

Course Objectives/Course Outline
Spokane Community College

Course Title: Management in Respiratory Care

Prefix and Course Number: RT 406

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Review preparation for entry into a career in healthcare management
- Understand how hospitals are organized and the impact of hospital structure on management responsibilities within the respiratory care department
- Identify leadership challenges in measurement of department performance
- Understand leadership roles and positions in respiratory care staffing systems and discuss the role the AARC Uniform Reporting Manual has on staffing matrices
- Discuss the challenging and dynamic environment of DRG, CPT Codes and reimbursements while addressing individual leadership team roles in accuracy and accountability in various billing systems
- Understand the leadership roles and identify processes in evaluation and acquisition of new products and equipment, as well as post acquisition management of equipment in the environment of care
- Understand the importance of solid management and leadership in recruitment and retention within a respiratory care department
- Recognize the challenges of enforcing compliance with performance standards, legal and ethical behavior and progressive counseling as a tool to modify behavior
- Attend RCSW State Conference
- Develop a professional goal plan of action
- Participate in a group staffing project

Course Outline:

- I. Qualifications for management
- II. Structure and function of healthcare organizations
- III. Measurement of performance
- IV. Third party reimbursement
 - A. DRGs
 - B. CPT coding
 - C. ICDN 10 coding
- V. Leadership styles
- VI. Recruiting and retaining employees
- VII. Progressive discipline techniques
- VIII. RCSW meeting
- IX. Professional goals and assessment
- X. Staffing assignment