

University of Florida
College of Public Health and Health Professions
Department of Health Services Research, Management, and Policy

PHC 6102 – Introduction to Public Health Administrative Systems
Summer C 2008 Syllabus

INSTRUCTOR: Rada Dagher, PhD, MPH
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OFFICE HOURS: **By Appointment – via E-Learning**
HPNP, Room 4144

TEACHING ASSISTANTS: Swathy Sundaram (ssunda@php.ufl.edu)

CLASS MEETINGS: online at <http://lss.at.ufl.edu>
Class starts May 12 and ends on August 8

Course Description and Objectives

This course provides a comprehensive coverage of traditional public health responsibilities -- assessing the burden of disease, preventing and controlling health threats, and developing policies and public administration responses to improve health -- in a contemporary framework that fully reflects the ongoing transition from a public to a population health perspective. It offers a broad overview of concepts and strategies for contemporary public health administration illustrated by examples throughout the course. The course examines the theoretical and philosophical underpinnings of managerial decision making, and the practical knowledge, tools, and strategies required by organizational decision-makers. Public Health Administration covers the basics of administration, including public health law, budgeting and financing, and legislative relations in public health. It also discusses newly defined and emerging areas, such as health information management, performance measurement and improvement, ethics, and leadership.

Course Objectives

Upon completion of the course students should be able to:

- Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US
- Describe the legal and ethical bases for public health and health services
- Explain methods of ensuring community health safety and preparedness
- Discuss the policy process for improving the health status of populations
- Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives
- Apply the principles of strategic planning to public health
- Apply quality and performance improvement concepts to address organizational performance issues
- Apply “systems thinking” for resolving organizational problems
- Communicate health policy and management issues using appropriate channels and technologies

- Demonstrate leadership skills for building partnerships
- Identify future challenges for public health and potential solutions

Required Text:

- Novick, L. F., Morrow, C. B., & Mays, G. P. (2007). Public Health Administration: Principles for Population-Based Management (2nd edition). Sudbury, Massachusetts: Jones and Bartlett Publishers.
- Institute of Medicine, The Future of Public Health (Washington, D.C.: National Academy Press, 1988) (available online at <http://www.nap.edu/books/0309038308/html/>)
- Institute of Medicine, The Future of the Public's Health in The 21st Century (Washington, D.C.: Nat. Acad. Press, 2003) (available online at <http://www.iom.edu/report.asp?id=4304>)

** Journal articles may be found by using the links on the E-Learning site.

Reading assignments are listed under each class session. Some of the readings are long, so plan enough time to complete them before class.

WRITTEN ASSIGNMENTS

There are two written assignments. The details of those assignments are posted in the Assignment tool in E-Learning. Each assignment will be worth 15 points (15%). All assignments should be composed in Word and submitted as an attachment in the appropriate assignment by the due date noted in the assignment tool. Each paper will be 5-6 pages long, double-spaced, in 12-point type. Be sure to cite your references properly as you may be requested to submit your papers via the Turn-It-In site at www.turnitin.com.

Assignment 1 is due on June 13 before 11:59 PM via the E-Learning Assignment tool

Assignment 2 is due on July 25 before 11:59 PM via the E-Learning Assignment tool

DISCUSSION BOARDS

This course has 9 topical discussion boards that follow each week's topic, lecture and readings. You must post in all ten discussion boards by responding to the question or statement posed in each of these boards. You should give a thoughtful response to the topic of about a paragraph, please do not make your posts any longer than they need to be. There are nearly 50 students enrolled this semester and everyone should read each other's posts and replies from other students. Please do not post a Word attachment in the discussion boards, just compose directly in the board or paste from your Word document into the board's composition area.

You will receive 1-point (1%) for each post you create on the 9 graded discussion boards in the course. You are also required to post at least one well thought out reply to a fellow student or faculty posting. This will result in an additional point, which will be reflected in your Discussion 1 grade for a total of 10% of your grade in the course.

