

## Information sheet for the course Fundamentals to management

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Health Care</i>	
<b>Course unit code:</b> <i>ZakMan/d</i>	<b>Course unit title:</b> <i>Fundamentals to management</i>
<b>Type of course unit:</b> <i>compulsory</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>Lecture: 1 hour weekly/13 hours per semester of study; full-time</i>	
<b>Number of credits:</b> <i>1</i>	
<b>Recommended semester:</b> <i>6<sup>th</sup> semester in the 3<sup>rd</sup> year (full-time)</i>	
<b>Degree of study:</b> <i>I (bachelor)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assessment methods:</b> <i>Active participation, essay, exam.</i> <i>During the semester will be given essay on a topic relating to the problems of management in health care. Total points for seminar paper - 20 points.</i> <i>Test - written - 40 points</i> <i>The condition for passing the course is essay and a written test. To obtain the user and must be obtained at least 56 points to get user B at least 50 points on the C rating of at least 45 points to score at least 40 points D and E score at least 30 points. Credit will be granted to a student who does not produce a seminar work, written examination or obtaining less than 30 points.</i>	
<b>Learning outcomes of the course unit:</b> <i>A student completing the course Introduction to management to obtain an overview of the basic terminology in the field of management in the health sector, will acquire basic knowledge and skills in the field of health management, to enable it to operate flexibly and independently in different work environments independently to learn and work, acquire new knowledge and apply them in practice.</i>	
<b>Course contents:</b> <ol style="list-style-type: none"> <li><i>1. Introduction to management, definitions, theoretical approaches to the management, role of the manager, the specifics of management in healthcare.</i></li> <li><i>2. Management functions – planning, types of planning, plans, organization.</i></li> <li><i>3. Staffing, Leadership, leadership styles, control and its importance in management.</i></li> <li><i>4. Management in healthcare, level and responsibility of managers in healthcare, education and training of managers.</i></li> <li><i>5. Personality of the manager, personality characteristics, skills, efficiency manager.</i></li> <li><i>6. Communication in management, types and forms of communication, meetings, organization of meeting, communication with the media, the importance of effective communication.</i></li> <li><i>7. Motivation, sources of the motivation, motivation theory, work motivation, motivation program.</i></li> <li><i>8. Decision-making process and decision, conditions for the decision.</i></li> <li><i>9. Managing stress situation in the health sector.</i></li> <li><i>10. Ethics in Management.</i></li> <li><i>11. Change management in health care.</i></li> <li><i>12. Quality management in health care.</i></li> <li><i>13. Crisis management in the health sector.</i></li> </ol>	

**Recommended of required reading:**

1. GLADKIJ, I. et al. *Management ve zdravotnictví. 1. vyd. Brno: Computer Press, a.s.,2003. 380 s. ISBN 80-7226-996-8.*
2. GULÁŠOVÁ, I. *Vybrané kapitoly z manažmentu v ošetrovatel'stve – I. diel. Trenčín, 2006. ISBN 80-8075-120-X.*
3. GULÁŠOVÁ, I. . *Vybrané kapitoly z manažmentu v ošetrovatel'stve – II. diel. Trenčín, 2006. ISBN 80-8075-121-8.*
4. GULÁŠOVÁ, I. *Vybrané kapitoly z manažmentu v ošetrovatel'stve – III. diel. Trenčín, 2006. ISBN 80-8075-120.*
5. JAKUŠOVÁ, V. *Základy zdravotníckeho manažmentu. 1. vyd. Martin: Osveta, 2010. 142 s. ISBN 978-80-8063-347-9.*
6. KILÍKOVÁ, M., JAKUŠOVÁ, V. *Teória a prax manažmentu v ošetrovatel'stve. 1. vyd. Martin: Osveta, 2008. 149 s. ISBN 978-80-8063-290-8.*
7. PLEVOVÁ, I. et al. *Management v ošetrovatel'ství. 1. vyd. Praha: Grada Publishing, a.s.,2012. 304 s. ISBN 978-80-247-3871-0.*
8. ŠKRLA, P., ŠKRLOVÁ, M. *Kreativní ošetrovatel'ský management. 1. vyd. Praha: Advent-Orion, s.r.o., 2003. 477 s. ISBN 80-7172-841-1.*

*Journals: Sestra, Zdravotnícke noviny*

**Language:** *Slovak*

**Remarks:**

**Evaluation history:** *Number of evaluated students -*

A	B	C	D	E	FX
-	-	-	-	-	-

**Lectures:** *doc. MUDr. Ján Bielik, CSc., Mgr. Elena Štefiková, MPH*

**Last modification:** *22.4.2014*

**Supervisor:** *doc. MUDr. Jana Slobodníková, PhD.*