

Murphy Deming College of Health Sciences - Mary Baldwin University
Healthcare Administration (HCA) Program

HCA/POLS 245: Healthcare Policy, Law and Ethics

Credit Hours: 3 FALL 2020

Course Start and End Dates: Monday, August 31st, 2020 – Friday, December 4th, 2020

Course Instructor – Carol Vogt Dr.P.H., MSN

Email – Cvogt@marybaldwin.edu - **Office Phone** – 919-417-2078

Office Hours – Virtual; email or phone.

Course Description: This course provides an analysis of the factors that shape health care policy in the United States, including public policy and various types of health care policies, government structures and institutions responsible for making health policy, important actors in the health reform debate and implementation, and their strategies to influence policy. It includes an examination of ethics and how these principles and theories are applied to current issues and policy formulation. Cross listed as POLS 245.

Course Objectives: At the completion of this course the student will be able to:

- 1) Understand the concept of public policy, particularly as it relates to health care issues in the United States
- 2) Explain the public-private nature of the U.S. health care system and be able to identify various types of health care policy in this country at the various levels of government
- 3) Apply various theoretical approaches to the study of policymaking to the health care sector
- 4) Appreciate the historical and ideological factors influencing health care policy in the U.S.
- 5) Demonstrate the connection between social responsibility and ethics
- 6) Analyze the connection between market forces and health care
- 7) Apply ethical theory to the process of public and institutional policy making
- 8) Examine issues and practices in the inner circle of ethics including moral integrity and professional codes of ethics
- 9) Analyze in some depth the politics of policymaking for several significant health care initiatives, including those at the state and the national levels (particularly the Patient Protection and Affordable Care Act).
- 10) Gain a level of familiarity with the practical aspects of how one might influence the policy process through the political process.

Course Textbooks and Other Learning Resources:

- 1) Longest, B. (2016). *Health Policymaking in the United States*. (6th ed.) Health Administration Press: Chicago. ISBN: 978-1-56793-719-0.
- 2) Morrison, E. (2020). *Ethics in Health Administration: A Practical Approach for Decision Makers*. (4th ed.) Jones & Bartlett Learning: Burlington, MA. ISBN 978-1-284-07065-1.

Reference: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.

Murphy Deming College of Health Sciences Policies:

Americans with Disabilities Act:

Students with Disabilities – Academic Resource Center, Accessibility Services Program

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Mary Baldwin University/Murphy Deming College of Health Sciences to provide academic adjustments or accommodations for students with documented disabilities. Students who require reasonable accommodations must identify themselves as having a disability and/or medical condition and provide current diagnostic documentation to Dr. Jenny Joczik, Director, Academic Resource Center / Accessibility Services Program Coordinator. All information is confidential. Please visit the office's website at <https://go.marybaldwin.edu/learning-skills/swd/> or contact Dr. Joczik at vjoczik@marybaldwin.edu. Additional information about accessibility services can be found in the student handbook/PolicyStat.

The Academic Resource Center:

The ARC is your one-stop-shop for writing, math, and all other subject tutoring. Residential students meet face-to-face with tutors in the Center for Student Success, on the first floor of Grafton Library. Online students can work online with tutors on papers, assignments, and test-taking strategies. Appointments are scheduled through TutorTrac (tutortrac.marybaldwin.edu) or in person, and group tutorials and walk-ins are welcome. For more information, Contact Dr. Jenny Joczik, Director of the ARC, (vjoczik@marybaldwin.edu, ext. 7250).

Academic Integrity Policy and Professional Behavior Expectations:

The students, faculty, and administration of the Murphy Deming College of Health Sciences join together in support of the Honor Code for the purposes of a) providing an atmosphere of mutual trust, concern, and respect; b) fostering honorable and ethical behavior; and c) cultivating lifelong professional conduct. To promote these purposes matter regarding misconduct shall fall under the jurisdiction of the Honor Code, while other aspects of a student's graduate education will be covered by the guidelines stated in the Student PolicyStat.

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

Please see the complete Social Media Policy in the Student PolicyStat.

For additional information related to Academic Integrity and/or Professional Behavior expectations please see the Student PolicyStat.

