

HOSPITAL & CLINIC ADMINISTRATION

PADM 640 – UNM SCHOOL OF PUBLIC ADMINISTRATION

SATURDAYS, 12:00 PM TO 2:30 PM (DSH 132)

SATURDAY, JANUARY 19, 2019 – SATURDAY MAY 11, 2019

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

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OFFICE HOURS *BY APPOINTMENT* ON SATURDAY MORNINGS

DANE SMITH HALL – CENTER COURT

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. (2016) THE WELL MANAGED HEALTHCARE ORGANIZATION. 8TH Edition (2016) Health Administration Press: Chicago ISBN 978-1-56793-721-3

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 VOD. 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 19, 2019, High Performing Health Care Organizations & Cultural Leadership, WMHO, Chapters 1 & 2

Saturday, January 26, 2019, Operational Leadership & Governance, WMHO, Chapters 3 & 4

Saturday, February 2, 2019, Foundations of Clinical Performance, WMHO, Chapter 5

Saturday, February 9, 2019, Clinical Staff Organization, WMHO, Chapter 6, Guest Lecturer, Barry Silbaugh, MD, MS, FACPE (To Be Invited)

Saturday, February 16, 2019, Nursing, WHMO, Chapter 7, Guest Lecturer, Melissa Cole, RN, BSN, MSW, DNP, FACHE, (To Be Invited) Introduction by UNM MHA Student

Saturday, February 23, 2019, Clinical Support Services, WMHO, Chapter 8

Saturday, March 2, 2019, Knowledge Management, WMHO, Chapter 10

Saturday, March 9, 2019, Population Health, WMHO, Chapter 9, Guest Lecturer, Kathy Armijo-Etre, Ph.D., Vice President, Mission & Community Health, CSVPMC (To Be Invited)

Saturday, March 16, 2019, UNM Spring Break (No Class)

Saturday, March 23, 2019, Human Resource Management, WMHO, Chapter 11

Saturday, March 30, 2019, Environment of Care, WMHO, Chapter 12

Saturday, April 6, 2019, Financial Management & Role of CFO, WMHO, Chapter 13, Guest Lecturer, Hope Wade, MBA, CPA, CSVPMC Chief Financial Officer (To Be Invited)

Saturday, April 13, 2019, Internal Consulting, Chapter 14, and Marketing & Strategy, Chapter 15 WMHO

Saturday, April 20, 2019, Case Presentations and Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH

Saturday, April 27, 2019, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH

Saturday, May 4, 2019, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH

Page 6

Saturday, May 11, 2019, Final Class, Case Presentation & Discussion (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH and Student Feedback on PADM 640, Hospital & Clinic Administration to Professor Ron Aldrich.