You are also encouraged to read your fellow students' posts and post replies as a contribution to the "conversation." You will not be downgraded for "wrong" answers as this is your opportunity to discuss the issues with your fellow students and faculty. Dr. Dagher and the TA, Swathy, will also make regular posts to these boards in response to student posts.

PLEASE keep your posts on the correct topic board. The Always Open Discussion should only be for topics that are general to the course or do not fit in any topical discussion board. You should also post technical issues in this board. The Social Discussion board is provided for socializing amongst each

other and no personal discussions should be on any other board. Remember to be polite and respectful at all times to fellow students and the teaching team. Please refrain from replying to everyone's posts as this adds to the burden of reading by fellow students. Feel free to send each other e-mails or invite each other into chat sessions for conversations.

GRADING

The instructor reserves the right to modify the allocation of points as deemed necessary.

<i>Items</i>	<i>Points</i>
Written Assignments (2)	30 (15 points each)
Discussion Board (9 posts + 1 reply)	10 (1 point each)
Midterm Exam	25
<u>Final Exam</u>	<u>35</u>
Total	100

Grade Ranges

A: 90-100 **B+:** 85-89.9 **B:** 80-84.9 **C+:** 75-79.9 **C:** 70-74.9 **D:** 60-69.9

STUDENT RESPONSIBILITIES AND EXPECTATIONS

Students are expected to:

- Complete the required reading PRIOR to listening to the lectures and be prepared to participate in discussions and exercises.
- Submit all assignments on the due dates.
- Take the exams on the scheduled dates.
- Be courteous and respectful to other students and the instructional team within the discussion boards and e-mail.

LATE WORK POLICIES

Exceptions will be made only for reasons that are beyond your control. Examples of these circumstances include: serious illness impacting a significant portion of the time you had to do the assignment or death in the family. Examples of things that are generally not exceptions: coming down ill the night before an assignment that was handed out much earlier or conflicts with work.

The effect of a late written assignment is a 1-grade reduction for each week it is late. All work is due before the end of the semester. Any arrangements for an incomplete have to be made at least two weeks before the end of classes. All work not submitted by the end of the semester without prior approval will be treated as a zero.

MAKE-UP EXAMS POLICIES:

Make-up exams will be given without penalty ONLY when documentation of hospitalization, death in the family, or other emergency is provided.

ACADEMIC INTEGRITY POLICY

Students are expected to act in accordance with the University of Florida Honor Code, which recognizes that academic honesty and integrity are fundamental values of the University community. Cheating or plagiarism in any form is not acceptable.

The Honor Code:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

On all work submitted for credit by the students at UF, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

DISABILITY POLICY

Students requesting special accommodations must first register with the Dean of Students Office, which will provide documentation to the student. The student should then provide this documentation to the professor and online administrator.

CLASS SCHEDULE AND READING ASSIGNMENTS

The instructor reserves the right to modify the course schedule as deemed necessary.

Week 1: May 12 – 18

Course Introduction (goals, responsibilities, expectations)

Overview of the Public Health Workforce

Reading Assignment:

- *Public Health Administration*, Chapter 8
- *The Future of Public Health in the 21st Century*, pp. 116-126.

Lecture 1

Discussion 1: open May 12 – May 18

Week 2: May 19 – 25

Defining Public Health Administration

Public Health Leadership

Reading Assignment:

- *Public Health Administration*, Chapter 2 & 10
- *The Future of Public health Chapter 5*, pp. 119-122
- About Healthy People 2010. Available at: <http://www.healthypeople.gov/About/>
- Setliff, R., Porter, J. E., Malison, M., Frederick, S., & Balderson, T. R. (2003). Strengthening the public health work-force: Three CDC programs that prepare managers and leaders for the challenges of the 21st century. *Journal of Public Health Management Practice*, 9, 91–102. (posted in course)

Lectures 2a & 2b

Discussion 2: open May 19 – 25

Week 3: May 26 – June 1
Public Health Agencies: Local, State, National

Reading Assignment:

- *Public Health Administration*, Chapter 3
- *The Future of Public Health Chapter 4*, pp. 165-201 and pp. 73-106
- *The Future of Public Health in the 21st Century*, pp. 102-104 and pp.107-115.

