



Health care Administration and Policy
HCA 401 – Fall 2017

Course Information

Introduction

HCA 401 is intended to prepare students for their field practicum. This course provides students with a site visit experience to local health services organizations. Students will be exposed to a variety of theoretical and practical opportunities. This course will allow students to choose a site that will fulfill the requirements of the field practicum in course HCA 493. Students are expected to complete a 250-hour internship as part of this follow-on course.

Students in the Bachelor of Health Care Administration and Policy Program at UNLV are expected to develop competencies that will help them become successful professionals. Competencies are intended to be an effective application of available skillsets such as knowledge, skills, attitudes and values required to succeed in complex situations. The student should build on their knowledge base of the competencies to a point up to and including competent execution of the competency. Although the student is not expected to be an expert on each competency, students should be able to demonstrate proficiency in competency skill sets.

Curriculum Integration

The Pre-practicum prepares students for their field internships, providing an opportunity to participate in the alignment between theory and practical application. The Pre-practicum will provide the student with the knowledge, skills, and abilities, to meet industry leader expectations for these students.

By using the tools gained through academic learning the student will prepare themselves with the tools needed to analyze an organization's health and attractiveness for employment. The student will prepare him/herself for the workplace while gaining insight to expectations from industry health care leaders. This will be accomplished through multiple activities that are

defined in this syllabus. Competencies are identified and further developed through meeting the requirements as outlined in this syllabus.
This is a three-credit course.

Assignments

Assignments, where directed, should be composed using Google Tools (Docs, Sheets, Form, etc.) with the exception of your class presentations. APA Formatting Required.
Naming convention: **Title of Assignment.Lastname.Firstname.Date**

Course Methodology

The course will be taught using conceptual framework, organizational context, and business theories presented by the instructors through lectures, discussions, projects, site visits, and through supplemental readings. Students will obtain an internship position at the end of this course. The internship site will be determined through site visits and interviews. Students will apply intellectual breadth and lifelong learning, inquiry and critical thinking, communication skills, global/multicultural knowledge and awareness, and citizenship and ethics to enrich their experiences and knowledge.

See specific University Undergraduate Learning Outcomes (UULO) categories for additional details.

For a complete list of UULOs please access the following website:

<https://www.unlv.edu/provost/gen-ed/uulo>

Theory and content will be covered in lectures, readings, class discussions, projects and a final presentation.

There will be 8 scheduled site visits and several accompanying class lectures. Attendance and participation is a must. Each student must attend at least 6 of the site visits. Additionally, each student must be part of 3 interviews for internships. The students will submit 3 interview assessments to the instructors for grading.

Meeting Times

During the semester there will be class sessions, site visits and a project presentation

Webcampus

Access to supplemental documentation, assignments and forms can be found on **Web Campus | HCA 401 spring | Course Content**

Technology and Software/Account Requirements

All Students are required to come to class each session ready to work. You will need:

- Laptop
- Notebook and pen
- UNLV E-mail address
- Google Account (attached to your UNLV e-mail account)
- Assigned reading materials

Textbooks and Readings

- Slee, Vergil, Slee, Debra, and Schmidt, H.J., Slee's Health Care Terms, 5th Edition
- Text books from UNLV classes:
- White, Kenneth R. and Lindsey, J. Stephen. Take Charge of your Health Care Management Career, 1st Edition, Chicago Illinois: Health Administration Press, 2015.

Supplemental handouts, readings or download sites may be distributed or communicated during the semester.

You are expected to have read assigned materials before class in order to participate fully in the discussions.

Course Grading

ACTIVITY	POINTS	TOTAL
Resume	10	10
Analysis of Site Visits (SWOT) Must attend 6 of the 8 site visits Submit via Googledocs via the link in the syllabus	10 x 3 Must do 3 SWOT analyses	30
Preceptor interviews	5 x 3	15
Classroom participation	10	10
Terminology and Syllabus Quiz	10	10
Written project proposal	10	10

Oral presentation of SWOT /Proposal	15	15
Binder	<i>Pass/Fail</i>	N/A
Develop a LinkedIn profile	<i>Pass/Fail</i>	N/A
	TOTAL	100

A	92-100%
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D	60-69
F	Below 60

General Writing Assignment Requirements

The student must demonstrate an application of readings, theory, concepts and evidence to his/her analysis. Some of the material must be from this class, but we expect you will also include and integrate concepts from other classes and personally researched readings on evidence and studies as well.

You **MUST** select and use analytical frameworks from the lectures and readings. ***Written assignments without specific reference to empirical evidence and material from class or readings will not receive an "A" grade. Attention to excellent written English, including grammar, diction, syntax, and spelling. Grading will take into account the quality and clarity of the written communication.***

Course Objectives

Upon completion of the course, students will have achieved presentation and approval of a practicum site. Competency development will be achieved through the development of a resume, networking, interviewing, and achieving the acceptance of an internship proposal.