Communication Between the Program and Students:

E-mail- All official student communication from the Vice President, School and Program Directors, Course Instructor, faculty, and staff will be sent to the student's MBU e-mail address ONLY. The program will not send e-mail to personal accounts other than MBU. Students are required to check their MBU email accounts often, even while on vacation or away from campus.

Attendance Policy:

Online format: Attendance in the online course is required and defined as active participation in the course. Online courses will, at a minimum, have weekly assignments to record student participation, which can be documented by any or all of the following methods:

- Completion of tests
- Submission/completion of assignments
- Participation in Discussion Forums
- Communication with the instructor

Students who do not log on to the course within the drop/add period will be dropped from the course. (Drop/add and withdrawal dates are listed in the published semester schedule and University Academic Catalog). Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the University's current attendance policy, which may include any of the following actions:

- Meeting with the course instructor or the Program Director
- Meeting with the faculty advisor
- Referral to the faculty committee to determine an appropriate course of action which may include any of the following:
 - Warning letter to be placed in the student's temporary file
 - Letter of reprimand to become part of the permanent record with the Registrar
 - Dismissal from the Program

On-campus format: You should come to every class on time and with your reading and writing assignments completed, prepared to participate in discussion and group work. You are allowed two absences during the semester, which you should save for illness and emergencies that prevent you from attending class. Regardless of the reason for your absences, you will be penalized beginning with your third absence from class except under extreme circumstances (physician documented illness, documented family circumstance, etc.).

Specifically, your final grade for the course will be dropped by a third of a letter for each absence after two (for instance, a grade of C+ would drop to a C with 3 absences). You are responsible for material covered if you are absent. Please do not ask the question "Did I miss anything important in class last time?" If you must miss class for a legitimate reason, please notify the Professor in advance, if possible; in any event, you are responsible for any work that you miss, and missing class is no excuse for not turning in an assignment.

Mandatory Follow Up with Instructor:

Students scoring a grade of "C" or below on the first scheduled examination/test/assignment in a course will be required to meet with the course instructor to discuss test/assignment performance. Students are expected to have reviewed the examination/test/assignment and be prepared to talk with the course instructor about strategies for improvement.

Course Policies:

Schedule Management:

Students are expected to keep track of the course schedule and assignments, as well as any changes that are announced. If conflicts arise please notify the instructor immediately.

Communication of Problems:

Students having difficulty with grasping course content, assignments, or time management should talk to the instructor for assistance as early as possible.

Recorded Lectures:

Duplication or redistribution of recorded materials by students is prohibited. Students may not copy or redistribute lecture capture materials. Unauthorized duplication or dissemination of lecture capture materials may violate federal or state law and University policy. Violation of University policy may result in disciplinary action.

Class Preparation and Participation

All readings listed in the syllabus are *required*, not suggested. Understanding and synthesizing the reading materials is an important component of doing well in this course. While some students may be able to read, understand, and memorize large amounts of material in short periods of time, keeping up with assignments as they are given is the optimal way to perform well in any course.

Participation adds immeasurably to the quality of a class. There will be opportunities for discussion on a regular basis, and questions are always welcome. It is the responsibility of every student to contribute to an atmosphere in which discussion can freely take place. A vigorous exchange of ideas is encouraged. While it is important to learn the information and facts taught in this class, there is room for varying opinions on many of the topics we cover in this course. Disagreement with fellow students or the instructor does not negatively affect grades. Everyone is expected to treat all participants with respect and courtesy.

Course Content Outline: Course Schedule

- All assignments due by 11:59 p.m. Eastern Time (ET). All work must be submitted in Canvas.
- See Assignment Description section for details of Discussion Board and Learning Activity topics.
- See Appendix 1 for Summary of Events, Due Dates, Assignment Point Values.

	Module Title/Topics and Readings	Start Date	End Date	Learning Activities Due Dates – See App. 1
Module 1	Health and Health Policy; AND Foundations for Ethics/Practical Theory Readings: Syllabus; L1; M1 Reading Key: L=Longest; M= Morrison	8/24	8/30	Introduction Forum Discussion Board Forum 1

