

**Health Services
Administration**

**University of Wyoming
PHCY 5441
Introduction to Health
Institution Leadership
Fall 2020 – 2
October 22 - December 11**

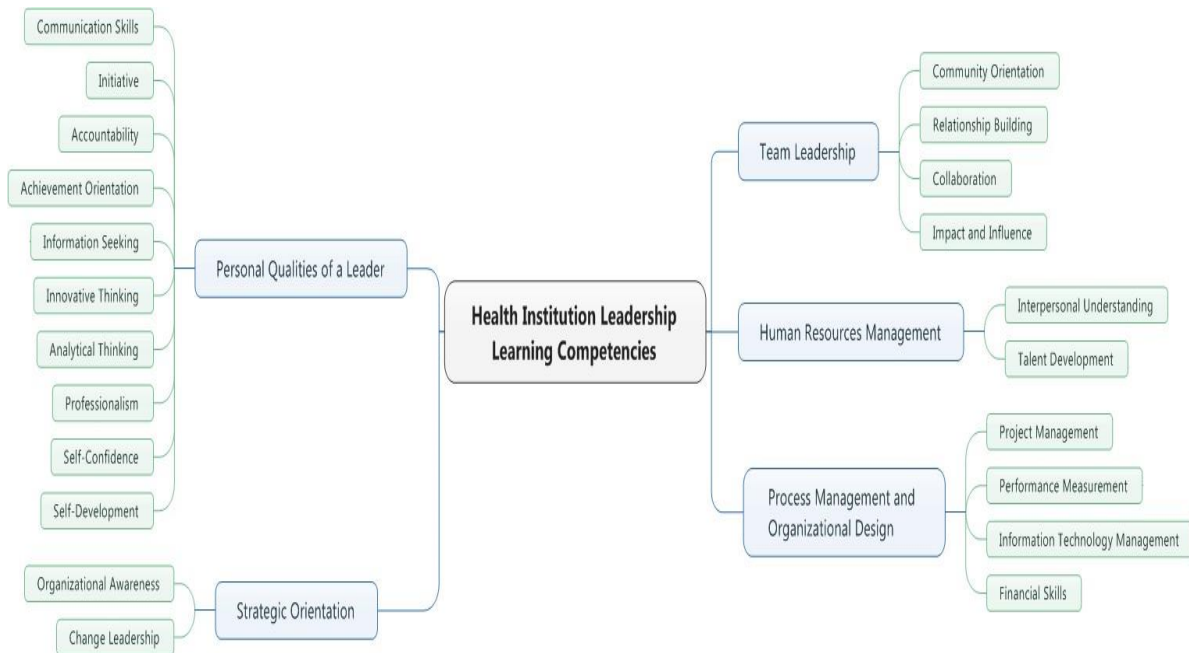


PHCY 5441

Introduction to Health Institution Leadership

Fall 2020

Introduction to Health Institution Leadership is a three-semester hour course designed to provide development of the health institution leader through analysis of theory and application to practice by extensive use of case studies and models. Organizational, team and individual dimensions of leadership are examined. Leadership for optimization of human and other resources as well as effective use of data analytics are explored.



Adapted from National Center for Healthcare Leadership www.nchi.org

STUDENT LEARNING OUTCOMES AND GOALS:

At the end of the course, students will be able to:

