

RSPT 300: LEADERSHIP & MANAGEMENT IN HEALTHCARE

Foothill College Course Outline of Record

| Heading | Value |
|-------------------------|---|
| Effective Term: | Summer 2024 |
| Units: | 5 |
| Hours: | 5 lecture per week (60 total per quarter) |
| Degree & Credit Status: | Degree-Applicable Credit Course |
| Foothill GE: | Non-GE |
| Transferable: | CSU |
| Grade Type: | Letter Grade Only |
| Repeatability: | Not Repeatable |

Student Learning Outcomes

- The student will be able to differentiate and draw conclusions between leadership and management as it relates to healthcare.
- The student will be able to examine various theories, traits, approaches, and strategic models for leadership to make decisions and solve problems.

Description

This course introduces students to various methods and styles of leadership and management in the healthcare setting. Critical analysis of leadership and management theory will be explored and put into practice. Emphasis on the development of skills in leadership and management, such as communication, conflict resolution, team building, interprofessional collaboration, ethical decision-making, and interpersonal skills. Intended for students in the Respiratory Care Baccalaureate Degree Program; enrollment is limited to students accepted in the program.

Course Objectives

The student will be able to:

1. Define leadership
2. Define management
3. Identify traits, similarities, and differences between management and leadership
4. Analyze leadership styles and models
5. Identify traits of an effective leader
6. Recognize personal traits and management style
7. Develop leadership potential
8. Develop ways to enhance team building and incorporate interprofessional collaboration
9. Demonstrate problem-solving and conflict management skills
10. List strategies to develop and improve personal leadership skills
11. Understand the importance of ethics in healthcare leadership and management
12. Develop a personal leadership development plan

Course Content

1. Leadership
 - a. Leadership defined
 - b. Components of effective leaders
 - c. Emotional leadership styles
 - d. Visionary
 - e. Coaching
 - f. Affiliative
 - g. Democratic
 - h. Commanding
 - i. Pacesetter
2. Management
 - a. Management defined
 - b. Components of effective managers
 - c. The nine types of management styles
 - i. Authoritative
 - ii. Democratic
 - iii. Consultative
 - iv. Laissez-faire
 - v. Collaborative
 - vi. Transformational
 - vii. Coaching
 - viii. Delegative
 - ix. Visionary
3. Leadership and management
 - a. Leadership and power
 - b. Leadership and coercion
 - c. Leadership and morality
 - d. Trait approach
 - e. Skills approach
 - f. Followership
4. Leadership styles and models
 - a. Three skills approach
 - i. Technical skills
 - ii. Human skills
 - iii. Conceptual skills
 - b. Skills model
 - i. Individual attributes
 - ii. Competency
 - iii. Outside influences, including, culture, diversity, and values
 - iv. Leadership outcomes
5. Effective traits of great leaders
 - a. Transformational leadership
 - b. Authentic leadership
 - c. Servant leadership
 - d. Adaptive leadership
 - e. Inclusive leadership
6. Personality trait inventory
 - a. The Big Five Inventory (BFI)
 - b. Myers-Briggs Type Indicator
 - c. Caliper Profile
 - d. 16 Personality Factor questionnaire

- e. SHL Occupational Personality Questionnaire
- f. DISC personality test
- 7. Leadership potential
 - a. Emotional intelligence
 - b. Motivation
 - c. Ability to adapt
 - d. Communication
 - e. Dealing with setbacks
 - f. Being engaged
- 8. Team leadership and interprofessional collaboration
 - a. Team leadership model
 - b. Team effectiveness
 - c. Communication
 - d. Relationship-building
 - e. Mutual respect and understanding of roles
- 9. Conflict resolution
 - a. Conflict management styles
 - i. Accommodating
 - ii. Avoiding
 - iii. Collaborating
 - iv. Competing
 - v. Compromising
 - b. CARE model for conflict resolution
 - i. Communicate
 - ii. Active listening
 - iii. Review options
 - iv. End with a win-win
- 10. Strategies to improve and develop leadership skills
 - a. Intelligence
 - b. Self-confidence
 - c. Determination
 - d. Integrity
 - e. Sociability
 - f. Mentorship
 - g. Identify your strengths and weaknesses
 - h. Set a goal
 - i. Admit failure and move on
- 11. Ethics and leadership
 - a. Principles of ethical leadership
 - b. Ethical theories
- 12. Leadership development plan
 - a. Analyze personal management and leadership style
 - b. Create a personal vision, mission, and core value statement
 - c. Formulate a personal leadership development plan

Weekly assignments
Weekly participation in discussion forums
Group projects

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Instructor-led weekly discussion forums
Lectures
Instructor-led group projects

Representative Text(s) and Other Materials

Northouse, Peter G.. Leadership Theory and Practice, 9th ed.. 2022.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Weekly assigned readings from the textbook, provided articles, and online resources. Approximately 40-50 pages of assigned reading per week.

Discipline(s)

Respiratory Technologies

Lab Content

Not applicable.

Special Facilities and/or Equipment

This course is taught fully online. Students need access to a computer with internet.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following: