

Syllabus
HS320 Fall 07
Traditional

Course: Health Services Regulations
Catalog Number: HS320
Credits: 3 hours
Day: Tuesday and Thursdays
Dates: 8/30/07-12/6/07
Instructor: Barbara Murphy, PhD, LNHA
Office: 225 Donnelly
Phone: x 1525
Office Hours: Monday 10-11am
Wednesday 11-12:30pm
Tuesday 4-5:30pm
Thursday 2-3pm
Fall break: October 18-21
Thanksgiving: November 21-25

Course description: Provides an overview of federal, state and other regulatory agencies' policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, Medicaid and Medicare.

Pre-requisites: HS200T required
PN109 (Ethics) recommended

Text: Showalter, J. Stuart. *Southwick's The Law of Healthcare Administration*, 4th Ed.
ISBN: 1-56793-212-6

Additional materials will be included in the course guide and/or distributed in class. You are expected to have read all indicated "references".

Learning activities: Readings, interactive lecture, group work, speakers, tests.

Grading scale:	97-100	A+
	93-96	A
	90-92	A-
	87-89	B+
	83-86	B
	80-82	B-
	77-79	C+
	73-76	C
	70-72	C-
	67-69	D+
	63-66	D
	60-62	D-
	59	F

Student evaluation: 50% tests
50% project

Course policies:

Make-up test policy: You must call within 24 hours of the test, either before or following. It is at the **instructor's discretion** whether or not the student will be allowed to make-up a test. Arrangements will be made at that time to make-up the test missed.

Attendance policy: You are expected to participate in class, attendance is imperative to your grade. You will automatically fail this course at the second missed class.

Course objectives:

1. Students will evaluate and apply industry standards to facilities.
2. Students will apply planning skills to facility regulations.
3. Student will demonstrate verbal and written communication skills.
4. Students will apply problem-solving skills to regulatory problems.
5. Students will apply ethical principles to regulatory problems.

Project

As a group you will begin a business plan for a _____ facility. The following is an outline of the information and materials that you will need to include.

- I. Introduction
 - A. Develop a mission statement for the facility.
 - B. Description of the population that you plan to serve.
 1. clinical needs, brief
 2. family needs
 3. other
 - C. Distribution of your target population in relation to your defined service area
- II. Clinical description of your service population
 - A. Outline types of diseases/problems that your patients will have
 1. clinical aspects
 2. levels of care
 3. types of services you plan to offer
 4. continuum of care needed for this population
 5. availability of other services in your area
 6. admission, discharge and transfer policies
 - B. Staffing description
 1. types of disciplines
 2. licensure issues
 3. regulatory requirements
- III. Facility description
 - A. Outline areas to be covered due to the nature of the population
 - B. Site specific fire and safety regulations that apply
- IV. Regulatory issues
 - A. Site all relevant regulations that must be addressed
 1. personnel
 2. professional
 3. services delivered
 4. who are the non-governmental agencies to consider
 - B. Develop policies and procedures for the following
 1. hiring policy and procedure
 2. discipline policy and procedure
- V. Staffing patterns
 - A. Employees
 - B. Contractors
- VI. Supplies

VII. COI plan

Business Plan Document: (60%)

Follow the outline in writing the business plan. Each section must be addressed.

Each of these areas may consist of narrative, tables, charts, references, etc.

You should have a reference list that indicates the sources for all of the information. In the introductory section you should utilize the APA reference style and for things like the Fire and Safety, you may utilize the reference list. Be specific in indicating the codes, etc that you utilized.

Presentation: (40%)

You will also be expected to formally present your project.

Presentation guidelines:

1. Each member of the group will speak.
2. A power point presentation is suggested. If not, overheads are required.
3. You should dress in professional attire.
4. You will be video taped. So, practice.
5. Guests may be invited to view the presentation.

Suggestions:

You may wish to visit existing facilities.

You may wish to speak to local hospital and/or nursing home administrators about opportunities for this type of facility.

You may utilize suggestions that these professionals make. Reference these using the APA format.

Course Guide

Fall 2007

Week 1	8/30-9/4
Reading:	Text – Chapter 1
Week 2	9/6-9/11
Reading:	Text – Chapter 2
Project:	Determine type of facility
Week 3	9/13-9/18
Reading:	Text – Chapter 3
Test:	Chapter 2
Week 4	9/20-9/25
Reading:	Text – Chapter 4
Project:	Part I due
Test:	Chapter 3
Week 5	9/27-10/2
Reading:	Text – Chapter 5
Test:	Chapter 4
Week 6	10/4-10/9
Reading:	Text – Chapter 6
Project:	Part II due
Test:	Chapter 5
Week 7	10/11-10/16
Reading:	Text – Chapter 7
Test:	Chapter 6
Week 8	10/23-10/25

Reading: Text – Chapter 8
Project: Part III due
Test: Chapter 7

Week 9 10/30-11/1
Reading: Text – Chapter 9
Test: Chapter 8

Week 10 11/6-11/8
Reading: Text – Chapter 10
Project: Part IV due
Test: Chapter 9

Week 11 11/13-11/15
Reading: Text – Chapter 11
Test: Chapter 10

Week 12 11/20-11/27
Reading: Text – Chapter 13
Project: Parts V, VI and VII due
Test: Chapter 11

Week 13 11/29-12/4
Reading: Text – Chapter 14
Test: Chapter 13
Project: Business Plan Document DUE

12/6/07 PRESENTATION