Each learning objective below is related to one or more competency. The level to which the objective is covered may depend on the student's project and learning experience.

By the end of this course the student will be able to:

1. Demonstrate a broad knowledge of the health care industry and local market.
2. Understand challenges with the provision, coverage, and access to care.
3. Demonstrate professionalism and commitment to self- improvement and lifelong learning.
4. Demonstrate applied knowledge of communication, presentation and collaboration skills.
5. Apply working knowledge of organizational hierarchy and structure.
6. Design, plan, implement and assess project goals, objectives and outcomes.
7. Demonstrate an understanding of the roles of mission, vision, values, and ethics in health care organizations.
8. Demonstrate working knowledge of technical writing in a health care environment.
9. Demonstrate professional growth through self-assessment.
10. Analyze data and interpret quantitative information for decision-making and goal setting within a health care organization, with a focus on performance improvement.

University Undergraduate Learning Outcomes

University Undergraduate Learning Outcomes (UULOs) - The five University Undergraduate Learning Outcomes (UULOs) define what all UNLV students should know and be able to do when they graduate. Because students engage with the UULOs in both their general education and academic majors, the UULOs help make the undergraduate experience intentional and coherent.

The UULOs create a purposeful sequence of learning from the first year, to the middle years, to the senior year. Student learning develops through both curricular and co-curricular experiences which expose students to the UULOs in diverse contexts.

Below are the categories of UULOs:

1. Intellectual Breadth and Lifelong Learning
2. Inquiry and Critical Thinking
3. Communication
4. Global/Multicultural Knowledge and Awareness
5. Citizenship and Ethics

For a complete list of UULOs please access the following website:

<https://www.unlv.edu/provost/gen-ed/uulo>

Course Objectives	Guidelines UULO Category	Teaching and Learning Methods
1. Demonstrate a broad knowledge of the health care industry and local market.	<p>Guidelines: Critical assess via SWOT analysis the internal and external factors impacting a HCO</p> <p>UULO Category: 2.1, 2.2, 2.3; and 5.1, 5.3, 5.5.</p>	<ul style="list-style-type: none"> - Analyze an organization via SWOT, applying present day environmental issues and concerns. - Demonstrate communication skills via Internship Proposal and final presentation.
2. Understand challenges with the provision, coverage, and access to care.	<p>Guidelines: Link your SWOT to classroom/didactic knowledge</p> <p>UULO Category: 1.1, 1.4, 1.6, and 5.1, 5.2, 5.3, and 5.6.</p>	<ul style="list-style-type: none"> - Actively participate in 6 health care organizational site visits, including an analytical review of 3 sites.
3. Demonstrate professionalism and commitment to self-improvement and lifelong learning.	<p>Guidelines: Understand networking and the impact of professional communication. Pay attention to proper grammar, editing, context, and communication skills.</p> <p>UULO Category: 2.1, 2.2, 2.3; 3.1, 3.2, 3.2, 3.4, 3.5, 3.6; and 4.2, 4.5.</p>	<ul style="list-style-type: none"> - Develop a professional resume - Develop a LinkedIn profile
4. Demonstrate applied knowledge of communication, presentation and collaboration skills.	<p>Guidelines: Understand bottom line business writing and time management skills.</p> <p>UULO Category: 1.1, 1.3, 1.4, 1.6, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6; and 4.5.</p>	<ul style="list-style-type: none"> - Develop a professional resume - Develop a LinkedIn profile - Prepare self-assessments of three structured interviews
5. Apply working knowledge of organizational	<p>Guidelines: Communicate that you understand the hierarchy</p>	<ul style="list-style-type: none"> - Analyze organizational structure of 3 systems via SWOT analyses.

hierarchy and structure.	via your SWOT and how strategic decisions are made. UULO Category: 2.1, 2.2, 2.4; and 3.1, 3.2, 3.3, 3.4.	
6. Design, plan, implement and assess project goals, objectives and outcomes.	Guidelines: Develop a detailed proposal that demonstrates the competencies/UULOs you will develop. UULO Category: 1.5; 2.1, 2.2, 2.3, 2.4, 2.5, 2.6; and 3.1, 3.2, 3.3, 3.5.	- Prepare Internship Proposal and deliver a presentation of proposal
7. Demonstrate an understanding of the role of mission, vision, values, and ethics in health care organizations.	Guidelines: Demonstrate your understanding of employee engagement tied to these factors. UULO Category: 5.1, 5.2, 5.3, 5.6.	- Learned via instructor lecture - Demonstrated via SWOT
8. Demonstrate working knowledge of technical writing in a health care environment.	Guidelines: Pass technical quiz and communicate appropriate in every submitted assignment UULO Category: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	- Learned via lecture and quiz - Demonstrate business and technical writing via sound internship proposal.
9. Demonstrate professional growth through self-assessment.	Guidelines: Critically think of your own strengths and where you need to improve. UULO Category: 3.3	- Demonstrate lessons learned through 3 interview summaries
10. Analyze data and interpret quantitative information for	Guidelines: Understand the need for evidenced based decision	- Instructor lessons - Via SWOT analysis

decision-making and goal setting within a health care organization, with a focus on performance improvement.	making. UULO Category: 2.1, 2.2, 2.3, 2.4, 2.5; and 3.1, 3.2, 3.3, 3.4, 3.5, 3.6.	
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Course Outline

