**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**

**:** Spring 2, 2023

**Instructor**

**:** Lloyd L. Cannedy, Ph.D.

**Office Phone Number/940-855-4322**

**WBU Email Address**

**:** [lloyd.cannedy@wbu.edu](mailto:lloyd.cannedy@wbu.edu), [cannedy@hughes.net](mailto:cannedy@hughes.net)

**Office Hours, Building, and Location**

**:** Call Field Center, By Appointment

**Class Meeting Time and Location**

**:** Weekly, Monday 12:05 a.m. – Sunday 11:55 p.m. CST, Blackboard, <https://wbu.blackboard.com./webapps/login/>

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Nursing Home Administration | Allen | 8th | 2022 | Springer | 9780-82614-8469 |

*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*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**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, Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call 1-866-547-9192 for

24/7 Blackboard Support.

**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**

Each week the student is to: (1.) read and study the assigned textbook chapters, (2.) read the Professor’s lecture comments, (3.) work the quiz indicated under Weekly Content, and (4.) do the assigned Discussion Board requirement. The weekly quizzes are to be completed no later than Sunday by 11:55 p.m. CST of the assigned week. The student may find his/her grades weekly by accessing the “grade book”. The students have a full week to complete the weekly assignments; therefore, **no assignments will be accepted late**. The total average of the weekly quizzes and discussion will constitute 25% of the final grade.

Two examinations will be given. A mid-term examination will be held the 4th class and a final exam given on the 8th class. The two examinations will each constitute 25% of the student’s final grade.

A term paper, unique to this course and never before submitted for another course, will be required and the topic will be selected from the list of approved topics. The student will examine the topic in depth with extensive library and Internet research. The paper must be written utilizing the APA style of writing as required by the Wayland Catalog. A simple compilation of the authoritative works on the subject will be necessary but insufficient to properly complete the project. A comprehensive analysis of the subject must be made with conclusions developed by the student. The paper should be a minimum of 10 pages and no more than 15, contain a title cover sheet, an Abstract, and a bibliography. The paper will be submitted via SafeAssign at the Blackboard site. No Incompletes will be given. As the student has an entire week to complete each week’s assignment, no assignment will be accepted late and a grade of zero will be awarded for any missed work.

**Grading Scheme for HLAD 5340**

Mid-term Examination = 25%

Final Examination = 25%

Term Paper = 25%

Weekly Quizzes = 12.5%

Discussion Board = 12.5%

**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**

Class Date Subject Chapters

1 Mar 27th Part 1: Learning How to Manage the Healthcare Organization Part 1 (1.1 – 1.9)

2 April 3rd Part 2: Understanding the Departments and Managing Human Resources

Part 2 (2.1 – 2.11)

3 April 10th Part 3: Learning to Manage the Organization’s Finances Part 3 (3.1 – 3.10)

4 April 17th Midterm Examination

5 April 24th Part 4: Learning the Continuum of Long-term Care Part 4 (4.1 – 4.12)

6 May 1st Part 5: Building Your Resident Care Skills Part 5 (5.1 – 5.3)

7 May 8th Part 6: Putting the Systems Together Part 6 (6.1 – 6.7)

8 May 15th Final Examination and Term Paper Due