

Wayland Mission Statement

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Contact Information

Course: HLAD 5340 VC01 – Long Term Care Administration

Campus: WBUonline

Term/Session: Fall 2, 2022

Instructor: Dr. John Phelps

Office Phone Number/Cell #: 806.445.4134

WBU Email Address: john.phelps@wayland.wbu.edu

Office Hours, Building, and Location: Will meet by appointment and access email 2X daily

Class Meeting Time and Location: Online instruction via Blackboard

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Nursing Home Administration</u>	Allen	7th	2016	Springer	9780-82612-8546

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials: None

Course Information

Catalog Description:

Principles and practices of administration in nursing homes and related long-term care facilities. Presented are theories on the aging process, medical terminology, illnesses and diseases encountered in long-term patients, industry profiles, life safety codes, planning requirements, operating structure and demands, financial management, administration and governance.

Prerequisite:

None

Course Outcome Competencies:

- Assess the components of an effective nursing facility organizational design.
- Analyze an operating facility and develop an action plan for improved effectiveness of the facility.
- Determine environmental influences on nursing facility success and have an ability and skill to proactively respond to such influences.
- Evaluate productive relationships with key participants in nursing facility development.
- Formulate a comprehensive understanding of the capital structure, operating cycle, necessary cash flows and prospective payment considerations influencing contemporary nursing facilities

Attendance Requirements

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

University Policies

Statement on Plagiarism and Academic Dishonesty: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

Student Grade Appeals: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Course Requirements and Grading Criteria

Discussion Board Forum: The weekly discussion board assignments will have a deadline of Wednesday and Sunday due by 1159 p.m. CST of the assigned weeks. This class requires active class participation. **You must make substantive contributions** to the threaded discussion each week. Respond to some or all the starter questions and additional responses from your classmates to make at least 2 posts each discussion assignment. You can either support or refute the observations or hypothesis presented.

Exams: A mid-term exam will be given the 4th week of class and the final exam given on the last week of this course. These examinations will be unique for this course and in essay form.

Research Paper: An in-depth term paper project must also be developed on an approved topic encompassing extensive library and Internet research. Topics for papers must be pre-approved by the professor. **All papers must be written using the APA style.** The paper should be a minimum of seven pages of content, excluding cover sheet, abstract and references, and should utilize at least ten scholarly references. 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 seventh week of the scheduled term and will be worth 20% of the student's final grade. The paper will be submitted via SafeAssignment and via e-mail.

Requirement	Percent of Grade
Weekly Discussion	60%
Midterm	10%
Term Paper	20%
Final Exam	10%

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term,

within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Week	Materials Covered
1 Monday 10-OCT-22	Welcome to Long-Term Health Care Administration! Assignments: 1) <u>Introduction/Syllabus Review</u> 2) <u>Reading Assignments:</u> a. Learning to Manage the Health Care Organization: pp. 1-107 3) <u>Discussion:</u> a. Discussion Participation
2 Monday 17-OCT-22	Assignments: 1) <u>Reading Assignments:</u> a. Understanding the Departments and Managing Human Resources: pp. 108-209 b. Learning to Manage the Organization's Finances: pp. 210-255 2) <u>Discussion:</u> a. Discussion Participation 3) <u>Research Paper Topic Due</u>
3 Monday 24-OCT-22	Assignments: 1) <u>Reading Assignments:</u> a. Depreciation and Budgeting: pp. 256-309 2) <u>Discussion:</u> a. Discussion Participation
4 Monday 31-OCT-22	Assignments: 1) <u>Mid-Term Examination</u>
5 Monday 7-NOV-22	Assignments: 1) <u>Reading Assignments:</u> a. Learning the Continuum of Long-Term Care: pp. 310-376 b. Learning the Continuum of Long-Term Care (cont): pp. 377-429 2) <u>Discussion:</u> a. Discussion Participation
6 Monday 14-NOV-22	Assignments: 1) <u>Reading Assignments:</u> a. Building Your Resident Care Skills: pp. 430-541 2) <u>Discussion:</u> a. Discussion Participation
Monday 21-NOV-22	<u>THANKSGIVING BREAK!!!</u>
7 Monday 28-NOV-22	Assignments: 1) <u>Reading Assignments:</u> a. Putting the Systems Together: pp. 542-610

	2) <u>Research Paper Due</u>
8 Monday 5-DEC-22	Assignments: 1) Final Examination <i>Must be completed NO LATER than Friday, December 9th at Midnight.</i> a. Also, Please Complete Course Evaluation located in Blackboard

Additional Information

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.

Please be sure to ask if you have questions or concerns during this course. Remember that, while you are a student, you are also teaching the class that which your education and experiences have taught you.

“This class will adhere to zero tolerance for using someone else’s work as your own.”

“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.”