<ul style="list-style-type: none"> Appraise the personal qualities of a leader 	FOUNDATION: Demonstrate knowledge of the theories and evidence of the qualities of a successful leader APPLICATION: Apply personal attributes to the theory HUMAN: Reflect on the impact of these personal qualities on the organization and team. INTEGRATION: Prepare effective solutions given a case and basic instructions CARING: Incorporate in discussion and examination answers the effect of the qualities on interpersonal relationships LEARNING: Employ appropriate consideration of limitations of theory to human qualities
<ul style="list-style-type: none"> Assess leadership as a component of human resources management and team leadership 	FOUNDATION: Explain the concept of the leadership cycle APPLICATION: Solve common leadership problems related to leadership of individuals HUMAN: Provide the best recommendations despite limitations INTEGRATION: Select an appropriate solution incorporating policy, law, and ethics CARING: Incorporate emotional and cultural intelligence into leadership LEARNING: Appraise the similarities and differences between the different styles
<ul style="list-style-type: none"> Develop a strategic orientation 	FOUNDATION: Identify concepts of strategic thinking APPLICATION: Apply methods to develop organizational awareness HUMAN: Recognize the effects of change on individuals INTEGRATION: Apply multiple leadership theories and qualities into the process CARING: Incorporate values and needs of the organization and individuals into plans LEARNING: Balance the internal and external factors affecting strategic initiatives
<ul style="list-style-type: none"> Incorporate organization design and process skills into leadership 	FOUNDATION: Develop skills in the components of organizational design and process APPLICATION: Apply organizational design and process skills to leadership situations HUMAN: Reflect on the value of generalist versus specialist levels of these skills INTEGRATION: Devise a leadership style that incorporates these skills CARING: Consider the competing organizational needs when constructing recommendations LEARNING: Demonstrate the ability to apply concepts and process
<ul style="list-style-type: none"> Apply the concepts from the class in discussion or assignments 	FOUNDATION: Demonstrate ability to apply concepts to new situations APPLICATION: Identify the limitations of any technique or theory HUMAN: Reflect on the value of developing skills for future practice INTEGRATION: Appraise the value of multiple aspects of the course to future practice CARING: Describe the relationship of applying leadership skills to quality provision of healthcare LEARNING: Incorporate aspects from the class into the comprehensive case successfully

REQUIRED TEXTS:

Ledlow GR, Stephens JH. Leadership for Health Professionals, 3rd edition, Burlington MA: Jones and Bartlett Learning. 2018 ISBN: 9781284109412

Students can find the required Jones & Bartlett Learning text on www.jblearning.com by searching for the author, title, or ISBN.

Rath T, Conchie B, Strengths-based Leadership, New York NY: Gallup Press, 2013 ISBN 9781595620255

Attention: must have an active code so do not purchase a used copy; electronic versions include a code

INSTRUCTOR AVAILABILITY/ CONTACT INFORMATION:

Elliott M Sogol PhD, RPh, FAPhA

Office hours: by appointment

Dr. Sogol (esogol@uwyo.edu) will be available via electronic mail

Note: Responses to emails will occur within 48 hours.

CLASS WEBSITE:

The WyoCourses site is accessible from the University website via WyoWeb. Class lectures and slide sets will be posted or linked on this site. Assignments will also be posted there (both by the instructor and the student). The student is expected to utilize the site and accept changes from this syllabus as amended on the site. You will not be able to see the course materials until after Oct 12.

LIVE SESSIONS:

Live class sessions will be held each **Wednesday from 6-8pm MT**. We will use Zoom for these live sessions. <https://uwyo.zoom.us/j/9948111349>

COURSE PREREQUISITES, CO-REQUISITES, ENROLLMENT RESTRICTIONS:

This course is required for students in the Master of Science in Health Services Administration Health Institution Leadership track. Other track students may take the course as an elective.

Enrollment in or completion of a degree in the health sciences administration program is strongly recommended.

COURSE PROCEDURES:

All students will join the class at the same time (synchronous). Some activities, such as viewing recorded lectures can be done at the student's selected times (asynchronous). Opening and closing times for the modules, quizzes, or other activities will be posted and enforced.

A class session/assignment is the time that includes the live session, the pre-session work, and any immediate post-session work. For this class, a session/assignment will become available as noted in the Syllabus with due dates listed for each item.

Instructional procedures consist of pre-recorded lecture, discussion, participation exercises plus assigned readings and projects. The distance education model of this course requires some adaptation by the students and instructor from the traditional classroom setting. **You may be recorded with your face and name.** This recording will be placed on a password protected site, but no guarantees are made on its security.

Different people have different learning styles. Lecture where the instructor talks and students listen is passive on the part of the student. Discussion requires active participation on the part of the learner. In this class, some topics are appropriate for lectures; some are appropriate for discussion; and some will be conducted through active participation such as analysis of case studies and or discussion boards.

GENERAL REQUIREMENTS AND EXPECTATIONS:

Students should obtain the required textbook and complete assigned readings prior to the live online date listed in the course calendar. Students are encouraged to participate in live class sessions; active participation will also count towards your discussion board grade (see last page of syllabus for Guideline for Evaluating Participation).

In order for a discussion or dialogue to be successful, students must have read the assigned readings, watched any video recording and have completed some assignments **before** joining class. Assignments will be clearly indicated whether due before or after the live session.

