

UNIVERSITY OF SOUTH ALABAMA
COLLEGE OF ALLIED HEALTH PROFESSIONS
DEPARTMENT OF CARDIORESPIRATORY CARE

rev 8/10/17

CRC 447- Cardiorespiratory Care Management **2 semester hours**
Course Master: Bill Pruitt, MBA, RRT **Web-enhanced**
Class day and time: Mon. from 1:00 to 3:00 PM (unless notified of a change)
Phone number: 251-445-9284
Office hours: 2:00 PM - 4:00 PM Tuesday and Fridays (call for appointment)
email: wpruitt@southalabama.edu

DESCRIPTION: This course will provide the student with experiences and projects pertaining to the management of a respiratory therapy and cardiopulmonary department. Some management functions include JC standards, staff scheduling, departmental budgeting, quality assurance, evaluation of personnel, purchasing and grievance procedures. Students will also prepare a resume and discuss the hiring process and personal career management.

COURSE GOALS AND OBJECTIVES: The student will be able to discuss the basic elements of management theory and practice and will explore situations that involve using these elements. The student will also learn about health care issues related to regulatory agencies, reimbursement, and organizational structure. The levels of management to be covered will include the supervisor and department manager with some reference to higher levels of hospital administration.

COURSE CONTENT: The course will cover various topics relevant to the management and supervision of a cardiopulmonary service. These will include: the basic elements of management, JC surveys and standards, staff scheduling, departmental budgeting, quality assurance/improvement, evaluation of personnel, purchasing, and the grievance procedures.

EVALUATION:

1. You will prepare and revise your resume and your work will be graded.
2. There will be one exercise to be turned in during this course. Topic TBA. This will be graded on the following:
 - A. Using the directions to address the problem
 - B. Creativity, clear and correctly written discussion
 - C. Typed, turned in on time
 - D. Degree/depth of coverage of topic.
 - E. What you turn in should be labeled with the course title and number, the topic or the exercise, the date, and your name on the first page (no cover sheet please). Late work will lose a letter grade. These exercises are to be submitted by email.
3. Weekly articles: Find an article related to the RT/cardiopulmonary profession (RT jobs, RT management, patient safety, infection control, pulmonary disease, sleep, heart issues, new medications/procedures, etc.) For your source(s) use www.fiercehealthcare.com, www.medicalnewstoday.com, www.physiciansbriefing.com, or www.kaiserhealthnews.org. Use the "News Categories" alphabet and search under "Cardiovascular", "Cardiology", "Pulmonary", "Respiratory", or "Sleep". See directions at page 4.

4. Tests and final exam: The tests will be multiple choice, short answer, matching, and essay questions covering handout materials, class lectures, the course powerpoint slides, guest lectures and any other material given out or covered during class. The final exam will be a comprehensive test using multiple choice, short answer, matching, and essay questions.

CLASS ATTENDANCE:

An excused absence requires that you must have a legitimate reason for being absent. Each unexcused absence, or of failure to give prior notice of absence for a legitimate reason, will result in a **10% reduction** in the exam grade following the missed day (this may also apply to a final exam). Excused absences include death in the immediate family, illness of the student with documentation from a health care clinic, physician's office, student health, etc. Original documentation (not a copy) must be delivered to the department in person within 3 business days of the absence, or within 3 business days of returning from an absence. Failure to deliver the required documentation as stipulated will be counted as an unexcused absence. Students should notify faculty in advance if they know that they will miss a class because of illness, injury, or medical treatment. They should call the office prior to the start of class. Do not schedule appointments during class or clinical times. A class roster will be distributed for student signatures (or attendance will be taken by the instructor).

TARDINESS:

Start of class time is given in the course syllabus. Students are expected to be early. Once a class has reached the published class time you are late. Parking is often a problem; come early. Tardiness will be noted by the faculty; each instance of tardiness will result in a 2% reduction in the exam grade following the tardiness. Tardiness will also apply to a final exam depending on the timing. At the discretion of the course master, the classroom door may be locked at the start of the class, preventing entry to the class to avoid disturbances and disruptions by those who may be tardy.

The total number of unexcused absences and tardiness will be noted in the student's file throughout the time in the program, and may be included in requested letters of recommendation for prospective employers and graduate school admissions committees.

GRADES: The final grade for this class will be derived from the following:

A.	Résumé	15 %
B.	Weekly Healthcare article summaries/presentation	15 %
C.	1 Written Exercise (Topic TBA)	10 %
C.	3 Tests and a comprehensive final (15 % ea.)	60 %

A grade of F* will be assigned in cases where the student does not officially withdraw, but fails to attend, fails to complete assignments, or who fails to participate in class activities. It will be used when, in the opinion of the instructor, completed assignments or course activities are insufficient to make normal evaluation of academic performance possible.

INSTRUCTOR EVALUATION: Students will have an opportunity to evaluate the instructor's job performance for this course at the end of the semester. The confidential information is given to the department chair and is part of the instructor's annual evaluation. Honest and thoughtful feedback from the student is encouraged and appreciated.

STUDENTS WITH DISABILITIES: In accordance with the Americans with Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodations. The Office of Special Student Services (OSSS) will certify a disability and advise faculty members of reasonable accommodations. If you have a specific disability that qualifies you for academic accommodations, please notify the instructor/professor and provide certification from the Office of Special Student Services. OSSS is located at 5828 Old Shell Road at Jaguar Drive, (251-460-7212).

CHANGES IN COURSE REQUIREMENTS: Not all classes progress at the same rate thus course requirements might have to be modified as circumstances dictate. You will be given written notice by email if the course requirements need to be changed.

ACADEMIC DISRUPTION POLICY:

The University of South Alabama's policy regarding Academic Disruption is found in The Lowdown, the student handbook.