Important dates and deadlines	Topics and logistics	Assignment/activity
<p>Aug 31 MPE-104</p>	<p>In Class: 2:30 – 4:30 PM</p> <p>Take Charge of Your Career: Syllabus review. Resume review. Choosing a mentor, and an internship.</p>	<p>Class Participation Read Take Charge of your Health care Career. Lesson 1 and Lesson 37 through 45.</p> <p>Review Syllabus: Prepare questions from syllabus review for class discussion. Review First Day of Class Material and Expectations</p>
<p>Sep 7 MPE-104</p>	<p>In Class: 2:30 – 4:30 PM</p> <p>Take Charge of your Career</p> <p>Competencies. Pre-and Post Internship / Evaluation methods</p>	<p>Resumes are due</p> <p>Terminology and Syllabus Quiz</p> <p>Review Competencies</p> <p>Review Internship Proposal</p> <p>Practice Elevator Speech</p> <p>Discussion: Remainder of Take Care of your Health care Career Book.</p> <p>Review site visits</p> <p>Review expectations, SWOT analysis, schedule etc.</p>
<p>Sep 14</p>	<p>Site Visit: UHC/OPTUM 2716 N Tenaya Way, Las Vegas, NV 89128</p>	<p>Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.</p>
<p>Sep 21</p>	<p>Site Visit: St. Rose Siena Campus 3001 St. Rose Parkway Henderson, NV 89052 MacDonald Conference Center, Adrian Tower, Floor 1</p>	<p>Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.</p>
<p>Sep 28</p>	<p>Site Visit: Mountain View Hospital 3100 N Tenaya Way, Las Vegas, NV 89128</p>	<p>Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.</p>

		Read Take Charge Text: Lesson 22 through 36
Oct 5	Site Visit: UMC Emerald Room 901 Rancho Lane Las Vegas, NV 89106	Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis. Read Take Charge Text: Lesson 22 through 36
Oct 12 MPE-104	In class: 2:30 – 4:30	Lessons: Discussion from Chapters 22-36 and Data Based Decision Making and Performance Improvement.
Oct 19	Site Visit: Fundamental Location: TBD	Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.
Oct 26	Site Visit: Hospice Del Sol 3634 N. Rancho Drive Las Vegas, NV 89130-3149	Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.
Nov 2	Site Visit: Sunrise Hospital and Medical Center 3186 S Maryland Pkwy Las Vegas, NV 89109 In their Auditorium	Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.
Nov 9	Site Visit: Valley Health System Location: TBD	Attend site visit: Wear professional attire. Bring your resume. Be prepared to schedule interview with a potential preceptor. Network. Gather information for site visit/SWOT analysis.
Nov 16 MPE-104	In Class: 2:30 – 4:30 pm	All SWOT assignments due (you may turn in early) All Interview sheets due (you may turn in early) Linkedin Profiles Due
Dec 7 MPE-104	In Class: 2:30 – 4:30 pm	Presentations
Dec 14 MPE-104	Final Day of Class: 2:30 – 4:30 pm	Presentations – Internship Proposals Due Binders Due

Course Assignments

Assignment descriptions can be found in the links below or on WebCampus in the Course Content section.

[Analysis of Site Visits](#)

[Prerequisites for Internship Onboarding](#)

Requirements of the Health Care Organization

1. The health care organization agrees to provide necessary supervision for the student to effectively participate in the work environment. As part of this process, a preceptor or preceptors will be assigned to the student to whom the student will report directly.
2. The health care organization agrees to provide the student with a professional work environment in which to participate including all materials, supplies, and workspace needed to successfully complete their assignments. As part of this, the student is expected to follow all policies and procedures that are required of employees of the health care organization.
3. The preceptor and the student will agree upon a “major project” to be completed during the student’s practicum.
4. Student will develop a project proposal to be reviewed and approved by the health care organization, and the instructor.
5. The health care organization will agree to provide the student with an orientation to the organization of not less than two weeks (unless otherwise agreed to with UNLV faculty) to develop a better understanding of the organization.
6. The health care organization agrees to allow the student to participate in a monthly meeting of the HCA 793 class. Place will be decided by instructor.
7. The health care organization’s student preceptor agrees to provide a written evaluation of the student’s performance during their assigned period.
8. The health care organization’s preceptor is requested to contact UNLV HCA faculty at any time to discuss any issues regarding the student’s participation, work habits, or other matters in order to assist in resolving any potential problems.
9. The health care organization agrees to meet with UNLV HCA faculty at least twice during the semester to discuss the student’s progress.

