HCA 345: Long-Term Care Administration
WKU Web Course

NOTE: *This is an online course. Students must be able and willing to fully commit the time and effort necessary to self-motivate and get all assignments completed. In addition, enrolled students must have access to a computer, the internet and the <u>required textbook from DAY 1</u> that the class begins. <u>Students will not be allowed to submit late assignments due to internet or computer failure or due to not having access to the required textbook.</u> Commitment and time management will be necessary for students to complete the required assignments and ultimately succeed in this course.*

Instructor Information:
Melanie Eaton
Melanie.Eaton@wku.edu
Academic Complex 126
Phone: 270-745-5854

Office Hours and Communication: I respond best by email. Therefore, all class communication between student and professor will be conducted via email unless a phone call is scheduled. Office Hours are by appointment or during posted hours when available.

Course Information:
Required Text: McSweeney, M. H. & Oetjen, R. (2012). *Dimensions of Long-Term Care Management: An Introduction.* Chicago, IL: Health Administration Press, 2nd Edition.
ISBN: 978-1567938364 (print)
ISBN: 978-1567938371 (ebook)

Optional/Recommended Text: American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association (APA).
ISBN-13: 978-1433805615
ISBN-10: 1433950618

Course Description & Overview:
This course introduces the special topics and operating environment facing both administrators and other career paths in long-term care, providing a broad overview of the market. The required text book offers an excellent introduction to long-term services and supports and management issues with long-term care service delivery. The fun and challenge of this class will be developing an understanding of how all the parts work together and deciding for yourself if you have a future career in the exciting and constantly evolving long-term care continuum.

Course Prerequisite: HCA 340 or permission of Instructor.

Course Learning Objectives:
By successfully completing this course, students will be able to demonstrate an understanding of:
- Recall a variety of chronic, disabling conditions that impact the unique care needs or models of long-term care consumers and organizations.
- After completing all assigned readings and coursework, assess in broad terms the competencies required of leaders and managers in long-term care, supports and services

- Using the course textbook, supplemental materials and any available regulatory materials, demonstrate key differences in residential settings for long-term care services and home and community-based services and supports.
- Without the aid of notes or references, differentiate long-term care supports and services from other healthcare delivery models/services.

Course Policies:

WKU Policy on Plagiarism:
To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism. *Student work may be checked by plagiarism detection software at the instructor's discretion.

WKU Policy on Cheating:
No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project, which is submitted for purposes of grade determination.

Students with Disabilities Who Require Accommodations:
In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The OFSDS telephone number is (270) 745-5004; TTY is (270) 745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Participation:
As this is a web course, even in the event that the university cancels classes, such as for severe weather, students will be expected to continue with readings as originally scheduled. Any assignments scheduled during university closure, such as an exam or paper, are due as originally scheduled unless otherwise notified by the instructor.

Class Policies:
1. The instructor reserves the right to alter the course schedule, assignments, reports, grading scale, and evaluation methods depending on class performance or other circumstances.
2. All correspondence will be through WKU email and blackboard. It is the student's responsibility to check their email and blackboard site regularly.
3. Late assignments will not be accepted except in extreme circumstances or emergencies. ***Exceptions or late submissions will not be allowed for inability to access a computer, internet, required textbook, travel or personal events even if associated with WKU or other courses.*** If you are unable to complete an assignment due to an unexpected emergency situation, you MUST notify me via BOTH phone 270-745-5854 AND email Melanie.Eaton@wku.edu BEFORE the assignment is due. It will be up to the Instructor's discretion to determine if a late submission will be allowed or a zero (0) will be given for that assignment.
4. All assignments must be submitted via blackboard unless otherwise noted.
5. All items in each Module are due by 11:59 PM on the date specified on your calendar and in Blackboard. Any late submissions, even if it is only one minute, will NOT be accepted.

6. Any computer failures, submission errors or internet access connection problems will not be acceptable excuses for late assignments. Every student is responsible to submit assignments in a timely manner to avoid these last minute problems. Other than quizzes, students will be allowed up to 2 submission attempts to avoid these issues.
7. Specific formatting requirements for papers and assignments will be given for each assignment.
8. Cheating and plagiarism of any kind will not be tolerated in this course. Suspicion of either of these offenses will result in a failing grade for the assignment or assessment given or the entire course. The instructor reserves the right to report all instances of cheating or plagiarism to the university as appropriate or necessary.
9. If you have any questions or need assistance, please contact me via email. I will typically respond to all emails within 48 hours Monday - Thursday and 72 hours Friday - Sunday.

Course Content and Evaluation:

Course Assignments/Requirements: Students are expected to read and access the required textbook chapters and current topics in order to learn the material. Provided supplemental materials should be reviewed. Learning is further facilitated and graded by utilization of the following methods:

Discussion Boards: As this is an online course, we will utilize discussion boards to facilitate interaction among class members and will constitute the class participation portion of your grade. In order to receive full credit, a student will be required with each discussion to respond adequately to the posted question/statement/activity and then comment thoughtfully on at least two (2) of their peers' responses. More detail available on the Discussion Board Grading Guide/Rubric.

Reading Quizzes: Reading quizzes are based on the assigned readings and material for the module. Once the quiz is submitted, students will no longer be able to view quiz questions, only the corresponding grade. Any specific questions about the quiz will be directed to the professor via email.

Quizzes are time limited. Students that step away from their computers or that lose connection access due to inactivity or time expiration will not be allowed to redo these items. It is the student's responsibility to assure that he/she has a working computer and sufficient internet access and time to complete the reading quiz in the allotted time. Only one attempt is allowed and the quiz submission will be automatic if time expires before the student submits the quiz. The quiz may include matching, true/false, short answer, multiple choice.

Chapter Content Review: For Discussion questions will be completed for each chapter covered during this course. Each question must be answered thoughtfully to provide evidence of learning and understanding the material for that corresponding chapter. In addition, ***the page number(s) where the information was found must be provided with each answer***. More detail and examples are provided in the "For Discussion" Questions Grading Guide/Rubric.

Writing Assignment: Writing assignment formatting, content and grading guidelines are provided with each writing assignment.
Examinations- There are no examinations required for this course.

Grading/Evaluation: The standard university grading scale will be used: 90-100 (A); 80-90 (B); 70-79 (C); 60-69 (D); below 60 (F). Any grade at a .5 or higher is rounded up to the next number. Any grade at a .4 or lower is rounded down.

The requirements outlined above may be subject to change by the instructor.

NAB Accredited Health Care Administration Program with Long-Term Care Administration Certificate:

This course is a core requirement for the Long Term Care Administration (LTCA) Certificate Program (http://www.wku.edu/ltca).

The market demand for LTC is growing at a rapid rate. At the same time, the elderly population currently seeking care is relatively knowledgeable of health care, social, and psychological needs. Further, current trends in the industry are placing increasing reliance on other forms of adult care (assisted living, adult daycare, home care, memory care, hospice, home and community based services, etc.).

WKU Students that complete the *Bachelor of Science in Health Care Administration with the Long Term Care Certificate and applicable internship*, will have completed a NAB Accredited degree program. This accreditation provides students with the experience and/or education requirement that is one component of eligibility for the Long Term Care Administrator license in Kentucky (other states may also apply; a full list can be found at www.nabweb.org).

Currently there are less than 15 NAB Accredited programs in the United States.