Module Title/Topics and Readings		Start Date	End Date	Learning Activities Due Dates – See App. 1
Module 2	The Context of Policymaking AND Autonomy; Nonmaleficence/Beneficence Readings: L2; M2,3	8/31	9/6	Discussion Board Forum 2 Assignment: Paper topic due 9/6 in Discussion Forum
Module 3	Process of Policymaking AND Justice Readings: L3; M4	9/7	9/13	Discussion Board Forum 3
Module 4	Roles of Courts AND Ethics in the Epoch of Change; Market Forces/Ethics Readings: L4; M5,6	9/14	9/20	Discussion Board Forum 4
Module 5	Policy Formulation: Agenda Setting AND Healthcare Regulation and Ethics Readings: L5; M7	9/21	9/27	Discussion Board Forum 5 Assignment: Paper Part 1 due 9/27
Module 6	Policy Formulation: Development of Legislation AND Technology and Ethics Readings: L6; M8	9/28	10/4	Discussion Board Forum 6 Midterm 10/2
Module 7	Policy Implementation: Organizations AND Fiscal Responsibility/Ethics Readings: L7; M9	10/5	10/11	Discussion Board Forum 7

Module Title/Topics and Readings		Start Date	End Date	Learning Activities Due Dates – See App. 1
Module 8	Policy Implementation Activities AND Health Service Organizations/Culture/Ethics Readings: L8; M10	10/12	10/18	Discussion Board Forum 8
Module 9	Policy Modification AND Ethics/Quality Readings: L9; M11	10/19	10/25	Discussion Board Forum 9 Assignment: Paper Part 2 due 10/25
Module 10	Policy Competence AND Patient Issues/Ethics Readings: L10; M12	10/26	11/1	Discussion Board Forum 10
Module 11	Public Health and Ethics Readings: M13	11/2	11/8	Discussion Board Forum 11
Module 12	Personal Ethics and Morality Readings: M14	11/9	11/15	Discussion Board Forum 12 Assignment: Paper Part 3 and 4 due 11/15
Module 13	Codes of Ethics; Practicing as an Ethical Administrator Readings: M15,16	11/16	11/22	Discussion Board Forum 13

Module Title/Topics and Readings		Start Date	End Date	Learning Activities Due Dates – See App. 1
Thanksgiving break - Wednesday, 11/25 - Sunday, 11/29				
Module 14	Course Synthesis	11/30	12/4	Discussion Forum # 14 Final Examination 12/1

Instructional Methods:

- In-person class participation and/or online interaction with Canvas materials
- Assigned readings
- Internet searches for subject matter
- Application of pertinent life experiences
- Participation in Discussion Board topics
- Written assignments
- Exams
- Videos

Evaluation Methods:

Graded Events	Maximum Points
13 Discussion Forums	130
Ethics Assessment/Discussion Forum	20
Paper Topic	5
Paper: Part I	40
Paper: Part 2	25
Paper: Part 3	10
Paper: Part 4	10
Paper format/organization	10
(Total Paper)	(100)
Mid-term exam	50
Final exam	100
Total	400

Late Assignments

Late Assignments:

Students must notify the instructor if the assignment will be turned in late. Late assignments, unless otherwise indicated by the instructor, will be reduced by 1 (one) letter grade per day for up to 5 (five) days. After 5 (five) days, the late assignment will become a 0 (zero). Extensions are granted at the instructor's

discretion. See grading rubric in Canvas for additional details. See Appendix 1 for Summary of Events, Due Dates, Assignment Point Values.

Discussion Board Timeliness:

The **initial** posting for each Discussion Board forum is due no later than Thursday at 11:59pm EST. One point per day will be deducted from the calculated forum grade for a late discussion question **answer**, up to 3 days. The two **response** postings are due no later than Sunday at 11:59pm ET each week unless otherwise indicated. Once the Discussion Board closes, the student can no longer answer the question for the week. See Appendix 1 for Summary of Events, Due Dates, Assignment Point Values.

Assignment Descriptions:

Discussion Boards:

A total of fourteen (14) discussion board forums on varied topics are assigned for your participation. You may only contribute to weekly discussion threads during the week for which that topic is assigned.

Discussion Forum #14 includes an Ethics Assessment which the student will complete and upload in Assignments prior to the Discussion Forum.