<http://www.southalabama.edu/lowdown/academicdisruption.shtml> : Disruptive academic behavior is defined as individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property and/or is otherwise prejudicial to the maintenance of order in an academic environment. Students are expected to be cordial, courteous and respectful of faculty members and fellow students.

STUDENT ACADEMIC CONDUCT POLICY: The University of South Alabama's policy regarding Student Academic Conduct Policy is found in The Lowdown <http://www.southalabama.edu/lowdown/academicconductpolicy.shtml>: The University of South Alabama is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The University is committed to supporting the exercise of any right guaranteed to individuals by the Constitution and the Code of Alabama and to educating students relative to their responsibilities.

ONLINE WRITING SUPPORT: The University of South Alabama provides online writing tutoring services through SMARTHINKING, an online tutoring service. SMARTHINKING is available at <http://services.smarthinking.com>. Students may enter the site by logging on with their Jag number and using the last four digits of the social security number as the password. For log-on problems, technical questions and/or on-campus writing assistance, contact the USA Writing Center at 251-460-6480 or e-mail csaint-paul@usouthal.edu.

Resources: AARC at www.AARC.org
Weekly articles from www.fiercehealthcare.com www.medicalnewstoday.com
 www.kaiserhealthnews.org www.physiciansbriefing.com

OTHER REFERENCES:

Wilkins, et. al., Egan's Fundamentals of Respiratory Care 10th ed. (Ch 1-2) Mosby.

What to do for weekly articles: Before each class – Follow these steps:

1. Go to one of the 4 suggested websites. (www.fiercehealthcare.com, www.medicalnewstoday.com, www.physiciansbriefing.com or www.kaiserhealthnews.org). Find a recent article that interests you and **PRINT** the article. You will turn this in to me each time we meet for class.
2. Go to Biomedical Library at the USA website and use one of the databases (PubMed, MedLine, CINAHL, etc.) to find a peer-reviewed article published within the last 5 years that relates in some way to your article in step 1. As long as it has a logical link to the Step 1 article you can use it. **PRINT THE ABSTRACT – ONLY THE ABSTRACT.** This is a paragraph in length so you only need one page to print this – turn in with your article from step 1.
3. Type your own summary notes from web article and the abstract (Step 1 and step 2) and be prepared to present this topic in class if called on by the instructor. **You will have to speak from your notes – do not use the articles to speak to the class.**

Rules for your notes:

- a. Must be typed
- b. At the top of your notes put the article name from step 1 and the source followed by your name.
Example: “Readmissions higher for COPD patients with psychological conditions” www.fiercehealthcare.com - John Blackstone
- c. At the bottom of your notes use the “RC journal citation style” to give the citation of the peer-reviewed article you found at the Biomedical library. **You will have to retype the citation information to make it fit this exact format. The citation has 5 blocks of information and very specific punctuation.**

This is the pattern the proper citation:

Author(s) last name and initial(s), *{separate authors by comma}*. Title of article. *{period}* Title of journal year and published; *{semi-colon}* volume(number): *{colon}* pages. *{period}*

Example: Jennings JH, Thavarajah K, Mendez MP, Eichenhorn M, Kvale P, Yessayan L. Predischarge bundle for patients with acute exacerbations of COPD to reduce readmissions and ED visits: a randomized controlled trial. Chest 2015; 147(5):1227-1234.

4. Turn in your printed article (from step 1) the abstract (from step 2) and your notes (from step 3) each class. **DO NOT email your articles/abstracts/notes to me** – print these and turn in each class. We will post notes and refer to these notes for each of the 3 exams.

I will select 2-3 students to present their notes for each class. For those not picked to present in class: Take notes on what is being presented and discussed. This information will be covered on the exams. Turn in your papers.

Management 447**CLASS SCHEDULE:**

<u>Date:</u>	<u>Class</u>	<u>Objectives/Topics/Assignments</u>
Aug 23 1 to 3 PM	1.	Distribute syllabus, abbreviations list handout Begin PowerPoint lecture series. Assignment: Prepare your résumé and turn in next class.
Aug 30	2.	Distribute handout on résumés Collect résumés – We will undergo “revise and return” until final version Continue lecture series. Choose students to discuss healthcare articles – collect all notes and articles
Sept. 6	3.	Continue lecture series. Collect/distribute résumés. Choose students to discuss healthcare articles. Collect notes/articles.
Sept 13	4.	Test #1 covering course lecture, class discussions and healthcare articles
Sept. 20	5.	Review test #1 Continue lecture series. Collect/distribute résumés Choose students to discuss healthcare articles. Collect notes/articles.
Sept 27, Oct 4		No management classes these 2 weeks
Oct 11	6.	Continue lecture. Collect/distribute résumés. Choose students to discuss healthcare articles – collect notes/articles.
Oct 18	7.	Continue lecture. Collect/distribute résumés. Choose students to discuss healthcare articles – collect notes/articles.
Oct 25	8.	Test #2 covering course lecture, class discussions and healthcare articles
Nov 1	9.	Review test #2 Continue lecture. Collect/distribute résumés. Choose students to discuss healthcare articles – collect notes/articles.
Nov 8	10.	Continue lecture. Collect/distribute résumés Choose students to discuss healthcare articles – collect notes/articles. Assign Exercise: Due in 3 weeks (Nov 29)
Nov 15	11.	Continue lecture. Collect/distribute résumés Choose students to discuss healthcare articles – collect notes/articles.
Nov 29	12.	Test #3 covering course lecture, class discussions and healthcare article discussions. Exercise due today by 1 PM (email submission) Final version Resume due today – submit by separate email labeled “Final draft” Last day of class. Wrap up and review.