

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **RESP 432**

#### **MANAGEMENT AND LEADERSHIP**

#### **COURSE DESCRIPTION**

This course will focus on the study of management principles and problems as they relate to respiratory care and the management of the department, hospital, service organization, and health care programs will be reviewed.

#### **RATIONALE**

Respiratory Care departments in various health care settings are managed by credentialed Practitioners. It is essential for practitioners to obtain education and training in management as part of their foundation for understanding the basic concepts of health care management; and how they apply to the practice of Respiratory Care.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office
- E. APA Formatting Guide:  
<http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org>

**IV. PROGRAM LEARNING OUTCOMES**

The below are the Respiratory Therapy Program Learning Outcomes (PLO)

- A. Comprehend, apply, and evaluate clinical information relevant to their roles as a registered respiratory therapist (cognitive domain).
- B. Perform the technical skills necessary to fulfill their role as a registered respiratory therapist (psychomotor domain).
- C. Demonstrate professional behavior consistent with clinical rotation site expectations as a registered respiratory therapist (affective domain).
- D. Utilize critical thinking/problem solving skills to develop the best patient treatment for those suffering from cardiopulmonary disease.
- E. Integrate the biblical worldview into all aspects of respiratory therapy.

Upon successful completion of this course, the student will have emphasized A, B, C and D, and reinforced E.

**V. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Remember the difference between managing and leading.
- B. Understand a variety of leadership and management strategy (inclusive of Biblical leadership principles) and their goals.
- C. Apply management or leadership strategies to problem solving.
- D. Create a business or project plan.
- E. Understand a departmental budget.
- F. Apply proper billing practices.
- G. Understand the importance of proper human resource management and its impact on patient care.

**VI. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

## C. Discussion Board Forums (5)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be 300-500 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to two other classmates' threads. Each reply must be 100 words.

## D. Course Project

The student will design a Respiratory Care service (Acute, home care, etc.) to include: scope of practice, human resources, capital equipment, budgeting, and billing/reimbursement. The course project will be done in pairs. The student will be paired up at the start of the course either by choice or assigned by the faculty member. The course project will include two (2) milestone events along with a final draft.

Milestone 1: Description and rationale for Respiratory Care service.

Milestone 2: Outline and list of references to be use for Course Project.

## E. Book Analysis

For the assigned additional reading in "Lead Like Jesus Revisited" each student will complete a reading analysis. The criteria and grading rubric for the analysis will be located in the assignment section of the course in Blackboard.

## F. Exams (2)

A midterm and a final exam will be given to cover the first and second halves of the course content. Each Exam will be open-book, and open-notes, made up of 50 objective, multiple-choice questions, and have a time limit of two hours.

**VII. COURSE GRADING AND POLICIES**

## A. Points

Course Requirements Checklist		10
Discussion Board Forums (6 at 50 pts ea)		300
Course Project		0
Milestone 1		50
Milestone 2		50
Final Draft		250
Book Analysis		150
Midterm Exam	(Modules 1–4)	100
Final Exam	(Modules 5–8)	100
	<b>Total</b>	<b>1010</b>

## B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

## ***COURSE SCHEDULE***

### **RESP 432**

Textbooks: Salyer, *Managing the Respiratory Care Department*, 2008  
Blanchard and Hodges, *Lead Like Jesus: Revisited*, 2016

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Salyer: ch. 1 Blanchard and Hodges: chs. 1-6	Course Requirements Checklist Class Introductions DB Forum 1	10 0 50
<b>2</b>	Salyer: ch. 2 Blanchard and Hodges: chs. 7-10	DB Forum 2 Milestone 1	50 50
<b>3</b>	Salyer: ch. 3 Blanchard and Hodges: chs. 14, 15, 16	DB Forum 3	50
<b>4</b>	Salyer: ch. 4 Blanchard and Hodges: chs. 17, 19, 20	Midterm Exam	100
<b>5</b>	Salyer: ch. 5, 9 Blanchard and Hodges: chs. 21, 24	DB Forum 4 Milestone 2	50 50
<b>6</b>	Salyer: ch. 6 Blanchard and Hodges: chs. 25, 26, 28, 29	DB Forum 5	50
<b>7</b>	Salyer: ch. 7 Blanchard and Hodges: chs. 31	DB Forum 6 Book Analysis	50 150
<b>8</b>	Salyer: ch. 8 Blanchard and Hodges: chs.	Final Project Final Exam	250 100
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.