

Brothers, Sheila C

From: Hippisley, Andrew R
Sent: Thursday, October 31, 2013 9:11 AM
To: Brothers, Sheila C
Subject: SC item, UG certificate in management healthcare

This is a recommendation that the University Senate approve the establishment of a new undergraduate certificate: Management Healthcare, in the Division of Clinical Leadership and Management within the Department of Clinical Studies, within the College of Health Sciences.

Division of Health Science
Education and Research (HSER)
Programs Human Health Sciences
Clinical Leadership & Management
Wethington Building, Room 207
Lexington, KY 40536-0200

859 323-1100 ext. 80495
fax 859 257-2454

www.uky.edu

10/30/2013

Memorandum

Re: Certificate Name Change

From: Faculty in Health Sciences, Education and Research
Program in Clinical Leadership and Management
Geza Bruckner, Ray Hill, John Williams, Karen Skaff

Through: Karen Skaff, Chair Clinical Sciences

Through: Academic Affairs

Through: Phyllis Nash, Interim Dean Academic Affairs

To: Senate Council

The faculty of the Health Sciences, Education and Research Division unanimously support changing the undergraduate certificate which has been submitted for approval from Management in Healthcare to Clinical Healthcare Management.

University of Kentucky Undergraduate Certificate Application Form

Please use this application form as a guide for your Certificate Program proposal.

Name of Proposed Certificate Program: Management in Healthcare

Sponsoring Academic Units: Department of Clinical Sciences

Administering Unit, if different: Division of Clinical Leadership and Management

Primary Contact Name: Dr. Ray Hill and Dr. Karen O. Skaff

Campus Address: 209 Charles T Wethington Speed sort: 40536-0200

Phone Number: 859-218-0495

Email: rhill@uky.edu

First Term the Certificate would be offered: Fall 2013

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1. Describe the Certificate Curriculum, the rationale for developing and offering it, and why it is important to have this Certificate. Include here why this is proposed as a certificate rather than a minor.

Historically, there have been few opportunities in Kentucky for trained health care professionals or students pursuing a degree in various health care fields to also receive training in healthcare leadership and management. Frequently, experienced health care professionals are asked to assume management and leadership positions without the necessary training to be successful. While they have sufficient training in their individual health disciplines, most are without formal academic education and training with experience in leadership and management.

To address this need the Department of Clinical Sciences, Division of Clinical Leadership and Management in the College of Health Sciences will offer an undergraduate certificate in Management in Healthcare. The Certificate Curriculum will be comprised of four three-hour courses:

Required:

CLM 351 Health Services Administration 3 cr

CLM 355 Financial Management of Health Care Institutions 3 cr

HHS 395 Independent Study 3 cr

and

One of the following:

HHS 350 Health Policy and Politics 3 cr

CLM 354 Health Law 3 cr

CLM 405 Epidemiology and Biostatistics 3 cr

CLM 444 Leadership and Human Resource Management 3 cr

CLM 445 Quality and Productivity Improvement and Evaluation 3 cr

CLM 452 Community and Institutional Planning for Health Services Delivery 3 cr

HHS 241 Health and Medical Care Delivery System 3 cr

The additional knowledge provided by this certificate in conjunction with individual past experience and other academic training will prepare an individual to be successful as a manager in a health care delivery system. It is not necessary to obtain a minor and in fact a minor is not offered at the University of Kentucky that addresses these needs.

- 2. Please provide the learning outcomes for this UG Certificate. What should students be able to do upon completion (use action verbs please, not simply the passive verb to “understand.”**

Upon successful completion of the certificate program the student will be prepared to successfully function in a clinical leadership and management role in a health care institution. This certificate will prepare students to manage a clinical program and provide leadership to the employees in obtaining the goals and objectives of the clinical unit. At the conclusion of satisfactory participation in this Certificate, the student will be able to accomplish the following:

1. Define the characteristics of a well-managed health services organization.
2. Apply effective management concepts to leadership and goverances in health sevice organizations.
3. Apply effective management concepts to measuring performance in a health services organization.
4. Apply effective management concepts to planning future directions in a health services organization.
5. Describe and explain the application of the five management functions of an organization.

- 3. Describe the demographics of the target student population for the Certificate Program. Double click each box that applies and describe the intended audience.**

Currently Enrolled Undergraduate Students

Post-baccalaureate Students

Describe the audience here:

Any currently enrolled University of Kentucky student who is interested in obtaining the clinical management skills necessary for a management position in Healthcare. Practicing clinical professionals such as Nurses, Physicians, Dentists, Physician Assistants, Physical Therapists, Respiratory Therapists and others that are interested in enhancing their management skills.

4. Will the Certificate Program be offered on campus, as a distance education program, or a combination? If so, please describe any distance education components in detail.

On-campus only Distance education Both

Describe distance education components:

A blended (hybrid) approach utilizing a combination of online (Blackboard) and in-class approaches will be used.

5. Provide specific courses and other requirements for the Certificate Program. A certificate must have at least 12 credit hours total, at least 12 hours at the 200 level or above, of which at least 6 credits must be at the 300 level or above. No more than 9 credits may be used to satisfy REQUIRED courses in a student's baccalaureate degree program, a minor, or another certificate. A separate listing of courses may be included with the proposal.

