Summer 1960

1960 Xavier University Hospital Administration Program Summer Institute Course Catalog

Xavier University, Cincinnati, OH

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XAVIER UNIVERSITY

Hospital Administration Program

SUMMER INSTITUTE
1960

FIVE WEEKS
AUGUST 1—SEPTEMBER 2

XAVIER UNIVERSITY
CINCINNATI
The Program

The Xavier University Program of Hospital Administration was established in 1958 within the Department of Business to provide training in hospital administration. The objective of the program is to produce personnel skilled in administration and supervision for the management of modern hospitals. It has a staff drawn from the fields of hospital administration, public health, medicine, economics and business administration. It functions as an integral part of the Graduate School of Xavier University, whose faculty and facilities, in conjunction with those of other Xavier University facilities, furnish the necessary resources for the program. The year round program of the Hospital Administration Program offers training in hospital administration and management in three broad areas of graduate education for degree candidates, research projects in areas of hospital administration and extensive activity through institutes and in-service programs.

Purpose

The need for responsible and trained leadership in the Hospital Administration profession is no longer solely at the upper levels of a hospital, but extends to all levels of supervision and administration. The hospital of today and of the future requires trained administrators and supervisors at all levels of administration, for the success of a modern hospital depends upon a multiplicity of personnel who, whether they be Administrator, Assistant Administrator, Business Manager, Supervisor of Nurses, or other key personnel, are administrators all. The program of Hospital Administration at Xavier University offers a means whereby selected key hospital personnel are provided the opportunity for intensive study of some of the more challenging areas and issues affecting the administration and management of a modern hospital.
Plan For the Summer Institute

The program for the summer of 1960 is designed to include education and development for hospital personnel desiring credit for the two basic programs, the CERTIFICATE program and the DEGREE program, and to provide executive development for those qualified personnel from hospitals, hospital associations, hospital councils and other related agencies, who give evidence of leadership in the profession of hospital administration and a strong desire for self improvement in the profession.

For the Summer Program of 1960, the Hospital Administration staff has designed a special program to meet the needs of hospital personnel. The program is based on the premise that the administrator, manager, and the key administrative personnel in a modern hospital need to know the basic principles of hospital administration, have the awareness to recognize problems of hospital administration and have the skill to solve them. In the light of this philosophy, the following two areas of hospital administration will be covered this summer.
Principles of Hospital Administration

Organization, functions and responsibilities of a typical hospital. Relationships of staff members. Review of all of the departments of a typical hospital. Topics to be discussed in the above area will include:

a) How to plan a successful hospital by measuring community needs
b) Organizing and conducting a fund drive
c) How to base your hospital plans on functional requirements
d) The effective use of consultants, architects and administrative specialists
e) Minimum standards for a modern hospital
f) Hospital registration and licensure
g) The Board of Trustees and the Lay Advisory Board
h) The organization and functioning of the medical staff
i) The management services of a modern hospital
   - Public relations
   - Personnel administration
   - The business office
   - Plant operations
   - Housekeeping services
   - The laundry
j) The clinical services
   - Medical services
   - Surgical services
   - Obstetrical services
   - Nursing services
   - Pathology and radiology
   - Medical records
   - Dietary services
   - Outpatient services
k) Coordination of schools of nursing with hospitals
Problems In Hospital Administration

Through the use of case and incident methods of instruction hospital administration problems are studied in this course. Subject areas for study include personnel administration, medical care, public relations, communications, fund raising and finance.

Typical problem areas in hospital administration will be discussed by the use of actual cases and incidents which have been studied by members of the Xavier University Hospital Administration staff. Stress will be placed on the case method, the incident process, role playing, problem solving techniques and independent inquiry into problems of hospital administration. Cases to be discussed in the above area will include:

a) How to work effectively with radiologists and pathologists
b) How to reduce the time lag on medical charts
c) Improving medical staff relationships
d) How to get along with Unions
e) How to establish effective personnel policies
f) How to develop hospital budgets
g) Problems in construction of new facilities
h) An effective organization for a school of nursing
i) How to establish effective credit policies
Method of Instruction

Well-qualified members of the University faculty, with experience in public, business and hospital administration serve as faculty members and leaders for all phases of the program. To insure that the program is well oriented to the environment of hospitals, qualified members of the Hospital Administration profession will serve as guest lecturers, workshop directors and adjunct members of the University faculty. The program for the summer of 1960 is arranged to provide a challenging learning experience requiring individual effort and group dynamics.

