



**DIVISION OF BUSINESS**

**COURSE SYLLABUS: HLAD 04340VC01, Long-Term Care Summer 2008 Virtual Campus**

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| <b>Instructor:</b>      | <b>Dr. Lloyd L. Cannedy</b>  |
| <b>Office:</b>          | <b>Wichita Falls Center, Call Field Campus</b>                                   |
| <b>Office Phone:</b>    | 940-696-0404   |
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| <b>Course Web Site:</b> | Virtual Campus Blackboard  |
| <b>FAX:</b>             | 940-723-4266   |
| <b>Office Hours:</b>    | <b>By appointment</b>  |
| <b>Class Hours:</b>     | <b>Weekly</b>  |
| <b>Class Location:</b>  | <b>Virtual Campus</b>  |

**DESCRIPTION:** Legal, social, and economic ramifications of directing a skilled, intermediate, or other long-term care facility. Required to qualify to take the nursing home administrator licensure examination.

**PREREQUISITE(s):** none

**TEXTBOOK:** Nursing Home Administration, fifth edition, James E. Allen, Springer Publishing Company, 2008 ISBN 0-8261-5394-1.

Access to the Internet, Microsoft Word or Works, and a Wayland Baptist University email account.

**OUTCOME COMPETENCIES:**

Upon completion of this course, students should have:

- Identify the components of an effective nursing facility organizational design.
- Analyze an operating facility and develop an action plan for improved effectiveness of the facility.
- Organize a care plan sensitive to patient needs and regulatory imperatives.
- Recognize environmental influences on nursing facility success and have an ability and skill to proactively respond to such influences.
- Nurture productive relationships with key participants in nursing facility development.
- Have a comprehensive understanding of the capital structure, operating cycle, necessary cash flows and prospective payment considerations influencing contemporary nursing facilities.
- Understand and have a working knowledge of medicine, medical, and other third parties financing such care.
- Analyze the characteristics, timing, and development of human resources required in long term care delivery.

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**COURSE REQUIREMENTS AND EVALUATION:** Each week the student is to: (1.) read and study the assigned textbook chapters, (2.) visit the Professor's lecture comments, (3.) access the Internet Links provided under "Web Links" and (4.) work the exercises indicated under "Assignments". The assessments are to be completed no later than Sunday 11:55 p.m. CST of the assigned week. The student may access these grades weekly by clicking on the "grade book" at the course website. The students have a full week to complete assignments; therefore, **no assignments will be accepted late**. These assignments constitute 25% of the student's final grade.

Two examinations will be given. A mid-term examination will be held the 6<sup>th</sup> class and a final exam given on the last class. These examinations will not require a proctor, but will be timed and password controlled. The two examinations will each constitute 25% of the student's final grade. There will be a two-hour limit for these examinations and the exams will be closed book.

An in-depth term paper project must also be developed on an approved topic encompassing extensive library and Internet search. Undergraduate students will select from the approved topics listed below. These topics are not fully developed in the text and will require from the graduate student an added level of inquiry and research consistent with collegiate graduate school performance. **All papers must be written using the APA style.** A simple compilation of the authoritative works on a subject will be necessary but insufficient to properly complete the project. A thorough analysis of the subject must be made with conclusions developed by the student. This paper is due no later than the **tenth** week of the scheduled term and will be worth 25% of the student's final grade. It may be either e-mailed to the Professor or forwarded by mail to 1124 Rathgeber, Wichita Falls, TX 76310.

### Approved Undergraduate Term Paper Topics -

1. The Omnibus Budget Reconciliation Act: Challenges Facing Today's Nursing Homes
2. The Eden Alternative to Conventional Nursing Home Operation
3. An Analysis of Six Major Nursing Home Scandals: A Review of Real World Occurrences and Suggested Remedies
4. Organization, Operation and Financing of Adult Day Care Services
5. The Twelve Administrative Imperatives of Nursing Home Patient Advocacy
6. Special Considerations in Serving the Young Nursing Home Patient
7. An Evaluation of the Role of the Local Ombudsmen in Nursing Home Care Delivery
8. Decubitus Ulcers: The Administrator's Role in Prevention and Treatment
9. Distinguishing Behavioral Characteristics of the Christian Nursing Home Administrator
10. An Examination of the Advantages and Shortcomings of Physician Nursing Home Board Membership
11. The Effectiveness of Swing Beds in an Acute Care Environment
12. The Availability, Financing and Effectiveness of Home Health Care as a Nursing Home Alternative

Students may opt to exchange the term paper assignment for reading **Water For Elephants** and answering the questions below. The book is written by Sara Gruen, (2006, Workman Publishing, ISBN 978-1-56512-560-5) and is available in the fiction section of your local bookstore or at Amazon.com. Answers to the questions must be turned into the Professor before the end of week ten. This assignment acts as a replacement for the term paper and is therefore worth 25% of the final grade.

Exception: Any students who had the Professor's Fall 07 Regulatory Aspects class may not have the option of this exchange as they have already read the novel.

**ATTENDANCE POLICY:** Students are expected to make class attendance/performance a priority. They should make every effort to attend/perform all class assignments. Absences of such performance must be explained to the Professor, who will then determine how the omitted work must be made up. When the student reaches that number of absences considered by the Professor to be excessive, the Professor will so advise the student and will file an

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Unsatisfactory Report with the respective Center Dean's office. Any student missing 25% or more of regularly scheduled class meetings will receive a grade of F in the course. Students are evaluated for class participation and are encouraged to contribute in a motivated and appropriate manner. However, students who are disruptive will be dismissed from the class. A meeting will be scheduled between the Center Dean and the student to discuss causes of the disruption. Students will be permitted to return to that class for the remainder of the term only with the permission of the Center Dean and then only after the Dean and the Professor have reached agreement that the student will be returned to that class. Students who persist in disruptive behavior will be administratively withdrawn from enrollment in that class for the remainder of the term. The above is the prevailing policy adopted for each class by Wayland Baptist University.

**STATEMENTS:** "This class will adhere to zero tolerance for using someone else's work as your own."

"It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting"

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

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### COURSE OUTLINE/CALENDAR:

#### Course Schedule -

| Week           | Readings     | Subjects   | Class  |
|----------------|--------------|--|--------|
| May 27 – Jun 1 |              | Introduction to Nursing Home Administration                        | One    |
| Jun 2 - 8      | pp. xiii-118 | Management, Governance and Leadership                              | Two    |
| Jun 9 - 15     | pp.119-224   | Human Resources  | Three  |
| Jun 16 - 22    | pp.225-281   | Financial Determinants   | Four   |
| Jun 23 – 29    | pp. 282-352  | Additional Financial Considerations                                | Five   |
| Jun 30 – Jul 6 |              | Mid-Term Examination   | Six    |
| Jul 7 - 13     | pp. 353-388  | The Facility Environment   | Seven  |
| Jul 14 - 20    | pp. 389-436  | The Industry and Specific Laws                                     | Eight  |
| Jul 21 – 27    | pp .437-498  | Selected Rules and Regulations                                     | Nine   |
| Jul 28 – Aug 3 | pp. 499-632  | Aging Process, Clinical Terms, Common Anomalies<br>Term Papers Due | Ten    |
| Aug 4 - 8      |              | Final Examination  | Eleven |

This syllabus is not a binding contract between the Professor and the Student. It is subject to change whenever the Professor deems the change will improve the course.