

HIMT 415

Human Resource Management in Healthcare

Course Description

This course examines the role of HIM personnel in managing human resources to facilitate staff recruitment, retention, and supervision. The course is organized into 4 units with 14 lessons.

Prerequisites: None

Course Learning Objectives

Upon completion of this course, you will be able to:

1. Compare and contrast the roles of staff within the information technology department.
2. Develop components of the recruitment process including planning, job description development, and recruitment, selection, and training of staff.
3. Develop components of the staff retention process including methods of providing staff motivation, salary and wages, labor relations, performance evaluation, and ongoing staff training.
4. Discuss meeting the needs of staff from various generations and cultural backgrounds.
5. Develop a personal career plan, including resume, career progression, and career succession planning.

HIM Curriculum Competencies

This course presents the content, knowledge, and skills required for the following 2014 AHIMA bachelor's degree competencies:

- VI.A.1 - Take part in effective negotiating and use influencing skills.
- VI.C.2 - Construct performance management measures.
- VI.D.1 - Manage human resources to facilitate staff recruitment, retention, and supervision.
- VI.D.2 - Ensure compliance with employment laws.
- VI.D.3 - Create and implement staff orientation and training programs.
- VI.D.4 - Benchmark staff performance data incorporating labor analytics.
- VI.D.5 - Evaluate staffing levels and productivity, and provide feedback to staff regarding performance.
- VI.E.1 - Evaluate initial and on-going training programs.

- VI.G.1 - Evaluate capital, operating and/or project budgets using basic accounting principles.
- VI.G.2 - Perform cost-benefit analysis for resource planning and allocation.

Course Materials

Textbooks

Course Activities and Assessments

The course includes the following activities and assessments.

1. Online lectures
2. Discussions
3. Written assignments
4. Quizzes

To prepare for the graded activities of the course, you are expected to review the narrated lectures, read the textbook, and read any additional articles or websites as outlined for each lesson.

For Lessons 2 through 13 you will participate in a “fishbowl” discussion that revolves around a scenario that will unfold throughout the course. This means you will either discuss *in* the fishbowl or *observe* the discussion and reflect. The class will be divided into groups, and throughout the semester each group will take turns with each role. Each student will be assigned to a discussion group for the duration of the course. When you are “in the fishbowl,” you will be actively participating in the discussion with the questions posed. When you are “outside the fishbowl,” you will read the discussion postings made by the students who are in the fishbowl and then reflect upon what you learned from the discussion, in a document that you submit to the dropbox.

You will be developing a Professional Career Plan that includes a brief paper, resume, and cover letter. Detailed instructions and grading rubrics for how to prepare your plan will be presented in Unit 2.

There will also be a comprehensive quiz for each unit.

Issue Papers

On the weeks you are “outside the fishbowl,” you submit a brief self-reflection. One of the items to be included in that self-reflection is a description of some aspect of the lesson about which you wished to learn more. For each Issue Paper, you will select one of these topics and write a brief paper, describing what you learned. You will submit two Issue Papers.

Criteria and Rubric for Issue Papers

- Description of topic - Describes topic selected. Points out its relevance to Human Resources for the Health Information Management Technology manager. Includes pertinent definitions, describes related laws, etc. Explains why the topic was selected.
- Overview - Provides an overview of what was learned about the topic.
- Citations - At a minimum, cites textbook or other materials read for that particular lesson and at least two other references.
- APA - Paper is in APA format, including the correct format for the title page, running head with pagination, abstract, correct levels of headings, in-text citations, and reference list.
- Length - Paper is no more than 2 to 3 pages (not including title page, abstract and reference list).

Points	Criteria
5	Addresses all criteria in depth.
4	<ul style="list-style-type: none">• Addresses topic and provides overview in depth.• Meets criteria for two of the three following: citations, APA or length.
3	<ul style="list-style-type: none">• Addresses topic and provides overview, though not in sufficient depth.• Meets criteria for one of the three following: citations, APA, or length.
2	<ul style="list-style-type: none">• Addresses topic and provides overview, though not in sufficient depth.• Meets criteria for one of the three following: citations, APA or length.
1	<ul style="list-style-type: none">• Addresses only one of the following: topic and overview.

