New Course Request

Check Appropriate Boxes:  Undergraduate credit [✓]  Graduate credit ☐  Professional credit ☐

1. School/Division  Radiologic Sciences/School of Medicine

2. Academic Subject Code  RADI

3. Course Number  R441  (must be cleared with University Enrollment Services)

4. Instructor  Judith Kosegi

5. Course Title Nuclear Medicine Management

Recommended Abbreviation (Optional)  NM Management  

(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year):  Fall 2010

7. Credit Hours: Fixed at 1  or Variable from  to  

8. Is this course to be graded S-F (only)? Yes [✓]  No ☐

9. Is variable title approval being requested? Yes ☐  No [✓]

10. Course description (not to exceed 50 words) for Bulletin publication:  A broad over-view of health management issues, especially topics most relevant to nuclear medicine.

11. Lecture Contact Hours: Fixed at 1  or Variable from  to  

12. Non-Lecture Contact Hours: Fixed at  or Variable from  to  

13. Estimated enrollment: 7  of which 0  percent are expected to be graduate students.

14. Frequency of scheduling: Once per year  Will this course be required for majors? Yes

15. Justification for new course:  Current course was under the R408 course title. New course number/description to alleviate confusion.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:  

[Signature]  Date 11/10/10  

Department Chairman/Division Director

[Signature]  Date  

Dean of Graduate School (when required)

Approved by:  

[Signature]  Date 2/17/10  

Dean

[Signature]  Date  

Chancellor/Vice-President

[Signature]  Date  

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
COURSE DESCRIPTION: A broad over-view of health management issues, especially topics most relevant to nuclear medicine.

COURSE OBJECTIVES:
By completion of this course, the student will:

1. Have a general understanding of hospital organization from an historical perspective.
2. Have a basic knowledge of health care reimbursement issues and systems.
3. Explain the impact of health care insurance on hospital management.
4. Grasp the basics of marketing issues facing the health care industry.
5. Acquire a general knowledge of what procedures must be followed to prepare for site visits from regulatory agencies.
6. Acquire a general understanding of what must be done to meet inspection agency requirements.
7. Analyze how to solve practical kinds of issues that the department level manager must handle.
8. Evaluate personnel problems and solutions.
9. Explain the important issues surrounding coding, reimbursement and accreditation.
10. Understand the uses of computers for information management in the organization of a department.
12. Write a paper that summarizes and analyzes a health care management topic.
13. Synthesize new ideas or opinions about how to deal with healthcare issues and concerns.
14. Make a formal power point slide presentation of a topic paper which addresses a healthcare management topic.

REQUIREMENTS:

1) Attend and be on time for all classes with the following stipulations:

   • A student may not miss any lectures unless they have documentation of proof that they have a compelling acceptable reason why they could not be there (ie; doctor’s statement, required court appearance documents, etc.). **Missing more than 2 one-hour lectures (regardless of reasons) will lower your grade 5 points for each one-hour session missed beyond 2. Not having acceptable documentation for an absence will lower your grade by 3 points for each occurrence. Missing over 5 one-hour lectures, whether excused or not, will result in a failing grade or an “incomplete” if there are compelling non-academic reasons for the absences.** An “incomplete” must be removed with in one year’s time.

   • Late to classes more than 5 minutes will be excused only once. Additional lateness incidents will result in a reduced grade of 2 points per lateness occurrence.

2) Participate in class discussions and article presentations. Your full and courteous attention is **REQUIRED** for our guest speakers. Asking questions and responding to discussion topics will be expected. The following is also required:

   • You must ask at least 4 **questions or discussion topics** over the course of all the lectures and the article presentation session.

     => **Write each relevant question or discussion topic (any related ones to original question are considered one question),** which was brought up by you, on a 3x5-inch card. If someone else before you asks your question or discussion topic, then you must come up with another one. It is
not acceptable to use the same question/discussion topic for each lecture. Write relevant information, as specified by the example below, on a 3X5 card and hand it in to Judy Kosegi no later than one day after each lecture. Cards turned in later than one day will not be accepted. No more than two cards will be accepted for any one-lecture/article presentation session. Write only one question per card.

Your question card must list items in this order. Cards will be returned if not correct.

<table>
<thead>
<tr>
<th>MANAGEMENT COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Question Number: (in upper right hand corner) #</td>
</tr>
<tr>
<td>2) Student Name:</td>
</tr>
<tr>
<td>3) Date of Question:</td>
</tr>
<tr>
<td>4) Question Asked:</td>
</tr>
<tr>
<td>5) Response Given:</td>
</tr>
</tbody>
</table>

3) Write one multiple choice test question over each lecture topic. Write the stem, 4-5 possible answers, and mark the correct choice. The best questions will be used on the exam at the end of the semester. So the better you write questions over an important issue relevant to the topic, the more likely I am to choose your question for the exam. I may change a question some, if I think I can make it better. I may also write some of the questions myself or get them from lecturers. Sharing your questions with other classmates will be considered cheating, so don’t do it. Each question will be due 2 days following the lecture. E-mail each question to the course instructor according to the following format.

