Healthcare Human Resources Employment Law; HSP 3320-010

Spring Semester 2022

Archer College of Health and Human Services

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Course Information

Course Description

This course discusses what human resource planning, staffing, job requirements, job descriptions, sources of labor supply, training and education programs, salary administration, employee communications, legal considerations, and union-management relations. This course examines the legal aspects of healthcare human resource management. Each of the major federal and state enactments impacting human resource management will be studied in depth.

Course Credits

Three Semester Credit Hours (3-0-0) Sixteen Week - Classroom class supplemented with online assignments using Blackboard Learning Management System.

Prerequisite and Co-requisite Courses

None

Prerequisite Skills

Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Health Science Professions Program. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate/Graduate Student Handbook should be reviewed before taking this course.

Student Learning Outcomes

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to Program Outcomes
1. Understand what disaster & emergency preparedness is and analyze the intersection of security and patient care	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments
2. Analyze the treats to public health, including weapons of mass destruction, terrorism, large scale disease outbreaks and natural disasters and their relationship to medical management	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments
3. Differentiate basic knowledge of important features & dynamics of disaster programs & activities	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments
4. Understand basic knowledge of disaster activities from incident response to recovery operations both external to the health care facility and internally within the health care facility	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments
5. Understand the requirements for a competency based response during disasters with positive health outcomes	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments
6. Analyze the roles of healthcare organizations in preparedness and disaster response	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments
7. Examine the tools that are available to improve preparedness, response and recovery efforts	Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation	Demonstration of concepts, proper utilization of appropriate terminology and grades for the given assignments

Program Outcomes

Upon completion of the program of study for the Healthcare Human Resources Employment Law; HSP3320-010, the graduate will be prepared to: Understand the role that Human Resources (HR) play to help navigate a variety of circumstances that healthcare industry faces on a day to day basis. How HR plays a vital role and how it is important that leaders within an organization partner and work together with HR. Understand that in most cases there are legal and some instances regulatory requirements that dictate reaction / response in a given situation.

Course Delivery

This is a 16 week face-to-face classroom class with learning resources and supplemental materials posted in Blackboard. Potential always exist for an online assignments using Blackboard Learning Management System. The course site can be accessed at http:///blackboard.angelo.edu

Required Texts and Materials

- Charles R. McConnell, MBA, CM. *Human Resource Management in Health Care Third Edition* (2020): Jones and Bartlett Learning, LLC. Copyright 2020
    - ISBN-13: 9781284155136

Recommended Texts and Materials

Additional resources may be recommended as semester progress and need arises.

Technology Requirements

To participate in one of ASU's distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Topic Outline

- Strategic Human Resource management
- Legal Foundations of Human Resources
- Organizational Staffing and Diversity
- Performance Management

- Job Development / training & analysis
- Recruiting & Retention
- Compensation & Benefits
- Organizational Development & Improvement
- The Workforce
- Human Resources Role in Quality & Patient Safety

Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via Blackboard: It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA (2010) 6th edition (2nd Printing or higher only) guidelines for referencing.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Skype, Join.me, Google Hangouts, etc.

Use Good "Netiquette":
• Check the discussion frequently and respond appropriately and on subject.
• Focus on one subject per message and use pertinent subject titles.
• Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
• Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else's messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

Grading

Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assessment	Percent/Points of Total Grade
Quizzes (10 max)	**10%**
Classroom Group Case Studies / Presentation	**25%**
HC HR Employment Law Assignment / Paper	**25%**
Midterm Exam	**20%**
Final Exam	**20%**
TOTAL COURSE GRADE	**100%**

Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

     A = 90.00-100 points

     B = 80.00-89.99 points

     C = 70.00-79.99 points

     D = 60.00-69.99 points

     F = 0-59.99 points (Grades are not typically rounded up, but may be upon the instructor's discretion)

Teaching Strategies

•   This course will be taught in the classroom as well as utilizing an online methodology through the Internet with Blackboard™ as the learning platform. It will employ a variety of teaching-learning methods including lecture presentation/notes, workgroups, discussions forums, quizzes, self-directed activities, and weekly quizzes.

• Web-based technology will also be used to provide additional sources of information, prepare and submit student assignments, provide ongoing student-faculty and student-student interaction and dialogue, and facilitate peer support.

• Students are expected to be "active learners." It is a basic assumption of the instructor that students will be involved (**beyond the materials and lectures presented in the course**) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions

*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.

Classroom Group Case Studies (25%): There will be group case studies used this semester. You will be divided into groups to complete the case studies. These will be completed and presented during class. Therefore, it is imperative that you come to class prepared. Student Groups will present their findings during class and will lead class discussion. Students will be graded as both the leaders of the discussion and as class participants.

Quiz (10 max): (10%) On a likely weekly cadence, will have a brief written 5 – 10 question quiz to assist with retention of material and prepare student for midterm and final exams.

Midterm and Final Exams: (20% & 20%) The Midterm and Final Exams account for 20% and 20% respectively for 40% of the total course grade. The exams are designed to test understanding of textbook material and the application of the material covered in both the textbook and lectures. Both Exams will be short answer and / or multiple choice – true false.

HC HR Employment Law Assignment / Paper (25%) The objective of this written assignment is to help students understand the importance of staff retention and how to plan strategies that will make a positive impact.

Assignment Submission

All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at eharris@angelo.edu and attach a copy of what you are trying to submit. **Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue.** This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work or Missed Assignments Policy

Late Work Policy

The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](1)[1]
- [Angelo State University Catalog](2)[2]

CLASSROOM CELL PHONE EXPECTATIONS

Cell phones are to be turned off during class. If there is an expected need to receive a cell phone call (i.e. my wife is about to deliver, my child is sick, etc.) then please talk to me before class. In these cases, your phone should be set to vibrate and can be left on your desktop. There will be no text messaging in the class.

Student Responsibility and Attendance

Classroom: This class is a classroom-based class where grades will be given for class participation. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. To complete this course successfully, you do have to participate in all course activities i.e. class discussion, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university's [Statement of Academic Integrity.](3)[3]

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website.[4] The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures[5] for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy[6] in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the <u>ASU Writing Center</u>.[7]

Student Absence for Observance of Religious Holy Days

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for <u>Observance of Religious Holy Day</u>[8] for more information.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email:michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

Course Schedule

Week/Date	Topic/Assignments/Assessments DUE

Grading Rubrics

To view grading rubrics for group project and paper, please go to the "My Grades" link in your Blackboard course, and select View Rubric under each of the previously mentioned graded items.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and

pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

End of Syllabus

[1] https://www.angelo.edu/student-handbook/

[2] https://www.angelo.edu/catalogs/

[3] https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

[4] https://www.angelo.edu/services/disability-services/

[5] https://www.angelo.edu/content/files/14197-op-1011-grading-procedures

[6] https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php

[7] https://www.angelo.edu/dept/writing_center/academic_honesty.php

[8] https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of