadership in a health care organization and to improve your leadership capabilities.**

COURSE EXPECTATIONS

Graduate Students in the UNM School of Public Administration are presumed to be adult learners who are taking PADM 640, Hospital & Clinic Administration, to improve their leadership capabilities for management roles. Students are expected to regularly attend class, actively participate and contribute to a positive learning experience. Students are encouraged to ask questions, seek clarification of issues, and to offer comments, if they agree or respectfully disagree with fellow Students or Faculty comments.

GRADING SYSTEM

Final Grades for PADM 640, Hospital & Clinic Administration, will be based on Class Participation, Mid-Term Exam and Final Exam. Participation and Mid-Term Exam will be valued at 30% each and the Final Exam will be valued at 40%. Participation will be based on Class Attendance, Engagement, as described in the Course Expectations Section, and Student Team Case Presentations. If unusual home or work situations require you to miss a class, please E-Mail, Text or Call Ron Aldrich with an explanation and watch the missed class on Recordings. Exams will be Essay Questions which give Students the opportunity to demonstrate both learning and the integration of knowledge.

CLASS SCHEDULE AND READING ASSIGNMENTS

Saturday, January 23, 2021, Foundations of Well Managed Health Care Organization, WMHO, Chapter 1

Saturday, January 30, 2021, Creating & Sustaining a Transformational Culture, & Building Continuous Improvement, WMHO, Chapters 2 & 3

Saturday, February 6, 2021, Establishing Strategic Governance & Foundations of Clinical Excellence, WMHO, Chapters 4 & 5

Saturday, February 13, 2021, Chapter 6, Clinical Staff Organization, WMHO, Guest Lecturer, Barry Silbaugh, MD, MS, FACPE (To Be Invited)

Saturday, February 20, 2021, Chapter 8, Clinical Support Services, WMHO

Saturday, February 27, 2021, WHMO, Chapter 7, Nursing, Guest Lecturer, Melissa Cole, RN, BSN, MSW, DNP, FACHE (To Be Invited)

Saturday, March 6, 2021, Chapter 9, Population Health, WMHO

Saturday, March 13, 2021, Chapter 10, Knowledge Management, WMHO – Guest Lecturer, Pete Shelkin, MSHA, PMM, CISSP (To Be Invited)

Saturday, March 14, 2021 to March 21, 2021, - UNM Spring Break (No Classes)

Saturday, March 27, 2021, Chapters 11 & 12, Human Resources & Environment of Care, WMHO

Saturday, April 3, 2021, Financial Management & Role of CFO, WMHO, Chapter 13, Guest Lecturer, Bernice Lopez, UNMH Director of Finance (To Be Invited)

Saturday, April 10, 2021, Chapters 14 & 15 Internal Consulting, and Marketing & Strategy, WMHO

Saturday, April 17, 2021, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH

Saturday, April 24, 2021, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH

Saturday, May 1, 2021, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH

Saturday, May 8, 2021, Final Class, Feedback on Final Exams & Case Studies, and Student Feedback on PADM 640, Hospital & Clinic Administration to Professor Ron Aldrich

TITLE IX STATEMENT

As a UNM Adjunct Professor, I am required to inform the Title IX Coordinator at the office of Equal Opportunity (oeo.unm.edu) of any report that I receive of gender discrimination which includes sexual harassment, sexual misconduct and/or sexual abuse or violence. You can read the University Policy regarding sexual misconduct at <https://policy.unm.edu/universypolicies/2000/2740.html> or contact the LoboRESPECT Advocacy Center.

ACCOMODATION STATEMENT

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any Student who notifies the Instructor of the need for an accommodation. It is imperative that you bring the needs to the Instructor's attention, as she or he, are not legally permitted to inquire. Students who may require

assistance in emergency evacuations should contact the Instructor as to the most appropriate procedure to follow. Contact the Accessibility Resource Center at 277-3506 for additional information.

ACADEMIC INTEGRITY STATEMENT

Each Student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. UNM reserves the right to take disciplinary action up to and including dismissal, against any Student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any Student judged to have engaged in academic dishonesty in course work, may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in tests, exams or assignments, claiming credit for work not done or done by others, misrepresenting academic qualifications, and non-disclosure of misrepresentations to the University.