



School of Business

## 2. UNIVERSITY 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.

## 3. COURSE NUMBER & NAME:

HLAD 5340-VC01, Long-Term Care Administration

## 4. TERM:

Fall 2, 2020

## 5. INSTRUCTOR:

Dr. John C. Phelps II

## 6. CONTACT INFORMATION:

Office phone: 806.445.4134

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

## 7. OFFICE HOURS, BUILDING & LOCATION:

Virtual Office Hours- Will meet by appointment and access email 2X daily

## 8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Online instruction on Blackboard

## 9. 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.

## 10. PREREQUISITE:

None

## 11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Nursing Home Administration</u>	Allen	7th	2016	Springer	9780-82612-8546	3/16/16

## 12. OPTIONAL MATERIALS

None

### 13. COURSE OUTCOMES AND 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.

### 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

### 15. STATEMENT ON PLAGIARISM & 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.

### 16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

### 17. 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 4<sup>th</sup> 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%

**Course Grading:** The final grade will be determined in this manner:

Percent Equivalent	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

**17.1 Include Grade Appeal Statement:** "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/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."

## **18. TENTATIVE SCHEDULE**

Week	Materials Covered
<b>1</b>  <b>Monday</b>  <b>19-OCT-20</b>	Welcome to Long-Term Health Care Administration! <b>Assignments:</b> 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
<b>2</b>  <b>Monday</b>  <b>26-OCT-20</b>	<b>Assignments:</b> 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>
<b>3</b>  <b>Monday</b>  <b>2-NOV-20</b>	<b>Assignments:</b> 1) <u>Reading Assignments:</u> a. Depreciation and Budgeting: pp. 256-309 2) <u>Discussion:</u> a. Discussion Participation
<b>4</b>  <b>Monday</b>  <b>9-NOV-20</b>	<b>Assignments:</b> 1) <u>Mid-Term Examination</u>
<b>5</b>  <b>Monday</b>  <b>16-NOV-20</b>	<b>Assignments:</b> 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
<b>Monday</b>  <b>23-NOV-20</b>	<u><b>THANKSGIVING BREAK!!!</b></u>
<b>6</b>  <b>Monday</b>  <b>30-NOV-20</b>	<b>Assignments:</b> 1) <u>Reading Assignments:</u> a. Building Your Resident Care Skills: pp. 430-541 2) <u>Discussion:</u> a. Discussion Participation
<b>7</b>  <b>Monday</b>	<b>Assignments:</b> 1) <u>Reading Assignments:</u> a. Putting the Systems Together: pp. 542-610 2) <u>Research Paper Due</u>

<b>7-DEC-20</b>	
<b>8</b> <b>Monday</b> <b>14-DEC-20</b>	<b>Assignments:</b> 1) Final Examination  <i>Must be completed NO LATER than Friday, December 18<sup>th</sup> at Midnight.</i> a. Also, Please Complete Course Evaluation located in Blackboard

#### **19. 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.”**