

07-5

LSC Use Only No:	LSC Action-Date:	UWUCC USE Only No.	UWUCC Action-Date:	Senate Action Date:
		06-276	App-9/4/07	App-10/9/07

**Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee**

Contact Person Dr. Tracey Cekada	Email Address cekadat@iup.edu
Proposing Department/Unit Safety Sciences	Phone 7-3272

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

**1. Course Proposals (check all that apply)**

New Course                       Course Prefix Change                       Course Deletion  
 Course Revision                       Course Number and/or Title Change                       Catalog Description Change

---

SAFE 380 Institutional Safety Management	SAFE 480 Healthcare Safety Management
<i>Current Course prefix, number and full title</i>	<i>Proposed course prefix, number and full title, if changing</i>

**2. Additional Course Designations: check if appropriate**

This course is also proposed as a Liberal Studies Course.                       Other: (e.g., Women's Studies, Pan-African)  
 This course is also proposed as an Honors College Course.

**3. Program Proposals**

New Degree Program                       Program Title Change                       Program Revision  
 New Minor Program                       New Track                       Other

---

<i>Current program name</i>	<i>Proposed program name, if changing</i>
-----------------------------	---

4. Approvals		Date
Department Curriculum Committee Chair(s)	La Tegusa	10/19/06
Department Chair(s)	La Tegusa	11/10/06
College Curriculum Committee Chair	Elizabeth Palmer	12/18/06
College Dean	Robert F. Zoni	1-3-07
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	Gail Sedrhist	9/4/07

Received  
JAN - 8 2007

Received  
MAR - 5 2007

Liberal Studies

Liberal Studies

# **Course Revision: SAFE 480 Healthcare Safety Management**

## **Part II. Description of the Curriculum Change**

### **1. Syllabus of Record.**

The new syllabus of record is attached in Appendix A.

### **2. Summary of the Proposed Revisions:**

This undergraduate elective course was previously titled SAFE 380 Institutional Safety Management. As the old syllabus of record shows this course focused on hospital safety management with the course objectives and the “Direction of the Course” supporting this focus. Unfortunately, that focus was not evident in the course title or the course description. We also wanted to renumber this course so we could make it dual level so it can be an elective for our M.S. Program as well. Therefore, the following changes were warranted:

- a. The course was renumbered from SAFE 380 to SAFE 480 to make it available to graduate students. The course was also subsequently renamed from Institutional Safety Management to Healthcare Safety Management, to better reflect its focus and course content.
- b. The course description was changed to incorporate other components of the healthcare system, see below:

#### **New Course Description**

Investigation into the safety and environmental health issues encountered in a healthcare environment. The focus of this course will be on hospital safety. However, healthcare facilities in general will also be touched upon (e.g., nursing homes, home health, outpatient facilities, clinics, etc.).

#### **Old Course Description**

Historical aspects of safety for both private and public institutions; introduction to trends in liability and institutional safety regulations. Distinctions will be made between employee, visitor, and patient hazards and their control.

- c. The course objectives have only been slightly modified to reflect the previous course objectives, which focused solely on hospitals. These revised objectives address the healthcare environment as a whole (e.g. nursing homes, home health, outpatient facilities, clinics, etc.). However, hospital safety is still the primary focus of the course.
- d. More detail was incorporated into the course outline/content. Again, the previous focus of the course was solely on hospitals. With changes in course content, healthcare issues as a whole are addressed.

**3. Justification/rationale for the revision.**

These revisions were necessary for three reasons. First, to better reflect the focus of the course as evidenced by the course objectives and the “Direction of the Course” that were included in the old syllabus of record. Second, these changes were necessary to make this course available to graduate students as an elective. The third reason these changes were necessary was to expand the coverage of the current material to other components of the healthcare system including nursing homes, home health, outpatient facilities, clinics, etc.

**4. The old syllabus of record.**

The old syllabus of record is attached in Appendix B.

**5. Liberal Studies course approval.**

No applicable

**Part III. Letters of Support or Acknowledgement**

These course changes will not affect other departments, therefore letters of support from other departments were not necessary.

## APPENDIX A: NEW SYLLABUS OF RECORD

### I. Catalog Description

SAFE 480 Healthcare Safety Management  
Prerequisite: Jr. Standing

3 lecture hours  
0 lab hours  
3 credits  
3c-01-3cr

Investigation into the safety and environmental health issues encountered in a healthcare environment. The focus of this course will be on hospital safety. However, healthcare facilities in general will also be touched upon (e.g., nursing homes, outpatient facilities, clinics, etc.).

