

*Master of Health Administration Program*

*PROGRAM MANUAL*



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*The*



# *Accreditation*

## MHA COMPETENCY MODEL & COURSE OBJECTIVES

The MHA program utilizes the ACHE Healthcare Leadership Alliance (HLA) domains and competencies. Through a thorough assessment and input process from key stakeholders, the program faculty have adopted twenty-four (24) core competencies covering 5 domains (Communication and Relationship Management; Leadership; Professionalism; Knowledge of the Healthcare Environment; Business Skills and Knowledge). These competencies are developed throughout the programs. Various assessment measures are used throughout the program to assess competencies, skills, knowledge and abilities.

Students will be required to complete the ACHE Healthcare Executive Competencies Assessment Tool three times throughout the Program, in HAD 501 or HAD 519 in the beginning of the first year, HAD 508 at the mid-point of the program, and at the end of the terminal fieldwork either HAD 580 or HAD 581.

There are six other requirements, which help prepare people for healthcare administration jobs and must be completed to graduate. First, all students are expected to join the American College of Healthcare Executives

**Domain # 4: Knowledge of the Healthcare Environment**

*Competency*

- A. Assess the interrelationships among access, quality, cost, resource allocation, accountability, and community
- B. Prepare projects that are credible to governmental, regulatory, professional and accreditation agencies
- C. Use marketing and needs assessment techniques in support of healthcare program development and implementation
- D. Apply principles and methods of health policy analysis
- E. Analyze and apply funding and payment mechanisms of the healthcare system

**Domain # 5: Business Skills and Knowledge**

*Competency*

- A. Integrate information from various sources to make decisions and recommendations
- B.

## *Writing Center Services*

The Writing Center focuses on helping students become better writers. Consultants will work one-on-one with

Through field training during an administrative residency, faculty and experienced health care executives pool their expertise for the benefit of students who are preparing for future leadership positions in the health care industry. The time requirement for completing the administrative residency is one thousand (1000) hours. The course, HAD 581, earns eight (8) academic credits, completed over several academic semesters. The residency is in addition to the forty-four (44) credits of classroom coursework required for the graduate degree.

Students may apply for a competitive administrative fellowship offered by a number of hospitals. These are one (1) to two (2) year commitments and are most often paid experiences. If offered to the student, and then accepted, the first one thousand (1,000) hours of the fellowship count towards the MHA degree requirement for terminal fieldwork.

*The majority of fellowship applications have an imposed deadline for submission of October 1<sup>st</sup>.*



Director, to the HAHR Department Chair, and through MHA student representation at MHA faculty meetings. An MHA student may wish to submit a formal complaint beyond the processes listed above. To file a formal complaint, an MHA student should first submit the complaint to the person (or people) involved. If that does not lead to a satisfactory resolution, the student should then submit a formal (written) complaint to the Program Director. The Program Director will try to resolve the situation. If the student is still not satisfied, or if the original situation involves the Program Director, then the student should submit the complaint to the Department Chair. If the student







## *Telephone Numbers*

Department of Health Administration & Human Resources .....941-4350

*Master of Health Administration Curriculum*



*Master of Health Administration  
Typical Course Sequence  
Part-Time*

<u>Year 1</u>	<u>Course</u>	<u>Credits</u>
Fall	HAD 501 - Health Care Financial Management 1*	3
	HAD 519 - Health Services and Systems*	3
Spring	HAD 500 - Health Care Organization and Administration*	3
	HAD 505 - Health Care Statistics and Research Methods*	3
Summer I/II	HAD 525 - Health Care Ethics	3
	HAD 523 Health Care IT Management	2
	Elective**	
<b><u>Year 2</u></b>		
Fall	HAD 504 - Human Resources Management	3
	HAD 515 - Health Care Planning and Marketing	3
Intersession	Elective**	
Spring	HAD 506 - Health Care Economics and Policy	3
	HAD 521 - Health Care Financial Management II	3
Summer I/II	HAD 522 - Health Care Operations and Quality	3
	Elective**	
	Fieldwork***	
<b><u>Year 3</u></b>		
Fall	HAD 502 - Health Care Law	3
	HAD 508 - Leadership in Health Care Organization	3
Intersession	Fieldwork***	
Spring	HAD 509 - Administrative Issues	3
	Elective**	
	Fieldwork***	
Summer I/II	Fieldwork***	

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\* Foundation courses needed as prerequisites

\*\* The elective 3 credits may be taken during any of these times.

\*\*\* Fieldwork should be done during summer of the second year or later, depending on the type of fieldwork required and other factors; please consult your academic advisor.

41 Core Curriculum Credits

3 Elective Credits

3 or 8 Fieldwork credits, which will be required based on prior work experience.  
(This will be determined at time of Admissions)







**HAD 512            Medical Practice Administration**

**3**

Examines factors influencing physician practices and the quality of physician services. Topics include operating and administrative issues, compensation, staffing , billing, collections, reimbursement mechanisms, and governance. The course also examines PHOs, HMOs, SDOs, MSOs and other integrated delivery networks, organizations and systems affecting physicians.

**HAD 513            Long Term Care Administration**

**3**

Operation and administration of long term care

**HAD 580 Internship in Health Administration 3**

A fieldwork placement in a staff or administrative position which is usually completed during a regular academic session. A semester project and preceptor designation is required. Prerequisite, 21 core credits completed.

**HAD 581 Administrative Residency 8**

A 1,000 hour fieldwork experience in a senior management position. Normally involves exposure to all major operating functions and contacts with department heads, administrative staff and medical staff. Includes exposure to governing-board functions, governmental forces and community influences. The resident is assigned projects of increasing complexity and importance and is expected to have an assigned preceptor. A major project is required. The residency is usually completed during two semesters. Prerequisite, 36 core credits completed.

**HAD 582 Directed Study 1-3**

Allows the student to pursue an area of interest under the guidance of a faculty member. Approval by the Program Director is required. Prerequisite, six core credits completed.

**HAD 583 Externship in Health Administration 1**

A 50 hour fieldwork experience under supervision of a preceptor which is completed during a regular semester. Allows the student to experience a new healthcare setting or in-depth study of a division or department within an institution. A written report is required summarizing the fieldwork experience. Prerequisite, nine core credits completed.

**HAD 584 Special Topics**

## PROGRAM FACULTY

The faculty bring real-world work experience plus doctoral education to the Program. The departmental faculty have held full-time administrative positions in health organizations prior to their current academic positions, so they teach from experience. The faculty are involved in research, publishing, speaking engagements, consulting, community service, and continuing education to stay current in their fields.

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**ADJUNCT FACULTY**

<p><b><i>David Culp, MPH</i></b> President &amp; CEO Nuclear Imaging Group, Inc. Scranton, PA</p>	<p><b><i>Tim Holland, J.D.</i></b> Attorney The Perry Law Firm Scranton, PA</p>
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<p><b><i>Joseph Fisne, M.S.</i></b> Associate Vice President/IT Geisinger/Community Medical Center Scranton, PA</p>	

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**Georgia**

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## CLINICAL FACULTY





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