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HHS 395 Independent Study 3 cr

and

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CLM 444 Leadership and Human Resource Management 3 cr

CLM 445 Quality and Productivity Improvement and Evaluation 3 cr

CLM 452 Community and Institutional Planning for Health Services Delivery 3 cr

HHS 241 Health and Medical Care Delivery System 3 cr

6. Provide a statement on the relationship of the Certificate Program to degree programs within the unit(s), if any.

The required courses for the Certificate are 2 to 3 of the required Core Courses for the Bachelor of Health Sciences Degree in Clinical Leadership and Management (CLM) and 1 to 2 courses for the Bachelor of Human Health Sciences .

7. Describe the admissions criteria for this Undergraduate Certificate in detail.

Same as admission to the University of Kentucky. This is not a selective admission program.

- 8. Provide a projection of the Certificate Program's resource needs. Will this certificate require extra funding, classroom space, etc?**

No extra funding needed; program needs can be met by existing resources. All courses currently exist are being taught by faculty in the Division of Clinical Leadership and Management in the College of Health Sciences

- 9. List below all faculty members who will be responsible for planning and participating in the Certificate, and designate who the director will be.**

Dr. Ray Hill, Director
Dr. John Williams
Dr. Karen O. Skaff
Dr. Geza Bruckner

- 10. How will you know this Certificate is successful? An evaluation of the program is to be submitted in year five. Please describe the evaluation plans for the Certificate Program.**

Graduates of the program will be surveyed to assess if the learning outcomes of the Certificate prepared them to be successful in a management role and to identify ways the certificate could be improved. Focus groups of potential employers may also provide useful information to assess need, quality and effectiveness of the certificate.

- 11. Attach letters of support from department chairs and/or college deans indicating that their units are willing to participate in this certificate program. If no supporting letters are submitted, the proposal will be returned.**

- 12. Submit the completed application form and narrative, preferably electronically, to:**

Associate Provost for Undergraduate Education
c/o Sharon Gill – Sharon.Gill@uky.edu
217 Funkhouser Bldg
Campus 0054



MEMORANDUM

DATE: February 21, 2013
TO: Health Care Colleges Council
FROM: Sharon Stewart, Interim Dean
College of Health Sciences
RE: Clinical Leadership and Management Proposals

The purpose of this memorandum is to provide my support for the attached proposals submitted by the Clinical Leadership and Management (CLM) program, Department of Clinical Sciences, and College of Health Sciences.

These proposals were prepared by faculty in the CLM program and properly vetted in the CHS. They were recommended for approval by Dr. Karen Skaff, Clinical Sciences Department Chair, and by Dr. Richard Andreatta, Chair of the CHS Academic Affairs Committee.

The packet is provided in three parts:

1. Request to modify the CLM undergraduate program to include a Track B. This option provides an alternate route for students entering the program and addition of practicum learning experiences (CLM 501) (pp. 03-13)
2. Request for a new undergraduate certificate entitled "Management in Healthcare" (pp. 14-18)
3. Copy of a new course proposal for CLM 501: Practicum in Clinical Leadership and Management. This new proposal has been entered into the eCATS system for your approval. This attachment is for your convenience as you consider the requested CLM undergraduate program modification above (pp. 19 – 24)

Since a number of these courses are cross-listed with the College of Public Health, a letter of support is attached on p. 25.

Details regarding the rationale for these proposals and information regarding their implementation are attached. Please feel free to contact Dr. Geza Bruckner for any additional information.

February 21, 2013

MEMORANDUM

To: Sharon Stewart, Ed.D. – *Interim Dean of the College of Health Sciences*
Phyllis Nash, Ed.D. – *Acting Associate Dean for Academic Affairs*

From: Richard Andreatta, Ph.D. - *Chair – Academic Affairs Committee*

RE: CLM Program Changes

The CHS Academic Affairs committee has reviewed the program proposal submitted by CLM. The CLM proposal included three components: (1) creation of a new course - CML 501, (2) **development of a CLM certificate program,** and (3) development of a new major track for CLM students entering the program w/out previous practicum experience.

The AA committee reviewed all components of the CML proposal and generated commentary that was subsequently addressed by the originator of the proposal (Dr. Bruckner). Upon receipt of the responses and completion of edits, the AA committee approved all three components of the proposal. This memo serves as official notice of approval of the CLM program changes. We request that HCCC receive all three components of the package at once so that reviewers can appreciate the programmatic nature of the changes together.

Thank you,
Richard Andreatta

SIGNATURE ROUTING LOG

General Information:

Proposal Type: Course Program Other


Proposal Name¹ (course prefix & number, pgm major & degree, etc.): **UG Certificate: Management in Healthcare**

Proposal Contact Person Name: Geza Bruckner Phone: 80859 Email: gbruckn@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Dept of Clinical Sciences	2/20/13	Karen O. Skaff Ph.D., Chair karenskaff@uky.edu (218 0585)	
CHS Academic Affairs Committee	2/22/13	Sharon Stalder / 80480 / srstew@pa.uky.edu	
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External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

¹ Proposal name used here must match name entered on corresponding course or program form.

² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.