



# BROWARD COLLEGE

## COURSE OUTLINE

**LAST REVIEW: 2010-2011**

**NEXT REVIEW: 2015-2016**

**STATUS: A**

**COURSE TITLE:** PRACTICUM IN HEALTH FACILITY ADMINISTRATION

**COMMON COURSE NUMBER: HAS 2810L**

**CREDIT HOURS: 6**

### **CONTACT HOUR BREAKDOWN**

*(per 16 week term)*

**CLOCK HOURS:**

*(Voc. Course ONLY)*

**Lecture: 1**

**Lab: 0**

**Clinic: 0**

**Other: 16**

**PREREQUISITE(S):** HCS 1949, HIM 1300, ACG 2001, MAN 2021, MNA 2345, HCS 1531, ENC 1101, ENC 2210, MTB 1310 OR MAT 1033 and all elective course requirements.

**COREQUISITE(S): n/a**

**PRE/COREQUISITE(S): n/a**

**COURSE DESCRIPTION:** An exposure and involvement in the managerial activity of health care facilities for the purpose of developing recognized competencies through the application and demonstration of prescribed objectives.

### **UNIT TITLES**

1. Employee selection
2. Employee motivation
3. Employee review
4. Stress reduction
5. Planning, organizing and directing

**EVALUATION:**

**GRADING:** The student's letter grade for this course will be either a SATISFACTORY OR FAIL

All graded projects will be retained by the department for the purpose of maintaining the student's academic records. The student may have access to his/her file upon request. An appointment may be necessary to do so.

**ATTENDANCE:**

Attendance and punctuality are mandatory for this course. When absent or late, the student is required to call and notify the instructor (201-6904) as early as possible. If the office is closed, a message should be left on the answering machine with a number where the student can be reached

**REQUIREMENTS FOR THE COURSE INCLUDE THE FOLLOWING:**

1. Daily maintenance of professional practicum log
2. Five (5) articles from journals
3. One thousand (1,000) word essay criticizing the various leadership styles that are observed during these assignments.

**PRACTICUM LOG FORMAT**

A daily log must be submitted for each clinical day of the practicum. It must be at least one page in length (8 1/2" x 11"). It may be typed or handwritten but must be neat and legible. Each page must also include the student's name and date.

Content is to include:

- cover page with the facility name, dates of experience and student's name
- description of the facility
- composition of the staff
- student's participation in daily procedures:
  - identification of new procedures and materials
  - identification of new equipment
- any unusual circumstances regarding patients, procedures or techniques

**ARTICLE FORMAT**

Each student must select five articles on leadership topics from their professional journal and submit an abstract on each article using the following format:

- A. Articles must be from five different journals. Article selections must be within the past two (2) years.
- B. Abstracts must be typed. Abstracts must be double spaced with appropriate margins. (Not more than one inch, 1")

- C. Length of each abstract must be one to two pages per article. One full page is the minimum. (8 1/2" x 11")
- D. The cover page must include the following:
- title of the article
  - author/s name
  - name and date of journal
  - student's name
  - course number (HSA 2810L)
- E. Abstract criteria must include the following:
- a review and critique of each article
  - neatness in appearance
  - correct grammar and spelling
  - appropriate directions being followed
  - submit on or before the stated due date
  - submit with a copy of the article included

**GUIDELINES FOR ESSAY:**

- Minimum length of 1,000 words
- Neatly typed with appropriate margins
- Double-spaced
- Cover page must include:
  - Course name and number (HAS 2810L)
  - Student's name
  - Date submitted
  - Essay topic - "COMPARE AND CONTRAST THE LEADERSHIP STYLES YOU HAVE STUDIED TO THOSE OF THE PRECEPTOR (S) YOU HAVE OBSERVED"
  - Submitted in a folder

Unacceptable essays will be returned to the student and must be redone. The student's grade will be dropped one letter grade for each time it must be redone.

**Common Course Number: HSA 2810L**

**UNITS**

**Unit 1** Employee selection

**General Outcome:**

- 1.0 **The student shall:** State the methods of conducting an employee interview and employee selection.  
**1.0**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 1.1 **List legally acceptable questions**
- 1.2 **State the method of conducting an interview**
- 1.3 **State the method by which the employee is selected.**

**Common Course Number: HSA 2810L**

**Unit 2** Employee motivation

**General Outcome:**

2.0 **The student shall:** State the motivational methods for the work place.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

2.1 **Describe the different motivational methods used**

2.2 **Describe the ways to determine motivational needs for specific individuals**

2.3 **Describe the ways to determine the correct motivational needs for the appropriate environment.**

**Unit 3** Employee review

**General Outcome:**

- 3.0 **The student shall:** Participate in the hiring process or in a performance appraisal.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 3.1 **State reasons to hire/not hire a specific candidate for a position**
- 3.2 **State the benefits and disadvantages of performance appraisals**
- 3.3 **State the legal content of performance appraisals.**

**Common Course Number: HSA 2810L**

**Unit 4** Stress reduction

**General Outcome:**

- 4.0 The student shall:** State the methods of stress reduction in the work place.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 4.1 Recognize and state the signs when stress reduction in the workplace is needed.**
- 4.2 Describe the stress reductions to utilize in the workplace**
- 4.3 Describe the stress reductions to utilize outside of the workplace**

**Common Course Number: HSA 2810L**

**Unit 5** Planning, organizing and directing

**General Outcome:**

- 5.0 The student shall:** Describe the strategies for planning, organizing and directing in the workplace.

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 5.1 State the need to have this organizational model in the workplace**
- 5.2 State what will occur if one or more of the above is eliminated**
- 5.3 State the strategies that work best for individuals**
- 5.4 State the strategies that work best for groups**