### II. Course Objectives

Students will be able to:

1. categorize and analyze the safety responsibilities of healthcare administrative positions and compare and contrast the differences in safety responsibilities between healthcare administrators and the medical staff.
2. evaluate the accreditation regulations related to safety in the healthcare arena and provide recommendations for improving safety based on these regulations.
3. recognize and critique hazards unique to the healthcare environment.
4. recommend methods of control for hazards found within the healthcare environment and justify these recommendations based on standards and regulations.
5. create a safety committee by identifying the major constituents and hypothesizing how to use safety committees effectively to address safety and health issues in healthcare.
6. develop a tool that effectively describes the main functions of state and federal legislation that affect the healthcare arena.
7. compare and contrast the relationship between Quality Assurance and the safety function.
8. develop, implement, evaluate and manage disaster preparedness and emergency evacuation plans that are unique to the healthcare environment.
9. invent a process or plan for managing recordkeeping and incident data in healthcare.

### **III. Course Outline**

- A. The Interrelationship of Safety & Health in Healthcare (2 hours)
1. scope of healthcare safety
  2. trends in legal liability
  3. healthcare safety regulations
- B. Organization of Safety/Risk Management in Healthcare (2 hours)
1. risk management
  2. patient quality
  3. safety
- C. Role of Legislation in Healthcare (2 hours)
1. Joint Conference of Accredited Hospital Organizations
  2. Department of Health
  3. Nuclear Regulatory Commission
  4. Center for Disease Control
- D. Employee Hazards and Controls (10 hours)
1. common types of hazards and their controls
  2. patient safety
  3. stress
  4. employee wellness
- E. Visitor Security and Safety (3 hours)
1. regulating visitor access to controlled areas
  2. security problems and control measures
  3. safeguarding hospital property
- F. Industrial Hygiene in Healthcare (5 hours)
1. formaldehyde
  2. mercury
  3. ethylene oxide
  4. nitrous oxide
  5. misc. chemical
- Midterm Examination** (1 hour)
- G. Laboratory Safety (3 hours)
1. common types of laboratory hazards

2. control methods for laboratory hazards

H. Emergency Evacuation Procedures & Disaster Preparedness (6 hours)

1. issues associated with evacuation
2. disaster preparedness plans

I. Healthcare Recordkeeping, Policies and Programs (4 hours)

1. employee medical and safety recordkeeping
2. incident investigation procedures
3. uses of loss incident data

J. Safety Training and Administration (4 hours)

1. new employee orientation
2. on-the-job safety training
3. safety committee communications

Communications involving committees are explored.

**Final Examination** (2 hours)

**IV . Evaluation Methods**

The faculty person assigned to teach this course could be one of several faculty within the Safety Sciences Department. What follows is an example of the evaluation methods and weighting used for this course:

The final grade in this class will be a compilation of the following:

A. Examinations	55%
B. Homework & Projects	30%
C. Course Portfolio	5%
D. Class Participation	10%

**Examinations:** Two examinations will be completed short answer, multiple choice, true/false and matching with material coming from lecture notes, the text and handouts.

**Homework & Projects:** Homework and projects will include specific assignments related to material covered in the specific unit, many of which are case studies and small group projects involving safety management.

**Course Portfolio:** All students will be required to complete a course portfolio. The specific requirements for the portfolio will be provided during the first class meeting but they will be tied into course objectives.

**Class Participation:** This includes but is not limited to individual participation in whole class and small group discussions and other brief class presentations.

## **V. Example Grading Scale**

The following grading scale will be used:

A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = Below 60%

## **VI. Attendance Policy**

The attendance policy for this course conforms to the University's Undergraduate Course Attendance Policy in that all students are expected to attend and participate in class to enhance their learning.

## **VII. Required Textbook**

Tweedy, James T. Healthcare Hazard Control and Safety Management, 2<sup>nd</sup> ed. Boca Raton, Florida: CRC Press LLC. 2005.

## **VIII. Special Resource Requirements**

None

## **IX. Bibliography**

J. J. Keller and Associates. Keller's Healthcare Employee Safety Handbook. J. J. Keller and Associates. 2000.

Joint Commission on Accreditation of Healthcare Organizations. 2006 Comprehensive Accreditation Manual for Hospitals. Chicago: Joint Commission on Accreditation of Healthcare Organizations, 2005.

Longest, B. B., Rakich, J. S. and Darr, K. Managing Health Services Organizations and Systems. 4<sup>th</sup> ed. Health Professions Press. 2000.

Tartaglia, Riccardo. Healthcare Systems Ergonomics and Patient Safety – HEPS 2005. Taylor and Francis. 2005.

### Historical Bibliography

American Hospital Association. Hospital Engineering Handbook. Waukegan, IL: Visual Images, Inc. 1987.

Charney, William. Handbook of Modern Hospital Safety. Boca Raton, Florida: CRC Press LLC, 1999.

Stoner, David L., et al., Engineering a Safe Hospital Environment, New York: John Wiley and Sons, 1982.



## **Appendix B: Old Syllabus of Record**

### **I. Catalog Description**

SA380 Institutional Safety Management  
Prerequisite: Jr. Standing

3 credits  
3c-01-3sh

Historical aspects of safety for both private and public institutions; introduction to trends in liability and institutional safety regulations. Distinctions will be made between employee, visitor, and patient hazards and their control.