Recommended Readings

- The Association of State and Territorial Health Officials' website (www.astho.org) with links to state health agency websites
- The National Association of County and City Health Officials' website (www.naccho.org), especially:
 - Profiles of Local Public Health Departments (www.naccho.org/project64.cfm) and the Research Briefs On-line Index

Lecture 3

Discussion 3: open May 26 – June 1

Week 4: June 2 – June 8
Public Health Law and Legislation
Ethics in Public Health Practice

Reading Assignment:

- *Public Health Administration*, Chapters 4, 5 & 6 (pp. 170-174)
- *The Future of Public Health in the 21st Century*, pp. 104-107.
- Jacobson, P. D., & Wasserman, J. (2001). Missing in Action: The Public Health Voice in Policy Debates. *Journal of Public Health Management Practice*, 7(3), ix-x. (posted in course)
- Public Health Code of Ethics (You can download from <http://www.apha.org/NR/rdonlyres/1CED3CEA-287E-4185-9CBD-BD405FC60856/0/ethicsbrochure.pdf>)

Recommended Reading:

- Mello, M.M., Studdert, D.M., Brennan, T.A. (2006). Obesity—the new frontier of public health law. *NEJM*, 354, 2601-2610. (posted in course)

Lecture 4a, 4b, & 4c

Discussion 4: open June 2 – 8

Week 5: June 9 – 15
Public Health Financing

Reading Assignment:

- *Public Health Administration*, Chapter 7 & 6 (pp. 161-170)
- *The Future of the Public's Health in the 21st Century*, pp. 147-154
- Levi, J., Juliano, C., & Richardson, M. (2007). Financing public health: Diminished funding for core needs and state-by-state variation in support. *Journal of Public Health Management Practice*, 13(2), 97-102. (posted in course)

Lecture 5a & 5b

Discussion 5: open June 9 – 15

Assignment 1: due by June 13 before 11:59 PM

Week 6: June 16 – 22
Midterm Exam, available June 14 - 19

Week 7: June 23 - 29
Summer Break

Week 8: June 30 – July 6
Using Information Systems for Public Health Administration

Reading Assignment:

- *Public Health Administration*, Chapter 13

Posted on course:

- Lumpkin, J., Atkinson, D., Biery, R., Cundiff, D., Mcglothlin, M., and Novick, L. (1995). The development of integrated public health information systems: A statement by the Joint Council of Governmental Public Health Agencies. *J Public Health Management Practice, 1*, 55-59.
- Land GH, Stokes C, Hoffman N, Peterson R, Weiler MJ (1995). Developing an integrated public health information system for Missouri. *J Public Health Management Practice, 1*, 48–56.
- Baker EL, Friede A, Moulton AD, Ross DA. (1995). CDC's Information Network for Public Health Officials (INPHO): a framework for integrated public health information and practice. *J Public Health Management Practice, 1*, 43-47.

Lecture week 8

Discussion week 8: open June 30 – July 6

Week 9: July 7 – 13
Assessment and Strategic Planning in Public Health
Performance Management in Public Health

Reading Assignment:

- *Public Health Administration*, Chapters 15 & 17
- Keppel, K., Percy, J. *Healthy People 2000: An Assessment Based on the Health Status Indicators for the United States and Each State*. Healthy People 2000 Statistical Notes/National Center for Health Statistics, Vol 19, and November 2000 pages 1-31 Available at: <http://www.cdc.gov/nchs/data/statnt/statnt19.pdf>
- Performance Management in Public Health: A Literature Review (Prepared by Public Health Foundation for the Performance Management National Excellence Collaborative). Available at: http://www.turningpointprogram.org/toolkit/pdf/pmc_lit_synthesis.pdf