Learning Activities

In addition to discussion questions, there are 5 written assignments that comprise the research paper, worth a total of 100 points. For complete, high-quality analysis, these written work products should approximate 10-12 pages in total, using 1-inch margins, double-spacing, and a 12-point font, with APA formatting. All components of the research paper must include a cover and a reference page. You must properly cite all researched material incorporated within your paper. **All written documents submitted in this course must be submitted in Word; not PDFs.**

The research paper will be based upon the underlying models of your required books; Longest and Morrison. The Public Policymaking Process model can be found on page eighty-six of the Longest text. This model encompasses the three intertwining phases of policymaking in the United States; formulation, implementation and modification. This cyclic model can be influenced by various stakeholders at different stages in the process, including some of the components described in the aforementioned model. The System of Healthcare Administration Ethics model from the Morrison text can be found on page three. This concentric model represents the four major themes of the book: founding principles; external influences; internal influences, with the fourth, personal ethics, being the focus.

Please be aware that you may need to read ahead of your assigned weekly readings to capture information necessary for the creation of the paper.

Learning Activity 1

Selection of Research Topic

In reference to the ACHE Code of Ethics <https://www.ache.org/about-ache/our-story/our-commitments/ethics/ache-code-of-ethics> , you will select an health service administrator behavior (s) from Standards I, II or III, (ie. Standard I. E. Avoid the improper exploitation of professional

relationships for personal gain) as your topic to research. *You can select more than one behavior if they are related, however you must clearly show the relationship in your paper.* Post your Standard on the Discussion Forum called Research Topic. **Students will individually receive approval from the professor before moving forth with the paper. See Appendix 1 for due dates.**

Learning Activity 2

Introduction/Identification of Variables Influencing Ethical Decisions (Paper Part 1)

For the first section of Part 1 of your paper, you will *briefly* introduce the reader to the Standard/behavior and note why it is a concern and/or the importance of the Standard in the health care industry. Note any professional/personal experience/observations for selecting this Standard with **minimum** details (see Application (Part 2) below)

Next, using the Morrison model, incorporate each of the four themes in your paper **to address the behavior**. For example, which theorist(s) best relates/aligns to the issue of self-gain and how might application of this theory explain and/or address it? Using your books as a starting point, what external forces or stakeholders might influence a health administrator's behaviors and decision-making? What internal (organizational) factors might impact behaviors/decision-making? And lastly, what personal ethic/moral behavior standards/behaviors may impact the HSA in addressing this issue?

Be sure to thread your readings through your paper with intext citations and include them on your Reference page. (*Suggestion: make sure you read the below requirements for the following parts of the paper, so you are not addressing those components in this section.*)

Learning Activity 3

Application of Ethics to Health Policymaking (Paper Part 2)

In the second part of this paper, you will address how this standard has, or potentially could, impact policymaking. Following the definition of policy, "...officially or authoritatively made decisions for guiding actions, decisions, and behaviors of others" (Longest & Darr, 2014), you will cite an example from the literature, a past personal/professional experience **or** a current proposed policy (organizational, local, state) to discuss how breaching this standard created, or could potential create, a barrier to the policymaking process.

Referring to the Public Policymaking Process model, identify specifically, where in the policymaking cycle the barrier occurred (or where in the cycle it could potentially create a barrier...possibly all phases), and describe the behavior/action Ie. Implementation phase: the healthcare administrator failed to enforce the rules of the new policy with staff members because he was not in favor of it.

Learning Activity 4

Consequences/Implications/Discussion (Paper Part 3)

In the third portion of this paper, you will describe the potential consequences of the above behaviors/actions upon the policymaking process for your standard Ie. stalemate implementation, rule

never fully enforced; status quo outcomes for the hospital.

Discuss the implications from these consequences; ie. Will goals for the health system not be achieved because this standard is not being met by the healthcare administrator?

Learning Activity 5

Recommendations (Paper Part 4)

For the final section of this paper, and referencing the ACHE Code of Ethics and Code and/or their Policy Statements as a starting point, what would be some viable recommendations to improve ethical decision-making in the policymaking process for the administrator for your standard/example?

Paper Format

Your paper will be an organized and professional deliverable using APA format, from title to reference page, with appropriate in-text citation. The body of the paper will be 10-12 pages in length, not including the title or reference pages. Any models/tables must appear as addendums, not the body of the paper.