Requirements of the UNLV HCA Faculty

1. The faculty agrees to be available to the health care organization and the student to discuss any issues related to the completion of the internship assignment.
2. Faculty agrees to meet with the health care organization at least twice during the semester to assess the student’s progress.

3. Faculty agrees to meet with student and/or preceptor at the request of either or both parties to discuss matters related to successful participation in the project.
4. By signing the Agreement of Understanding the Student, Preceptor, and Faculty acknowledge that all parties understand their responsibilities regarding the internship activities documented above.

Academic Integrity

In line with University policy, the guidelines and policy for academic integrity will be enforced. Please see the policy found at the following link for the policy provisions:

Please check your papers with <http://www.ithenticate.com> or <http://turnitin.com/> before submitting to ensure originality and thwart plagiarism.

Attendance and Class Participation

Class attendance is an important and necessary element of the class participation grade. Roll will be assessed. Please notify the instructor if you will be absent. Absences will be excused only for critical reasons. Just notifying the instructor doesn't count as excused, but is an indication of respect. Two absences will result in a reduction of your class participation grade by 20%. A third absence will result in a 0% for class participation, effectively giving you no more than a B- assuming you get a perfect grade on everything else.

Class tardiness: It is expected that you will arrive to class ON TIME so that you do not disturb either the instructor or your classmates. Arriving late is an expression of disrespect to your instructor and fellow students.

All students are expected to complete the reading before coming to class, ask relevant questions, and contribute to the group discussion. Even if you show up every session and you are not late, you may receive a reduced class participation grade if you do not contribute. Much learning comes not just from the teacher discussion but from the shared experiences of the students.

Participation involves cogent, thoughtful and considered comments that contribute to furthering understanding and knowledge of the subject matter. This is not a matter of counting how much you say, but the quality of your contribution as well.

Improper use of time while in class will not be tolerated. Texting, surfing the web or other distractions take away from your learning as well as the learning of others. Please remember, **respect, responsibility, honesty** and **being on task** are four tenets applicable in an academic setting as well as a professional setting.

Important Web Link Sources

(select a link below to take you to the website)

[Kaiser Family Foundation](#)
[Centers for Disease Control and Prevention](#)
[Centers for Medicare and Medicaid Services](#)
[AARP Public Policy Institute](#)
[National Library of Medicine](#)
[Rand \(Health Division\) Public Agenda](#)
[KFF State Health Facts](#)

Useful Journals for Research

<i>Abstracts of Health Care Management Studies</i>	<i>Journal of Long Term Care Administration</i>
<i>Ambulatory Care</i>	<i>Journal of Public Health Policy</i>
<i>Ambulatory Care Management</i>	<i>Journal of Rural Health</i>
<i>American Journal of Public Health</i>	<i>Medical Care</i>
<i>Frontiers of Health Services Management</i>	<i>Medical Care Research and Review</i>
<i>Harvard Business Review</i>	<i>Milbank Memorial Fund Quarterly/Health and Society</i>
<i>Health Affairs</i>	<i>New England Journal of Medicine</i>
<i>Health Care Management</i>	<i>Public Health Reports</i>
<i>Health Care Management Review</i>	<i>International Journal of Health Services Inquiry: The</i>
<i>Health Policy Quarterly</i>	<i>Journal of Health Care Organization and Management</i>
<i>Health Services Management Research</i>	<i>Journal of Health and Human Resources</i>
<i>Health Services Research</i>	<i>Administration</i>
<i>Journal of Medical Practice Management</i>	<i>Journal of Health Politics, Policy, and Law</i>

University Policy

Academic Misconduct—Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

Copyright—The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Final Examinations—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

Incomplete Grades—The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Library Resources—Students may consult with a librarian on research needs. Subject librarians for various classes can be found here: https://www.library.unlv.edu/contact/librarians_by_subject. UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

Rebelmail—By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. **Emailing within WebCampus is acceptable.**

Religious Holidays Policy—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

Transparency in Learning and Teaching—The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information: <https://www.unlv.edu/provost/teachingandlearning>

<https://www.unlv.edu/provost/transparency>

Tutoring and Coaching—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call [702-895-3177](tel:702-895-3177). The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC **A** (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TBE second floor.

UNLV Writing Center—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.

Any other class specific information—(e.g., absences, make-up exams, status reporting, extra credit policies, plagiarism/cheating consequences, policy on electronic devices, specialized department or college tutoring programs, bringing children to class, policy on recording classroom lectures, etc.)