Whether a lecture or discussion, students should feel free to ask questions during class or on-line. If you have a question, other students may have the same question.

ATTENDANCE AND ABSENCE POLICIES:

Students should regularly attend online classes and productively participate in class. Since some of the projects may be started in the live sessions, missing class can make projects much more difficult. Because of the multiple available times for posting assignments as well as for taking any quizzes or examinations, the need for an excused absence would be a rare event. Only rationale accepted by the University of Wyoming as an excused absence will be accepted. Any anticipated absence from the live sessions should be discussed in advance with the instructor.

CLASSROOM BEHAVIOR POLICY:

At all times, treat your presence in the classroom and your enrollment in this course as you would any professional activity. Act professionally, arrive on time, pay attention, complete your work in a timely and professional manner, and treat all deadlines seriously. All of us will be respectful of each other. Spirited debate and disagreement are to be expected in any graduate level course and all views will be heard fully, but at all times we will behave civilly and with respect towards one another. Personal attacks, offensive language, name-calling, and dismissive gestures are not warranted in a learning atmosphere. This is a safe environment and as the instructor, I have the right to dismiss anyone from the classroom, study sessions, electronic forums, and other areas where disruptive behavior occurs – there is zero tolerance on this issue.

CLASSROOM STATEMENT ON DIVERSITY:

The University of Wyoming values an educational environment that is diverse, equitable, and inclusive. The diversity that students and faculty bring to class, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status, linguistic, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other social and cultural diversity is valued, respected, and considered a resource for learning. Diversity helps all of us gain a better understanding and perspective of the subjects we will be covering in the course.

DISABILITY SUPPORT:

The University of Wyoming is committed to providing equitable access to learning opportunities for all students. If you have a disability, including but not limited to physical, learning, sensory or psychological disabilities, and would like to request accommodations in this course due to your disability, please register with and provide documentation of your disability as soon as possible to Disability Support Services (DSS), Room 128 Knight Hall. You may also contact DSS at (307) 766-3073 or udss@uwyo.edu. It is in the student's best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive. Visit the DSS website for more information at: www.uwyo.edu/udss

ACADEMIC DISHONESTY POLICIES:

Academic dishonesty, discrimination, and harassment will not be tolerated in this class! Cases of academic dishonesty will be treated in accordance with UW Regulation 2-114. The penalties for academic dishonesty can include, at my discretion, an "F" on an exam, an "F" on the class component exercise, and/or an "F" in the entire course. Academic dishonesty includes plagiarism, which means anything that represents someone else's ideas as your own without attribution. It is intellectual theft – stealing - and includes (but is not limited to) unapproved assistance on examinations, plagiarism (use of any amount of another person's writings, blog posts, publications, and other materials without attributing that material to that person with citations), or fabrication of referenced information. Facilitation of another person's academic dishonesty is also considered academic dishonesty and will be treated identically.

Such conduct is described within and will result in sanctions pursuant to the following School of Pharmacy and University policy and regulations:

University of Wyoming Code of Conduct

<http://www.uwyo.edu/dos/conduct/>

University of Wyoming Regulations

<http://www.uwyo.edu/generalcounsel/files/docs/UW%20Reg%20Updates%202016/UW%20Reg%206-802.pdf>

DUTY TO REPORT:

While this is a safe environment and I want you all to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting obligations that are part of my faculty requirements at UW.

For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to those offices directly, you can contact Equal Opportunity Report and Response (Bureau of Mines Room 319, 766-5200, report-it@uwyo.edu, www.uwyo.edu/reportit). Additionally, you can also report incidents or complaints to the UW Police Department. You can also get support at the STOP Violence program (stopviolence@uwyo.edu, www.uwyo.edu/stop, 766-3296) (or SAFE Project (www.safeproject.org, campus@safeproject.org, 766-3434, 24-Hour hotline: 745-3556).

Another common example is if you are struggling with an issue that may be traumatic or unusual stress. I will likely inform the Dean of Students Office or Counseling Center. If you would like to reach out directly to them for assistance, you can contact them using the info below or going to www.uwyo.edu/dos/uwyocares.

