

## Syllabus

### ***RAD536-3 Introduction to Administration and Supervision in Allied Health***

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**Course Description-** This course will provide the student with an examination of the nature, function and techniques of administration and supervision in medical departments. This will be accomplished through readings, discussions and case analysis of human problems in the healthcare organization and applications of findings of behavioral science research to healthcare problems. Emphasis will be placed on the development of the direction and leadership skills.

**Course Objectives-** The primary objective is to instill in the student an understanding of the mechanisms used in administration and supervision of allied health departments. This will be accomplished through integrated study of topics, readings, discussions and analysis of case studies. At the end of this course the student will be able to:

1. Identify common management problems
2. Identify and suggest solutions to common management problems
3. Differentiate between various leadership styles and their application
4. Differentiate between various issues that are specific to healthcare employees and their corrective actions

### **Course Materials-**

Required-

Buchbinder, SB; Shanks, NH. (2012) *Introduction to healthcare management*. Jones and Bartlett Learning ISBN 978-0-7637-9086-8

Suggested-

Fried, BJ; Fottler, MD. (2008) *Human resources in healthcare: Managing for success* (3<sup>rd</sup> ed.) Health Administration Press ISBN- 978-1567932997

McLaughlin, DB; Hays, JM. (2008) *Healthcare operations management*. Health Administration Press ISBN- 978-1-56793-288-1

### **Assignments and Due Dates-**

Each week there will be an assigned reading from *Introduction to healthcare management*. There also may be suggested readings from *Human resources in healthcare: Managing for success* or an article that will be placed in D2L. A case study will then be assigned for analysis. Chapter 17 of *Introduction to healthcare management* provides a description of how the case study should be written as well

as the rubric that will be used for grading. All assignments need to be submitted to the D2L Dropbox by Sunday at midnight. Each case study should be a minimum of three pages.

Discussion questions will be put into the Discussion section of D2L on a weekly basis. These questions will be on the assigned reading or on an assigned article, which will also be placed in the Discussion section. Each student is expected to weigh in on the discussion as well as on at least one other comment each week.

The final project will be for each student to evaluate their own department using what was learned in class. Topics such as management/ leadership style, personality type of managers as well as department staff, organizational effectiveness, organizational behaviors and any changes or suggestions that the student may have should be addressed. You may find that there are other areas that you also want to address. The student will follow the same format as they did for the weekly case studies. The same rubric will be used for grading except that the points will be doubled. This case study should be a minimum of 10 pages.

**Grading-**

Weekly case studies	100 points each	total	700 points
Weekly discussions	20 points each	total	140 points
Final project	200 points	total	<u>200 points</u>
	Class total points		1040 points

90-100%	936-1040	A
80-89%	832-935	B
70-79%	728-831	C
Below 69%	below 727	Fail

**Assignments-**

Week 1	Due 1/25	Chp 1& 17 Buchbinder Opt Chp 4 Fried	Case study pg 444
Week 2	Due 2/1	Chp 2 Buchbinder	Case study pg 434
Week 3	Due 2/8	Chp 3 Buchbinder	Case study pg 399
Week 4	Due 2/15	Chp 4 Buchbinder Opt Chp 9 Fried	Case study pg 416
Week 5	Due 2/22	Chp 11 Buchbinder	Case study pg 382
Week 6	Due 3/1	Chp 12 Buchbinder	Case study pg 454
Week 7	Due 3/8	Chp 13 & 14 Buchbinder Opt Chp 3 & 6 Fried	Case study pg 430

Week 8

Due 3/18 Final project