Syllabus

OEHS 6760 Administration and Management in Health and Safety Programs
3 Credit Hours

Prerequisites
Graduate student standing or instructor permission

Meeting Time(s) & Location
In-person sessions are scheduled on Mondays and Wednesdays from 3:30 PM to 4:50 PM in the RMCOEH ROM classroom at 250 East 200 South. Classes will all be conducted primarily in person but may occasionally be held via Zoom per University Policy or as conditions dictate. All course components are conducted through Canvas, the University of Utah's learning management system.

Course Description
Catalog Description: "This course is structured to enable students to develop the management capabilities needed to design, implement, and evaluate Occupational and Environmental Health and Safety and other Public Health programs."

The course is designed to enable participants to develop the management knowledge and skills needed to design, implement, and evaluate occupational and environmental health and safety (OEHS) as well as public health (PH), Aerospace Medicine (AsM) and other health or safety programs. Instruction also includes discussion of pertinent management theories and application of theories in designing, implementing, and evaluating health and safety programs. The program emphasizes the unique management capabilities that those responsible for OEHS, PH, AsM and other health and safety programs must possess.

The program is also designed to meet the competency requirements in health care management and administration of the Accreditation Council for Graduate Medical Education's Preventive Medicine Residency Review Committee (2007 and later requirements) and of the American College of Occupational and Environmental Medicine.

Course Goals and Objectives
By the end of the course, the student will be able to

1. Delineate the scope of responsibilities of managers (physicians, nurses, industrial hygienists, ergonomics and safety professionals) of health and safety programs, including preventive and clinical care programs.
2. Discuss and apply pertinent management theories in organizing, implementing, and evaluating disease and injury prevention and health care delivery programs for individuals and populations.
3. Recognize the significance of behavioral aspects in changing behaviors to improve health and safety.
4. Use appropriate management techniques to plan, develop, organize, implement, and evaluate comprehensive OEHS and PH programs, including, where appropriate, structuring a business plan.
5. Recognize the unique management aspects involved in planning for mass casualty situations.

UNIVERSITY OF UTAH
SCHOOL OF MEDICINE | Rocky Mountain Center for
Occupational and Environmental Health

OEHS 6760 Administration and Management of
Health and Safety Programs
Spring 2022

6. Obtain senior management support for OEHS and PH programs.
7. Establish appropriate evaluation systems to ensure programs and projects are accomplished as desired with respect to both outcomes and time specifications.
8. Develop, advocate, and obtain approval of funding and budgets for OEHS, PH, and AsM health programs.
9. Communicate effectively with senior managers, workers, members of communities, legislators, decision makers, stakeholders, and others who do not have OEHS, PH, or AsM expertise or orientation.
10. Recognize the significance of risk communication and convey appropriate information to affected populations.
11. Delineate essential aspects of effective leadership
12. Develop methods to contain healthcare costs in corporate and other settings while also improving overall health, safety, and productivity of workers or other populations.
13. Manage professional and personal time effectively.
14. Delineate significant regulatory, legal, integrity, ethical, and quality issues pertinent to OEHS and PH programs.
15. Prepare appropriate legal testimony.
16. Summarize pertinent aspects of establishing a consultation practice.

Structure

The course may contain both synchronous (interaction with instructor and classmates both online and face to face) and asynchronous (online only) components. Full participation in all course components is required for successful completion of the course. Students must complete their work during the scheduled weeks before the stated deadlines.

Resources and Required Texts
Moser R Jr. *Effective Management of Health and Safety Programs, 3rd Edition*, OEM Press, Beverly Farms, MA, 2008.
Note that students are responsible for the content of all chapters and appendices, even though time constraints preclude discussing some chapters in depth during the course.

Additional required and recommended resources are posted to Canvas.

Instructors
Matthew Hughes, MD, MPH – Course Director
Others TBD

Instructor Contact Information
Rocky Mountain Center for Occupational and Environmental Health
Department of Family and Preventive Medicine
University of Utah
391 Chipeta Way, Suite C
Salt Lake City, UT 84108
801-581-4800
Electronic messaging through Canvas

Office Hours: by appointment

Teaching and Learning Methods
The course mixes traditional lecture with online discussions and case studies. Learning occurs through student engagement with course materials and interaction with classmates and instructors.

Grading
Evaluation of Enrolled Student Performance

Study Guides Discussions and Class Exercises	40%
Management Book Summary and Presentation	10%
Final Exam	30%
Class Attendance and Participation	20%
Total	100%

Assignments submitted after the due date and time will be reduced in value by 25% of what would otherwise have been earned.   Required assignments submitted more than a week late will not be graded (zero for the assignment).

Determination of Grades

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%

Full descriptions of each assignment, and grading criteria for individual assignments can be found in the grading rubrics associated with the assignments in Canvas.

Extra Credit Policy
No extra credit is available in this course.

Online or Hybrid Course Components (Does not pertain to those registered for Spring 2022)

Online Guidelines
There are unique responsibilities that come with taking a course that is online or has an online component. In an online course, the workload is purposely distributed across the semester so that you can receive continuous formative feedback since you may not see the instructor in a face-to-face class each week. You must stay on top of deadlines and complete your work on time so that you can engage

with your peers when the assignment is active. Deadlines for the online forum discussions and assignments will be enforced. If the course does not meet face-to-face (in class time as in a traditional course), you are also expected to use equivalent time for readings, online postings, and assignments.