Finally, know that if, for some reason, our interaction involves a disruptive behavior or potential violation of policy, I must inform the Dean of Students, even when you and I may have reached an informal resolution to the incident. The purpose of this is to keep the Dean apprised of any behaviors (by students or faculty) and what was done to resolve them.

SUBSTANTIVE CHANGES TO THE SYLLABUS:

All deadlines, requirements, and course structure are subject to change if deemed necessary by the instructor. Students will be notified verbally in class or on our WyoCourses announcement page and/or via email of these changes.

STUDENT RESOURCES:

- DISABILITY SUPPORT SERVICES: udss@uwyo.edu, 766-3073, 128 Knight Hall, www.uwyo.edu/udss
- COUNSELING CENTER: uccstaff@uwyo.edu, 766-2187, 766-8989, 341 Knight Hall, www.uwyo.edu/ucc
- ACADEMIC AFFAIRS: 766-4286, 312 Old Main, www.uwyo.edu/acadaffairs
- DEAN OF STUDENTS OFFICE: dos@uwyo.edu, 766-3296, 128 Knight Hall, www.uwyo.edu/dos UW
- POLICE DEPARTMENT: uwpd@uwyo.edu, 766-5179, 1426 E Flint St, www.uwyo.edu/uwpd
- STUDENT CODE OF CONDUCT WEBSITE: www.uwyo.edu/dos/conduct

"If you have a physical, learning, sensory or psychological disability and require accommodations, please let me know as soon as possible. You will need to register with, and possibly provide documentation of your disability to Disability Support Services (DSS), room 109 Knight Hall. You may also contact DSS at (307) 766-3073 or udss@uwyo.edu. Visit their website for more information: www.uwyo.edu/udss."

COVID-19 Policies – during this pandemic, you must abide by all UW policies and public health rules put forward by the City of Laramie (or by Natrona County if at UW-Casper), the University of Wyoming and the State of Wyoming to promote the health and well-being of fellow students and your own personal self-care. The current policy is provided for review at: <https://www.uwyo.edu/alerts/campus-return/index.html>

As with other disruptive behaviors, we have the right to dismiss you from the classroom (Zoom and physical), or other class activities if you fail to abide by these COVID-19 policies. These behaviors will be referred to the Dean of Students Office using the UWYO Cares Reporting Form for Student Code of Conduct processes (https://cm.maxient.com/reportingform.php?UnivofWyoming&layout_id=5).

Syllabus Changes: I will alert you to any possible course format changes in response to UW decisions about community safety during the semester.

HyFlex, Zoom, and WyoCourses expectations:

As with all UW coursework, this course will be educational and useful to you. I will respond to questions, concerns, and feedback in a timely manner.

Your responsibilities:

- Give and receive feedback from me and your classmates respectfully and constructively in all interactions. This includes in Zoom chats, on WyoCourses boards, and within physical classroom spaces.
- Actively engage in civil discourse in a respectful manner. Use professional language in all course related forums.
- Communicate professionally. Whenever you send class-related email or messages, please include a clear, specific subject line and use the body of the email or message to explain the purpose for the email and any attached materials. Conduct yourself professionally.
- Meet assignment deadlines. We expect that you're interacting with course material multiple times during the week.
- Ask for help when you need it. For academic assistance for this course please contact me for available resources. For Dean of Students assistance please see: <https://www.uwyo.edu/dos/student-resources/covid-19-student-resources.html>
- Please let us know if you notice another student who needs help in our (anonymous) WyoCares referral option (<https://www.uwyo.edu/dos/students-concern/index.html>).

Information Technology (IT): If you have any IT related challenges, please contact the UWIT Service Center: <https://uwyo.teamdynamix.com/TDClient/1940/Portal/Requests/ServiceDet?ID=8890>

GRADES

The numbers assigned to the grades shall be

A=90 and above,

B=80 to <90;

C=70 to <80;

D=60 to <70;

F=below 60.

The +/- system is not used by the School of Pharmacy. Graduate students, including those enrolled in the Master of Science in Health Services Administration, must maintain a 3.00 GPA (B or better). Note: there is no rounding of grades – an 89.9 is not 90.

Projects and exercises (8 total)	80 points
Discussion board (each week).....	80 points
Comprehensive Case presentation.....	40 points
Comprehensive Case paper	40 points

Some projects and exercises may be team projects. The team will be expected to compile a single document and copies will be submitted on-line by the designated team leader. Otherwise, the individual will complete and submit the assignment.