	<ul style="list-style-type: none">• Meets criteria for one of the three following: citations, APA or length.
0	Assignment not completed

Grading

Assignments and Evaluation	
Lesson 1	
Completed profile, discussion, and survey	5 points
Discussions (outside Fishbowl)	
6 Discussion reflections – 5 points each	30 points
Discussions (inside Fishbowl)	
6 Discussions – 10 points each	60 points
Quizzes	
4 Unit Quizzes – 10 points each	40 points
Personal Career Plan	
Personal career plan <ul style="list-style-type: none">• Part 1 (brief paper) 10 points• Part 2 (resume and cover letter) 10 points	20 points
Issue Papers	
2 Issue papers – 10 points each	20 points
Total:	175 points

Grade	Percent
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Policies

Statement of Student Time Commitment

For each course credit, students are expected to spend a minimum of 3 hours/week on course work. Therefore, for a four-credit course, at least 12 hours/week are expected. This is a general guideline that may vary depending on the assignments and/or quizzes.

Class Participation

Many assignments in this course require that you read each other's work to post a peer reply. Please do not read the work of other students prior to posting your original or first post on any assignment. The reason for this is to encourage original thought and creativity, and to avoid what is known as "groupthink." In groupthink students seem to follow along with the first posts and reply similarly; this puts an undue responsibility on the person who had the courage to post first, and it may actually reduce the quality of your post if you structure yours like others already there. It is required that you view other students' postings in order to post your peer replies. The instructor reserves the right to grade students differently based on their participation in discussions and their failure to post their work prior to viewing the work of peers.

Late Assignment Submission

Late submission of assignments is discouraged. The instructor reserves the right to take partial or full points off for late assignments. If you are going to be away, it is suggested you get the assignments done and posted ahead of time to avoid losing points for late submissions.

APA Style

Complete APA format is required for all formal papers submitted through the dropbox. APA format specifies format for title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Discussions do not require APA format unless you are using information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references. All documents must be submitted in Word (.doc or .docx) or Rich Text Format (.rtf).

For assistance with APA formatting, please refer to the narrated PowerPoints and the APA Sample Paper (under Resources) included on the Professional Program in Nursing website, at <http://www.uwgb.edu/nursing/resources/apa.asp>.

General Discussion

A major portion of this course is general class discussion. Students are expected to have completed the readings as assigned prior to the discussions and to contribute to class discussions

and exercises. Timely postings to the discussion board are necessary to fully participate in class discussions.

Course Calendar

All lessons are due at midnight CST.

Unit 1 - Human Resource (HR) Management		
1 – Challenges of HR	Review Syllabus and "Overview of Activities" in course Content area	Friday, January 22, 2016
	Complete profile	Tuesday, January 26, 2016
	Complete survey	Friday, January 29, 2016
	Response post	Friday, January 29, 2016
2 – HR Competencies, Structures and Quality Standards	Initial discussion post (students in fish bowl - Group 1)	Tuesday, February 2, 2016
	Reply discussion post (students in fish bowl - Group 1)	Friday, February 4, 2016
	Reflection discussion post (students outside fish bowl - Group 2)	Friday, February 4, 2016
3 – Strategic HR Management	Initial discussion post (students in fish bowl - Group 2)	Tuesday, February 9, 2016
	Reply discussion post (students in fish bowl - Group 2)	Friday, February 12, 2016
	Reflection discussion post (students outside fish bowl - Group 1)	Friday, February 12, 2016
4 – Legal Issues affecting HR	Initial discussion post (students in fish bowl - Group 1)	Tuesday, February 16, 2016
	Reply discussion post (students in fish bowl - Group 1)	Friday, February 19, 2016