Electronic or equipment failure:
It is your responsibility to maintain your computer and related equipment in order to participate in the online portion of the course. Equipment failures will not be an acceptable excuse for late or absent assignments.

Canvas works best in the most recent versions of Firefox, Chrome, Safari, Opera, and Internet Explorer and with the most recent version of the flash plugin. Be sure to keep your browser and flash player up to date.

Assignment submissions:
You are responsible for making sure your assignments, including attachments, are received before the deadline. Tech support can be found through the Help button. Instructors may use electronic dating to close assignment/quizzes, so late assignments/quizzes cannot be submitted.

Your professor may elect to use a plagiarism detection service in this course, in which case you will be required to submit your paper to such a service as part of your assignment.

Naming conventions and software type:
You are responsible for submitting the assignment with the required naming convention, correct file extension, and using the software type and version required for the assignment. Unless otherwise specified, files should be named as follows:

(Last name)_(First initial)_(Course number)_(Assignment name with no spaces)_(Year)

Example:
    Doe J 6700 FinalPaper 2018

All files that will be shared with the rest of the class, such as presentation handouts, must be submitted as PDF files unless an alternate format is specified for the assignment.

Discussion Forum Participation
This course uses online discussions to facilitate interaction and idea sharing while developing an online community. For grading purposes, each discussion forum assignment includes two required parts: your initial response to the course materials and your replies to the postings of at least 1 peer per assignment. **Therefore you are required to complete at least 2 postings for each discussion forum assignment.**

A *response* is defined as your initial discussion board posting that addresses the specific discussion topic, question or prompt. A *reply* is defined as a discussion board posting that comments on a posting of another learner or the instructor. There is no minimum word requirement for replies, however an "I agree" will not qualify as a reply. If you refer to the course readings in your posts you do not have to cite and reference those readings. If you integrate sources beyond the course materials, please cite and

provide a reference list for those resources to share with your peers.

Please keep in mind that it is easy to misinterpret a poster's intention, and that your intention can be misinterpreted depending on your word choice or completeness. When you reply to posts, please reply to the student assigned to you by the Canvas system. In the event you do not receive an assignment, please notify the course director.

Students need to adhere to rules of classroom conduct and follow netiquette rules (i.e. not responding in all caps) for all discussion posts.

Communications
Announcements. The announcement feature in Canvas is used for "broadcast" messages intended for everyone enrolled in the course. If there is an announcement, you will see it when you log into Canvas. You usually also receive the same message via the Canvas message system.

Discussions. The discussion board feature in Canvas will be used for (1) online discussions about specific topics; (2) as a place to post questions and answers between students and faculty about class content; and (3) as a place for students to communicate with each other. The discussion forum is a place for students and instructors to discuss course content and questions about the course in general. Specific questions about a student's performance in the course (e.g., exam grades, comments on papers, etc.) should be sent directly to the instructor and dealt with privately, rather than in the public forum at matthew.hughes@hsc.utah.edu.

Email. The primary methods of teacher-to-student communication for the semester are via course messages and external email. Unless otherwise noted, students may expect a response from the instructor within 48-72 hours. Please keep a copy of all your emails because emails deleted from Canvas cannot be retrieved.

Classroom equivalency and privacy:
Discussion threads, e-mails, and chat rooms are all considered to be equivalent to in-person classrooms, and student behavior within those environments shall conform to the Student Code. Course e-mails, e-journals, and other online course communications are part of the classroom and as such, are University property and subject to GRAMA regulations and the Student Code. Privacy regarding these communications between correspondents must not be assumed. Please be aware that Teachers in Canvas can and may access all correspondence generated by students in a course.

Instructure Canvas Resources:
    Canvas Student Guide: http://guides.instructure.com/m/4212

Use of Electronic Devices in Face-to-Face Class Settings

Students are encouraged to use computers and other electronic devices in class for note taking and/or class participation as directed by the instructor. Use of these devices to check email or view websites not related to course content is discouraged during class. Students who use electronic devices for

non-course related activities while in class may lose class participation credit. The instructor may direct at any time that any student or the entire class stop using electronic devices in class.

ADA Statement
The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations.
www.hr.utah.edu/oeo/ada/guide/faculty/

Faculty and Student Responsibilities
All students are expected to maintain professional behavior in the classroom setting according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee.
 http://www.regulations.utah.edu/academics/6-400.html

Student Handbook
http://www.sa.utah.edu/regist/handbook/StudentHandbook.htm

University of Utah Withdrawal Policy
http://registrar.utah.edu/handbook/withdrawal.php

Note: This syllabus is not a binding legal contract. It may be modified by the instructor when the student is given reasonable notice of the modification.

Other: Course instructor Moser does not receive any royalty from sales of the required text at the author's discounted price.

Schedule and Assignments
Please see the homepage of the course in Canvas for the schedule of topics and assignments.