- Student Name:
- Lecture Title:
- Speaker:
- Date of Lecture:
- Question Stem: Keep it short and direct
- 4 to 5 Options with correct answer underlined or highlighted: keep each option as short as possible
  A)  
  B)  
  C)  
  D)  

4) Determine a medically related management topic to research. Get approval for the topic from the course instructor before you start writing the paper.

5) Find a minimum of 3 reference papers (one can be a personal interview) on the topic. Follow the American Medical Association Manual of Style for referencing requirements.

6) Write a short synopsis of the topic. Reference appropriately (using 3 or more references) as you did for the Projects course research paper. You may use an interview with an expert on the topic as one of your references. If you use an interview then you must include (in the text only) the name, title, and location of the person you interviewed.

7) The paper should be 2-3 pages (double spaced with 12 point lettering) with a separate page for the reference list. The Title and Student Name should be at the top of page 1.

8) The paper must have, at a minimum, 3 separate subtopic headings: 1) Relevance: explain the topic relevance to medicine, radiology, or nuclear medicine (referencing anything that is not an original idea); 2) Summary: summarize the relevant issues of the topic (referencing anything that is not an original thought); 3) Opinions/Applications: end the paper with some opinions of your own.
• Your opinions/applications should include ideas on why and specifically how you could use the information in the paper (“As a manager I would ---”). Be very specific. Do NOT use general statements, such as “This is useful to a manager”, without further explanation in detail about why it is useful. I want ideas of your own here. The more original and unique the ideas, the better. Be realistic but try to “think outside the box” and come up with some originality regarding how you might apply what you’ve learned from your research on this topic. Do NOT restate ideas from the references in the opinion section unless you clearly indicate that the idea came from a reference. You should only do this if you are using it to further illustrate your own ideas. For instance, you might say, “The paper by Manning stated that ---- (reference number) but I believe that---- because -----------”. You may refer to discussions in class to support your opinions/applications.

9) **Highlight or underline any referenced areas in the articles that you use.** Up to Three points will be subtracted if referenced material is not highlighted or underlined.

10) **Staple all pages of your paper together and individually staple each reference document so there are no lost pages.** One point will be subtracted if there are unattached pages. Put the paper and reference documents in a folder or use a large clip to hold them together. Three points will be subtracted for each reference copy which is not included.

11) **Check spelling, grammar, and sentence structure.**
   • Write the summary in the past tense: “The article demonstrated” not “The article demonstrates”.
   • Do not use the same word too frequently or start a number of sentences the same way.
   • Points will be subtracted for typos, incorrect spelling, grammar, or poorly written sentences (run-on or confusing sentences, wrong tense, etc.).
   • It is permissible to consult with one of the Writing Centers but not mandatory that you do so.

12) **Papers must be turned in on time,** as outlined in the schedule.
   • If you turn a paper in late, except for excused time off, your grade will be reduced 5 points for each day late.

13) **The graded papers must be returned before the required presentation at the end of the semester** so the instructor has a copy to review as the paper is presented. Two points will be subtracted if the graded paper is not available.

14) **Power Point paper presentations:** Papers that are well presented will earn the presenter up to 5 points. Poor presentations will receive no additional points. If you are not prepared to present, then 5 points will be subtracted. Power point slide presentations are required and should at least include the basic subtopics outlined in your paper. Overheads may also be included with the slides, if needed. An example of a well presented paper would be to:
   • know the paper well enough to discuss it without reading, word for word, from your slides or papers.
   • have great presentation style: be interesting, communicate clearly and enthusiastically.
   • have well-made, attractive-looking A-V materials (slides, overheads).

   ✓ Not too wordy (basic points, not full sentences)
   ✓ Not too much material presented on one slide or overhead
   ✓ Print is clear and easy to read
   ✓ Slides and overheads (if used) are attractive in appearance and show well
• cover all relevant points with slides for the title (to include the student name) and subtopics.
• have a well-supported opinion section with unique opinions/applications of your own.
• answer all questions accurately.

15) A Quiz, covering the lecture topics presented in class, will be given on the last day.

GRADES:
1. Grades are based on: class attendance, participation, research topic paper, presentation, & quiz.
2. The paper is worth a maximum of 15 points.
3. The presentation is worth a maximum of 5 points.
4. The quiz is worth a maximum of 30 points.
5. **One half point will be deducted** for each question which is not submitted by one day after the lecture in which it was asked. **If fewer than 4 questions are asked during the semester, one point will be deducted for each missing question.**
6. **One point will be deducted** for each test question which is not submitted by 2 days after the lecture or is in an unacceptable format.
7. The minimum passing grade is a “C” (2.00).
8. **Extra credit** may be obtained by attendance of any “non-required” management related lectures and documenting that attendance by writing a one or two paragraph summary of the relevant issues and how they can apply to management issues in medicine. **Prior approval for extra credit must be granted by the course instructor.** Include the date, time, location, and speaker name at the top of the paper. Up to **two points** for each lecture hour may be granted.
9. The following reflects the number of points needed to obtain a specific grade:

\[
\begin{align*}
A+ & = 48+ \\
A   & = 45-47 \\
A-  & = 42-44 \\
B+  & = 39-41 \\
B   & = 36-38 \\
B-  & = 33-35 \\
C+  & = 29-31 \\
C   & = 26-28 \\
C-  & = 23-25 \\
D+  & = 20-22 \\
D   & = 17-19 \\
D-  & = 14-16 \\
F   & = 0
\end{align*}
\]
<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>TOPIC</th>
<th>SPEAKER</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24 (Tu)</td>
<td>*12:00 – 1:00</td>
<td>Orientation</td>
<td>Judy Kosegi</td>
<td>CL-124</td>
</tr>
<tr>
<td>8/31 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Management in Medicine, Challenges and Changes</td>
<td>Randy Luckey, MBA, Executive Director, Indiana Radiology Partners, Inc. <a href="mailto:rluckey@clarian.org">rluckey@clarian.org</a> (715-6407)</td>
<td>CL124</td>
</tr>
<tr>
<td>9/7 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Employee Relations</td>
<td>Theresa Martin, Human Resources Consultant, Labor/Employee Relations IUPUI (274-8931) <a href="mailto:tmartin@iupui.edu">tmartin@iupui.edu</a></td>
<td>CL-124</td>
</tr>
<tr>
<td>9/14 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Information Management and Beyond</td>
<td>Richie Pfeiffer, MS, CNMT, PACS ProSolv Cardiovacular Customer Support Manager (863-5245) <a href="mailto:rnpfeiffer@prosolv.com">rnpfeiffer@prosolv.com</a></td>
<td>CL124</td>
</tr>
<tr>
<td>9/14 (Tu)</td>
<td></td>
<td><strong>Topic of paper Due by 9/15</strong></td>
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<tr>
<td>9/21 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Only if needed for reschedule</td>
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<tr>
<td>9/28 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Coding, Reimbursement, &amp; Accreditation</td>
<td>Rita McFarland, MS,RT(R) Chief Operations Officer for IRP (274-4328) <a href="mailto:rmcfarl@iupui.edu">rmcfarl@iupui.edu</a></td>
<td>CL124</td>
</tr>
<tr>
<td>10/4 (M)</td>
<td>3:00 – 4:00</td>
<td>Marketing</td>
<td>Kimberly Donahue, MBA Kelley School of Business (274-4760) <a href="mailto:kdonahue@iupui.edu">kdonahue@iupui.edu</a></td>
<td>CL-124</td>
</tr>
<tr>
<td>10/5 (M)</td>
<td>10:00 – 11:00</td>
<td>Only if needed for reschedule</td>
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<td>10/8 (F)</td>
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<td><strong>Papers are Due by 10/9 (F)</strong></td>
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<tr>
<td>10/12 (Tu)</td>
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<td><strong>No Class – Fall Break</strong></td>
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<tr>
<td>10/19 (Tu)</td>
<td>10:00 -11:00</td>
<td>Budgets</td>
<td>Jim Stinson, MSM, CNMT Clarion Clinical Manager Medical Diagnostic Center (274-7285) <a href="mailto:jstinson1@clarian.org">jstinson1@clarian.org</a></td>
<td>CL-124</td>
</tr>
<tr>
<td>10/20 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Radiation Safety Officer</td>
<td>Ed Wroblewski, MA, RT(R)(N) RSO, St. Vincent Hospital. (338-2381) <a href="mailto:ewroble@stvincent.org">ewroble@stvincent.org</a></td>
<td>CL-124</td>
</tr>
<tr>
<td>10/27 (W)</td>
<td>3:00 – 4:00</td>
<td>Health Care Reimbursement Systems</td>
<td>Beverly Walker, IU Informatics, Health Info. Admin, (278-8592) <a href="mailto:bevwalke@iupui.edu">bevwalke@iupui.edu</a></td>
<td>CL-124</td>
</tr>
<tr>
<td>11/2 (Tu)</td>
<td></td>
<td><strong>No Class – Election Day</strong></td>
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<tr>
<td>11/9 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Site Visits by Regulatory Groups &amp; Other Practical Issues</td>
<td>Jeff Mason, IU, RSO CL (274-4797) <a href="mailto:jmason@iupui.edu">jmason@iupui.edu</a></td>
<td>CL154 (RS)*</td>
</tr>
<tr>
<td>11/16 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Paper presentations with Power Point (5-10 min. each),</td>
<td>Judy Kosegi (274-7431)</td>
<td>CL124</td>
</tr>
<tr>
<td>11/17 (Tu)</td>
<td></td>
<td><strong>No Class Scheduled</strong></td>
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<tr>
<td>11/30 (Tu)</td>
<td>10:00 – 11:00</td>
<td>Presentations continue + Quiz</td>
<td>Judy Kosegi (274-7431)</td>
<td>CL124</td>
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</table>

*Changes from the routine are marked in bold letters.*