

## Health Care HR-Syllabus

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Course Purpose: A practical guide to health care human resources. The course will include the legal framework for Human Resources. Hands on exercises will show you how discipline systems work, grievances systems work and how to negotiate.

### Course Requirements:

Class participation-100pts

Short paper- 300pts

Class exercises-200pts

Bargaining exercise-200pts

Final exam-200pts

1000-950=A+

949-900=A

899-850=A-

849-800=B+

799-750=B- (etc.)

Exam and assignments:

The above will be rescheduled at the discretion of the instructor. WP will not be granted except for exceptional circumstances.

Short paper: A critical response to a management situation for which you must provide consultation. The paper is to be 5 pages dbl. spaced. This is a reference paper that will need to be supported by footnoted information. Due October 16<sup>th</sup>.

Bargaining:

This will consist of two teams, one management, and one union. All members are expected to participate in their teams. All members get the same grade. Teamwork is critical.

Appointments: Will be scheduled after class.

Textbook: Human Resource Management, Noe, Hollenbeck, Gerhart and Wright.

Class 1 - Introductions, class outline, resume exercise, internet exercise.

Class 2 - Why hire a Nurse? Hiring practices (background/drug test), interviewing (who does it/what questions), Orientation, Precepting. Chapters 5 and 6.

Class 3-Holiday

Class 3-Evaluations, Ch. 8 and 9.

Class 4-Minimum wage a living wage? All wage issues. Chapter 12, guest speaker.

Class 5- Training, training and more training. Guest speaker.

Class 6- Do I offer benefits? Chapter 13.

Class 7 - I'm too old to lift! Worker comp issues, absence, assorted laws. Chapter 3.

Class 8- Executive Compensation.

Class 9- Boy, do I have a complaint?

Class 10- Fire me...I do not think so! Chapter 10.

Class 11 - You want a union?

Class 12- You want a raise (bargaining)

Class 13- You want a raise and time off? (Bargaining)

Class 14- Breaking an Impasse.

Class 15- Review

Class 16- Final written in class.