### **II. Course Objectives**

The objectives of this course are to have the students be able to:

1. Describe the safety responsibilities of at least four hospital administrative positions.
2. Explain the differences in safety responsibilities between hospital administrators and the medical staff.
3. Identify at least 10 physical hazards typically found in hospitals
4. Prescribe at least one method of control for each hazard found.
5. Describe at least three hazardous practices found within a hospital environment.
6. Write a procedure to remove each hazardous practice.
7. Participate in safety meetings to remove hazardous situations.

### **III. Course Outline**

1. History and Functions of Hospitals (3 hours)
2. Organization for Management of Institutional Safety (5 hours)
3. Institutional Safety Recordkeeping (3 hours)
4. General Hazards and Control Measures for Institutions (3 hours)
5. Emergency Evacuation Programs (4 hours)
6. Fire Protection and Extinguishment (5 hours)
7. Patient Safety (4 hours)

8. Visitor Security and Safety (4 hours)
9. Employee Hazards and Controls (6 hours)
10. Safety Training and Administration (5 hours)

#### **IV. Direction of Course**

The course focuses entirely on hospital safety management. The professor will lecture on the history and organization of hospitals, governing boards, medical staffs, hospital administration, and control of electrical hazards. After these lectures are completed, the class will organize itself into a hospital administration by each member selecting an administrative position. Each student will develop her or his job responsibilities. The administrators will form a hospital-wide safety committee. The committee will develop a safety policy for the hospital and a charter for the committee.

Each student will present a 15-minute talk about some safety, health, fire, or security problem found in hospitals today. The "committee" will view the talk as if it is a report from one committee member about a problem that the "committee's hospital" is experiencing. After the talk the "committee" will discuss the problems presented and ways to solve it. The talk presenter will develop a written procedure and present it to the committee for approval. The procedure will be designed to remove or control the problems presented in the talk.

Each "administrator" will be graded on the knowledge s/he has about the responsibilities and methods to solve the problem. This will be the class participation requirement of the course.

All aspects of the procedures must be approved by the "administration." Therefore, each procedure author must justify his/her procedure to the "administrators."

#### **V. Examination Methods**

The final grade will be determined by using any combination or all of the following evaluation methods as determined by the instructor: Tests, a research paper, quizzes, written assignments, class participation, and an oral presentation.

##### Written Examinations.

The professor will lecture on the history and organization of hospitals, governing boards, medical staffs, hospital administration, and control of electrical hazards. Three examinations will be given covering these subjects plus Chapters Two and Three of the text.

##### Quizzes.

After the three examinations mentioned above have been administered, one quiz will be given each week on each on the remaining Chapters 4-9 of the text.

## Oral Report

Each student shall prepare a 15-minute talk. The subject shall be about some safety, health (including infection control), fire, or security problem found in hospitals today. Grading criteria are forthcoming. The presentation can be formal, i.e., standing in front of room, or informal, i.e., sitting around the "committee" conference table.

## Classroom Participation.

The grade for this requirement is determined by the number and quality of the students' suggestions, questions, or arguments that they make during the administrators' safety meeting. The comments will be documented by the students themselves.

## Written Procedure.

This assignment is optional. If completed, it will not be graded, but will enable the student to use a less stringent grading scale for determining his/her course grade. A grade for the procedure is not possible to determine because all aspects of the procedure must be approved by the "administration" before it's being typed. The format in which the procedure must be written will be given during the course.

## **VI. Course Grade Determination**

The oral report and the classroom participation will each be weighted the same as one written examination. The student's percentage of course requirement effort will be determined by adding together his/her scores from the written examinations, quizzes, oral report, and classroom participation. Each student's total score will be divided by the total number of points possible for all these projects. This decimal will be multiplied times 100 to determine a percentage score. The course grade is determined by one of the two following scales depending on whether the student submitted a finished procedure.

Grading Scale without a Procedure:

<i>Final Percentage</i>	<i>Course Grade</i>
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
0-59.9	F

Grading Scale with a Procedure:

<i>Final Percentage</i>	<i>Course Grade</i>
80.0-100	A
65.0-79.9	B
50.0-64.9	C
35.0-49.9	D
0.0-39.9	F

## **VII. Required Textbook**

Stoner, David L., et al., Engineering a Safe Hospital Environment, New York: John Wiley and Sons, 1982.

## **VIII. Special Resource Requirements**

None

## **IX. Bibliography**

American Hospital Association Hospital Engineering, Handbook. Waukegan, IL: Visual Images, Inc. 1987.

Accreditation Manual for Hospitals (1993 ed.) Chicago: Joint Commission on Accreditation of Hospitals, 1993.

Rakich, J.S. and Darr, K. (eds) Hospital Organization and Management (2nd ed.)

## **Appendix C: Catalog Description**

### **SAFE 480 Healthcare Safety Management**

**(3c-01-3cr)**

**Prerequisites:** Jr. Standing

Investigation into the safety and environmental health issues encountered in a healthcare environment. The focus of this course will be on hospital safety. However, healthcare facilities in general will also be touched upon (e.g., nursing homes, outpatient facilities, clinics, etc.).