Reading assignments will provide basic information and class and workshop discussions will center on issues derived from general readings, cases and the contributions of the guest lecturers and the viewpoints of the participants, who will represent hospitals from the United States and Canada.

Guest lecturers and conference leaders from the following organizations will conduct informal afternoon sessions on important topics in hospital administration:

- American Hospital Association
- Hospital Care Corporation
- Major Medical Insurance Plans
- Hill Burton Representatives
- Department of Health, Education and Welfare
- Cincinnati Hospital Council
- Catholic Hospital Association
- Representatives of Labor Unions
- Representatives from leading hospitals in Ohio, Indiana and Kentucky

A typical daily schedule will be from 9:00 a.m. to 12:00 noon, including coffee break, and from 1:30 to 3:30 p.m.
Eligibility

Applicants must be active in the field of Hospital Administration in a position of administrative or technical responsibility. Only persons well-qualified in terms of educational background, personal traits, motivation, abilities and skill will be accepted for the program.

Selection of applicants meeting the above criteria will be based on the potential benefits that the individual will receive from the program as indicated by his background, service to the profession and academic prerequisites. It should be kept in mind that the grants to be awarded will be awarded to those applicants who, in the opinion of the Hospital Administration staff, have the greatest potential to benefit from the program offered.

Credit

The 1960 Summer Hospital Administration Program will carry six credit hours. Credit may be applied toward a concentration in Hospital Administration for a Master of Business Administration at Xavier University. Credit may also be applied toward a Certificate in Hospital Administration by those participants who are determined to be qualified for the program by virtue of their experience in hospital administration.

Students desiring twelve (12) hours of graduate credit during the summer sessions may enroll in the first summer session for two of the required courses for the Master of Business Administration degree. They are:

BA 201 Economics of Business
BA 202 Research in Hospital Administration
Resources

The participating group will be accommodated in University residence halls on the campus of the University. Brockman Hall, the newest University residence, is reserved exclusively for Sisters from June through August. Male participants for the summer program will be accommodated in Elet Hall, a well-appointed residence on the campus. Lay women attending the summer sessions will be accommodated in residences near the campus.

Complete food service facilities are available in South Hall and the Student Union building.

Xavier University Library, housed in the Walter Seton Schmidt Library Building, contains an excellent library collection in the field of administration. Trained librarians are in charge at all times to give bibliographical information and such other professional assistance as may be required.

To promote a spirit of friendliness and to provide opportunities to participate in the cultural and educational facilities of the University and of the City of Cincinnati, visits and trips to points of interest, films, and informal discussions are planned for the participants.

Xavier University is accredited with the Veterans Administration for educational training under Public Laws 550 and 894. The Director of Veterans Education will counsel applicants about their benefits.
Support of Participants

Through special funds made available to the University Hospital Administration Program, twenty (20) scholarships in the amount of $100.00 each are available to qualified applicants who have a recognized need. These grants are applicable to the tuition and conference fees. Interested applicants should include, with their application, a letter requesting a scholarship and stating the need for such a grant.

Fees

Matriculation (payable only once and paid only by certificate or degree candidates) ................................ 10.00
Tuition and Conference Fees .............................................. 225.00
Board and Room, per week .............................................. 25.00

All fees are payable in advance on or before entrance. The matriculation fee must accompany the application for admission. Any applicant not accepted will receive the refund of the matriculation fee.
How To Apply

Persons interested in making application for this program should complete the Application for Enrollment immediately. All application forms must be returned not later than May 1, 1960. Notice regarding acceptance will be given by May 15, 1960.

Your IMMEDIATE action on this announcement is suggested inasmuch as only 30 participants will be accepted.

For further information pertaining to any phase of the program, write:

MR. JAMES F. MARTIN
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Cincinnati 7, Ohio
Phone: RE 1-2341