COURSE SCHEDULE

PHCY 5441: INTRODUCTION TO HEALTH SERVICES LEADERSHIP		
<i>You are strongly encouraged to begin the assigned readings PRIOR to the live class session.</i> (Schedule is tentative and topic dates are subject to change; additional readings will be assigned as appropriate)		
	DATES	TOPIC AND ASSIGNMENTS
Module 1	Class October 21 Assignments to be posted by October 23 Discussion board responses due October 23	LEADERSHIP FOUNDATIONS Readings: Ledlow Appendix B and Chapters 1-2 Rath and Conchie Part 1: Investing in your strengths Completion of the Strength Finder assessment is highly recommended before the first-class session. Appendix C will be used in class for the assignment Introduction of the final project –the case study of you
Module 2	Class October 28 Presentation posted online no live class Assignment to be posted by October 30 Discussion board responses due October 30	LEADERSHIP FOUNDATIONS (CONT.) Readings: Ledlow Chapters 3-4 Rath and Conchie Part II: Maximizing your Team
Module 3	Class November 4 Assignment to be posted by November 6 Discussion board responses due November 6	LEADERSHIP IN PRACTICE Readings: Ledlow Chapters 5-6

Module 4	<p>Class November 11</p> <p>Assignment to be posted by November 13</p> <p>Discussion board responses due November 13</p>	<p>LEADERSHIP IN PRACTICE (cont.)</p> <p>Readings: Ledlow Chapters 7-8 Rath and Conchie Part 3: Understanding why people follow.</p> <p>Discussion of final project – the case study of you – using the Dynamic Leadership Model (chapter 2 and 8)</p>
Module 5	<p>Class November 18</p> <p>Assignment to be posted by November 20</p> <p>Discussion board responses due November 20</p>	<p>LEADERSHIP IN HEALTH ORGANIZATIONS</p> <p>Readings: Ledlow Chapters 9-10</p>
Module 6	<p>Class November 25</p> <p>Assignment to be posted by November 29</p> <p>Discussion board responses due November 29</p>	<p>LEADERSHIP IN HEALTH ORGANIZATIONS (CONT.)</p> <p>Readings: Ledlow Chapters 11-12</p>
Module 7	<p>Class December 2</p> <p>Assignment to be posted by December 4</p> <p>Discussion board responses due December 4</p>	<p>LEADING PEOPLE AND MANAGING RESOURCES INTO THE FUTURE</p> <p>Ledlow Chapters 13-14</p>
Module 8	<p>Class December 9</p> <p><u>PRESENTATIONS</u> In class 10 minutes each</p> <p>Assignment to be posted by December 11</p> <p>Discussion board responses due December 11</p> <p>The Final Project paper (the case study of you) will be due December 11</p>	<p>LEADING PEOPLE AND MANAGING RESOURCES INTO THE FUTURE</p> <p>Ledlow Chapters 15-17</p>

GUIDELINES FOR EVALUATING PARTICIPATION

Outstanding Contributor: Contributions in class reflect exceptional preparation. Ideas offered are always substantive; provide one or more major insights as well as direction for the class. Challenges are well substantiated and persuasively presented. If this person were not a member of the class, the quality of discussion would be diminished markedly.

(A range of grade)

Good Contributor: Contributions in class reflect thorough preparation. Ideas offered are usually substantive; provide good insights and sometimes direction for the class. Challenges are well substantiated and often persuasive. If this person were not a member of the class, the quality of discussion would be diminished.

(B range of grade)

Adequate Contributor: Contributions in class reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights but seldom offer a new direction for the discussion. Challenges are sometimes presented, fairly well substantiated, and are sometimes persuasive. If this person were not a member of the class, the quality of discussion would be diminished somewhat.

(C range of grade)

Non-Participant: This person says little or nothing in class. Hence, there is not an adequate basis for evaluation. If this person were not a member of the class, the quality of discussion would not be changed.

(D range of grade)

Unsatisfactory Contributor: Contributions in class reflect inadequate preparation. Ideas offered are seldom substantive; provide few if any insights and never a constructive direction for the class. Integrative comments and effective challenges are absent. If this person were not a member of the class, quality discussion time for others would increase. (Below D range of grade)