



El Camino College  
COURSE OUTLINE OF RECORD – Official

<b>Subject:</b>	RC
<b>Course Number:</b>	BSRC 379
<b>Descriptive Title:</b>	Respiratory Care Management of Budget Development and Personnel Issues
<b>Division:</b>	Health Sciences and Athletics
<b>Department:</b>	Respiratory Care
<b>Course Disciplines:</b>	Respiratory Technologies
<b>Catalog Description:</b>	This course explores various financial decisions made by an ever-changing healthcare system and its effects on Respiratory Care departments. A broad range of topics are explored that assist in providing an overview of today's healthcare business theories and applications. Topics include budgeting, revenue cycles, staffing, disciplinary actions and procedures, financial planning, and organizational goals.
<b>Prerequisite:</b>	Admission to El Camino College Respiratory BS Program  Eligibility for RCP license in California:  1. Graduation from a CoARC accredited Respiratory Care Program  2. A.S. degree from an accredited Community College  3. Completion of the 39 required CSU-GE Transfer Pattern units (IGETC)
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	4
<b>Hours Laboratory (per week):</b>	0
<b>Outside Study Hours:</b>	8
<b>Total Course Hours:</b>	72
<b>Course Units:</b>	4
<b>Grading Method:</b>	Letter Grade only
<b>Credit Status:</b>	Credit, degree applicable
<b>Transfer CSU:</b>	
<b>Effective Date:</b>	
<b>Transfer UC:</b>	
<b>Effective Date:</b>	
<b>General Education ECC:</b>	
<b>Term:</b>	
<b>Other:</b>	

<b>CSU GE:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>IGETC:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>Student Learning Outcomes:</b>	<p><b>SLO #1 EBM – Teaching Strategies</b></p> <p>Demonstrate organizational and developmental skills when designing the final assignment dealing with developing and implementing instructional content using evidenced-based teaching strategies.</p> <p><b>SLO #2 Evaluate Current Practice</b></p> <p>Integrate the broad range of research skills learned across the curriculum when researching a project that evaluates current practices within the medical field.</p> <p><b>SLO #3 EBM Data Analysis</b></p> <p>Completion of the final assignment using the methodological approach, collection, measurement, and evidence-based medical data analysis.</p>
<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. Design a departmental budget.</li> <li>2. Illustrate fundamental leadership skills.</li> <li>3. Utilize financial management processes.</li> <li>4. Evaluate the health industry’s need for leadership today and into the future.</li> <li>5. Survey behaviors that embrace cultural diversity.</li> </ol>
<b>Major Topics:</b>	<p><b>I. Business Finance (12 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Current healthcare spending per capita</li> <li>B. Healthcare Reimbursement: Medicare vs. Private Insurance</li> <li>C. Three sources of funding: self-pay, private and government</li> </ol> <p><b>II. Human Resources and Diversity (20 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Applicant selection and placement</li> <li>B. Compensation and benefits</li> <li>C. Training and Development</li> <li>D. Employee and Labor Relations</li> <li>E. Risk Management</li> <li>F. Human Resource Information System Issues</li> </ol> <p><b>III. Compliance (20 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Legal processes impacting health information</li> <li>B. Examining compliance with external forces</li> <li>C. Identifying the components of risk management related to health information management</li> <li>D. Why compliance must be an organization’s ethical framework</li> <li>E. Internal audits vs External audits and why compliance matters</li> </ol> <p><b>IV. Training and Ethical Standard (20 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Cost analysis of departmental competency budgeting</li> </ol>

	<p>B. Life-long learning and the highly skilled clinician</p> <p>C. Development of competencies as a continual process that results in continual improvement</p> <p>D. Building competencies that reduce the risk of medical errors</p>
<b>Total Lecture Hours:</b>	72
<b>Total Laboratory Hours:</b>	0
<b>Total Hours:</b>	72
<b>Primary Method of Evaluation:</b>	1) Substantial writing assignments
<b>Typical Assignment Using Primary Method of Evaluation:</b>	Write a three-page paper evaluating the risk management issues associated with dismissing an employee or asking an employee to comply with a performance improvement plan.
<b>Critical Thinking Assignment 1:</b>	Make a diagram and differentiate the steps in the progressive action sequence, from initial warnings to termination that a leader should take when confronting nonperforming employees.
<b>Critical Thinking Assignment 2:</b>	Appraise and evaluate in a three-page paper the integration of population, patient, process and profitability information in solving community health challenges and or strategic planning for a health organization.
<b>Other Evaluation Methods:</b>	Reading Reports, Term or Other Papers, Written Homework
<b>If Other:</b>	
<b>Instructional Methods:</b>	Discussion, Lecture, Multimedia presentations
<b>If other:</b>	
<b>Work Outside of Class:</b>	Answer questions, Problem solving activity, Required reading, Study, Written work (such as essay/composition/report/analysis/research)
<b>If Other:</b>	
<b>Up-To-Date Representative Textbooks:</b>	Gerald R. Ledlow, James H. Stephens. <u>Leadership for Health Professionals: Theory, Skills and Applications</u> . 3rd ed. Jones & Bartlett Learning, 2018
<b>Alternative Textbooks:</b>	
<b>Required Supplementary Readings:</b>	
<b>Other Required Materials:</b>	
<b>Requisite</b>	
<b>Category</b>	
<b>Requisite course:</b>	
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	
<b>Requisite Skill:</b>	Admission to El Camino College Respiratory Care BA Program

	<p>Eligibility for RCP license in California</p> <p>Graduation from a CoARC accredited Respiratory Care Program</p> <p>AS Degree from an accredited community college</p>
<p><b>Requisite Skill and Matching skill(s): Bold the requisite skill(s), if applicable</b></p>	<p>To receive a Baccalaureate of Science degree in Respiratory Care, students are required to meet the minimum eligibility requirements for Respiratory Care license in California. These are:</p> <ol style="list-style-type: none"> <li>1. 39 units of CSU-GE transferable units from an accredited community college.</li> <li>2. 40 units are credited to the A.S. Respiratory Care degree courses.</li> </ol>
<p><b>Requisite course:</b></p>	
<p><b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b></p>	
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<p><b>Enrollment Limitations and Category:</b></p>	
<p><b>Enrollment Limitations Impact:</b></p>	
<p><b>Course Created by:</b></p>	Victoria Robertson
<p><b>Date:</b></p>	11/7/2022
<p><b>Original Board Approval Date:</b></p>	01/17/2023