You will need to submit all written work (#2-4) through the Assignment Portal. For your convenience, you can refer to Purdue Owl for APA format; it is user friendly and gives excellent examples of documentation. However, if you need significant guidance, please consult the Writing Center. See link to Purdue Owl:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

*Please note the content in your paper is graded as each part is submitted. You will add the previously submitted section(s) to your paper (with any corrections per comments) until the last part (Part 4) is submitted. APA evaluation is based upon the entire paper at the end.

Examinations

A midterm and final exam will be administered and will be comprised of multiple choice, short answer, and essay questions. Synthesizing and analyzing material will be stressed via focus on definitions, explanations, and examples.

Optional Synchronous Sessions:

Optional online synchronous sessions are live Canvas Collaborate video sessions led by the instructor. The sessions are designed to give students and the instructor an opportunity for live, face-to-face interaction to discuss course topics. The sessions will be live and will also be recorded and posted in Canvas. These sessions are optional and attendance is not recorded. Attendance at these sessions is not mandatory or worth any percentage of the participation or final grade.

Course Evaluation:

Students are expected to provide feedback on the quality of instruction in this course by completing an online evaluation. Details will be provided before the end of the course, including specific times when the evaluation will be open.

Course Grading:

Letter grades for assignments will be as follows:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100 - 94	93 - 90	89 - 87	86 - 84	83 - 80	79 - 77	76 - 74	73 - 70	69 - 67	66 - 64	63 - 60	< 60

Final grades for courses will utilize the same scale.

See **Student Handbook/Student PolicyStat** for additional information regarding Grading, Student Standing, and Academic Probation.

Copyright Statement:

COPYRIGHT NOTICE: The Copyright Act (17 U.S.C. § 10) governs the rights attributed to owners of copyrighted work. Under certain circumstances, educational institutions may provide copies of copyrighted works to students. The copies may not be copied nor used for any other purpose besides private study, scholarship, or research. Users should not provide electronic copies of any materials provided on this course's Canvas site to unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be held liable for copyright infringement. No further transmission or electronic distribution is permitted.

Appendix 1 – Summary of Events, Due Dates, Assignment Point Values

Fall 2020	HCA 245 – Healthcare Policy, Law and Ethics				
	Module	Event	Deadline	Day	Points
1 8/24 - 8/30	Discussion forum		8/27/2020	Th	10
			8/30/2020	Su	
2 8/31 - 9/6	Discussion forum		8/31/2020	Th	10
			9/6/2020	Su	
	Assignment: Paper Topic		9/6/2020	Su	5
3 9/7 - 9/13	Discussion forum		9/10/2020	Th	10
			9/13/2020	Su	
4 9/14 - 9/20	Discussion forum		9/17/2020	Th	10
			9/20/2020	Su	
5 9/21- 9/27	Discussion forum		9/24/2020	Th	10
			9/27/2020	Su	

Fall 2020	HCA 245 – Healthcare Policy, Law and Ethics			
Module	Event	Deadline	Day	Points
	Paper Part 1	9/27/2020	Su	40
6 9/28 – 10/4	Discussion forum	10/1/2020	Th	10
		10/4/2020	Su	
	Mid-Term	10/2/2020	Fr	50
7 10/5 - 10/11	Discussion forum	10/8/2020	Th	10
		10/11/2020	Su	
8 10/12 - 10/18	Discussion forum	10/15/2020	Th	10
		10/18/2020	Su	
9 10/19 – 10/25	Discussion forum	10/22/2020	Th	10
		10/25/2020	Su	
	Paper Part 2	10/25/2020	Su	25
10 10/26 - 11/1	Discussion forum	10/29/2020	Th	10
		11/1/2020	Su	
11 11/2 - 11/8	Discussion forum	11/5/2020	Th	10
		11/8/2020	Su	
12 11/9 - 11/15	Discussion forum	11/12/2020	Th	10
		11/15/2020	Su	
	Paper Part 3 and 4	11/15/2020	Su	20
	(Paper format/organization)			10
13 11/16 - 11/22	Discussion forum	11/19/2020	Th	10
		11/22/2020	Su	
	Thanksgiving break - Wednesday, 11/25 - Sunday, 11/29			

Fall 2020	HCA 245 – Healthcare Policy, Law and Ethics			
Module	Event	Deadline	Day	Points
14 11/30 - 12/4	Course Synthesis			
	Discussion Forum	12/2/2020	W	
		12/4/20	F	20
	Final Exam	12/1/20	T	100
Total points				400