	Reflection discussion post (students outside fish bowl - Group 2)	Friday, February 19, 2016
	Quiz 1 (covers lessons 1-4)	Friday, February 19, 2016
Unit 2 – Analysis, Recruitment and Retention		
5 – Job Design and Analysis	Initial discussion post (students in fish bowl - Group 2)	Tuesday, February 23, 2016
	Reflection discussion post (students outside fish bowl - Group 1)	Friday, February 26, 2016
	Begin work on Personal Career Plan (Part 1, brief paper, is due in lesson 6 and Part 2, resume and cover letter, is due in lesson 9)	Friday, February 26, 2016
6 – Recruitment and Selection	Initial discussion post (students in fish bowl - Group 1)	Tuesday, March 1, 2016
	Reply discussion post (students in fish bowl - Group 1)	Friday, March 4, 2016
	Reflection discussion post (students outside fish bowl - Group 2)	Friday, March 4, 2016
	Personal Career Plan, Part 1 (brief paper) is due	Friday, March 4, 2016
7 – Employee Retention	Initial discussion post (students in fish bowl - Group 2)	Tuesday, March 8, 2016
	Reply discussion post (students in fish bowl - Group 2)	Friday, March 11, 2016
	Reflection discussion post (students outside fish bowl - Group 1)	Friday, March 11, 2016

	Issue paper #1 (covers one topic selected from lessons 1 -7)	Friday, March 11, 2016
	Quiz 2 (covers lessons 5-7)	Friday, March 11, 2016
	Complete midcourse evaluation, under Tools/Surveys	Friday, March 11, 2016
Spring Break: March 12 - March 20		
Unit 3 – Employee Training, Performance and Relations		
8 – Training and Development	Initial discussion post (students in fish bowl - Group 1)	Tuesday, March 22, 2016
	Reply discussion post (students in fish bowl - Group 1)	Friday, March 25, 2016
	Reflection discussion post (students outside fish bowl - Group 2)	Friday, March 25, 2016
9 – Performance Management	Initial discussion post (students in fish bowl - Group 2)	Tuesday, March 29, 2016
	Reply discussion post (students in fish bowl - Group 2)	Friday, April 1, 2016
	Reflection discussion post (students outside fish bowl - Group 1)	Friday, April 1, 2016
	Personal Career Plan, Part 2 (resume) is due	Friday, April 1, 2016
10 – Employee Relations	Initial discussion post (students in fish bowl - Group 1)	Tuesday, April 5, 2016
	Reply discussion post (students in fish bowl - Group 1)	Friday, April 8, 2016
	Reflection discussion post (students outside fish bowl - Group 2)	Friday, April 8, 2016
	Quiz 3 (covers lessons 8-10)	Friday, April 8, 2016

Unit 4 – Organizational Issues		
11 – Labor Relations	Initial discussion post (students in fish bowl - Group 2)	Tuesday, April 12, 2016
	Reply discussion post (students in fish bowl - Group 2)	Friday, April 15, 2016
	Reflection discussion post (students outside fish bowl - Group 1)	Friday, April 15, 2016
12 – Compensation Practices	Initial discussion post (students in fish bowl - Group 1)	Tuesday, April 19, 2016
	Reply discussion post (students in fish bowl - Group 1)	Friday, April 22, 2016
	Reflection discussion post (students outside fish bowl - Group 2)	Friday, April 22, 2016
13 – Benefits and Pay	Initial discussion post (students in fish bowl - Group 2)	Tuesday, April 26, 2016
	Reply discussion post (students in fish bowl - Group 2)	Friday, April 29, 2016
	Reflection discussion post (students outside fish bowl - Group 1)	Friday, April 29, 2016
	Issue paper #2 (covers one topic selected from lessons 8-13)	Friday, April 29, 2016
14 – Safety, Health and Security	No discussion for lesson 14. Use the time to study for the last quiz and wrap up loose ends.	
	Quiz 4 (covers lessons 11-14)	Tuesday, May 3, 2016