Lecture week 9a & 9b

Discussion week 9: open July 7 – 13

Week 10: July 14 – 20

Role of Public Health in Disaster Preparedness

Reading Assignment:

- *Public Health Administration*, Chapter 23
- The Special Role of the Governmental Public Health Infrastructure in Emergency Preparedness and Response. *Public Health in the 21st Century*, pp. 141-147 (posted in course)
- Hurricane Katrina Timeline. BBC. Available at:
<http://news.bbc.co.uk/1/hi/world/americas/4211404.stm>
- White House Fact Sheet: The Federal Response to Hurricane Katrina: Lessons Learned. Available at: <http://www.whitehouse.gov/news/releases/2006/02/20060223.html>
- The Katrina conundrum: balancing the state-federal relationship. Available at: <http://www.infozine.com/news/stories/op/storiesView/sid/10801/>
- Rudowitz, R., Rowland, D., & Shartzter, A. (2006). Health care in New Orleans before and after Hurricane Katrina. *Health Affairs – Web Exclusive*, 25, w393 – w406. (posted in course)

Lecture week 10

Discussion week 10: open July 14 - 20

Week 11: July 21 – 27

The Future of Public Health

Prepare for Final Exam

Reading Assignment:

- Fee, E., & Brown, T. M. (2002). The unfulfilled promise of public health: Déjà vu all over again. *Health Affairs*, 21(6), 31-43. (posted in course)

Lecture week 11

Discussion week 11: open July 21 – 27

Assignment 2: due by July 25th before 11:59PM

Week 12: July 28 – August 3

Final Exam – available July 26 – July 30

Public Health Resources

Government Agencies

- U.S. Department of Health and Human Services (www.dhhs.gov) and its various Public Health Service agencies
 - Centers for Disease Control and Prevention (www.cdc.gov)
 - Food and Drug Administration (www.fda.gov)
 - Health Resources and Services Administration (www.hrsa.gov)
 - National Institutes of Health (www.nih.gov)
 - Agency for Healthcare Research and Quality (www.ahrq.gov)
- Office of Public Health and Science (www.osophs.dhhs.gov/ophs)
- U.S. Environmental Protection Agency (www.epa.gov)
- Florida Department of Health (www.doh.state.fl.us)

Public Health Organizations

- American Public Health Association (www.apha.org)
- Association of State and Territorial Health Officials (www.astho.org)
- National Association of County and City Health Officials (www.naccho.org)
- Association of Schools of Public Health (www.asph.org)
- Florida Public Health Association (www.fpha.org)
- Public Health Foundation (www.phf.org)
- Association of Teachers of Preventive Medicine (www.atpm.org)

International Health

- World Health Organization (www.who.org)
- Global Health Council (www.globalhealth.org)
- Pan American Health Organization (www.paho.org)
- Family Health International (www.fhi.org)

Public Health Data and Information

- CDC Behavioral Risk Factor Surveillance System (www.cdc.gov/brfss)
- Healthfinder (www.healthfinder.gov)
- National Center for Health Statistics (www.cdc.gov/nchs)
- National Library of Medicine (www.nlm.nih.gov)
- National Health Information Center (www.health.gov/nhic)
- National Women's Health Information Center (www.4women.org)
- Institute of Medicine (www.iom.edu) and National Academy Press (www.nap.edu) – *landmark public health books available free to read or skim*
- Medline Plus (www.nlm.nih.gov/medlineplus)
- Medscape (www.medscape.com)
- Public Health Grand Rounds (national live webcasts) (www.publichealthgrandrounds.unc.edu)
- Florida CHARTS (www.floridacharts.com)
- CDC Wonder (<http://wonder.cdc.gov>)

Medical Care Data and Information

- The Commonwealth Fund (www.cmwf.org)
- The Henry J. Kaiser Family Foundation (www.kff.org)

Both sites provide free access to current research studies about the medical care system.