

BUSM 1037 HEALTH ADMINISTRATION AND MANAGEMENT

Credit Points 10

Legacy Code 401388

Coordinator David Lim ([https://directory.westernsydney.edu.au/search/name/David Lim/](https://directory.westernsydney.edu.au/search/name/David%20Lim/))

Description The health workplace is a complex and sophisticated environment that can be understood in many different ways and mean different things to different members of an organisation. Assumptions about organisational structure and action are based on conceptualisations and beliefs about the nature and goals of an organisation. This unit aims to develop an introductory understanding of health administration and management practice and business skills required in an evolving health landscape in concordance with the international competency framework for health administrators and managers.

School Health Sciences

Discipline Public and Health Care Administration

Student Contribution Band HECS Band 4 10cp

Check your HECS Band contribution amount via the Fees (https://www.westernsydney.edu.au/currentstudents/current_students/fees/) page.

Level Undergraduate Level 1 subject

Incompatible Subjects BUSM 2020 - Health Services Management

Learning Outcomes

On successful completion of this subject, students should be able to:

1. Explain the fundamentals of organising, organisational design and culture in health care services;
2. Describe monitoring and control mechanisms for human and capital resources, risk management and safety;
3. Distinguish and use the fundamentals of leading and group dynamics in health care;
4. Apply management decision making practices used to ensure quality outcomes for both patients and staff in health services;
5. Analyse the strategic planning, strategic management, performance management and decision-making processes in the health care system.

Subject Content

1. Introduction to the profession of health administration and management
2. Introduction to the health and healthcare management environment
3. Introduction to business management skills (financial and resource management, human resource management, information management, organisational governance, planning and marketing, risk management and clinical governance, quality and safety, project and supply chain management)
4. Introduction to healthcare leadership

Special Requirements

Legislative pre-requisites

Special Requirements - NSW Health Legislative Prerequisites

Student Compliance Information for all Health-Related Placements

Prior to enrolling in this subject, students must have submitted a **Student Undertaking Form** and undertake to apply for a **National Police Check**, which is required to be submitted before placement, and a **Working with Children Check Student Declaration**. Use the link to the **Special Requirements webpage** below for more information.

To be eligible to enrol in this subject and complete any required health-related placements or experiences, students must meet Western Sydney University program requirements as well as any special, legislated, or policy-mandated requirements.

Western Program Requirements

Visit the Special Requirements webpage for details about your program.

Special Requirements (https://www.westernsydney.edu.au/currentstudents/current_students/enrolment/special_requirements/)

Mandatory NSW Health student placement policy requirements

To be able to undertake placement in any NSW Health facility you must be assessed as compliant with NSW Health student placement policy in the first year of your program, regardless of when you expect to go on your first placement. Access and read the NSW Student Compliance Information Booklet.

NSW Student Compliance Information Booklet (https://issuu.com/uwspublications/docs/wsu_student_compliance_booklet_2020_v6/)

Please ensure that you

1. Find your existing National Police Check or apply for one
2. Gather documentary evidence of your vaccination history
3. Print and complete all relevant NSW Health forms relevant to the campus you are enrolled at or online enrolment requirements
4. Follow booklet instructions on how to have your compliance documents assessed by NSW health staff.

International students have additional requirements; the link to the booklet will inform you of these requirements.

School Requirements

Contact your School for further details regarding your School's requirements, if any, such as

- If you live outside of NSW or Australia and need to meet your state, territory or country's compliance requirements
- If you need to meet different state, territory or country compliance requirements.
- NSW Working with Children Check (WWCC) or other state equivalent, valid for your entire program.
- Current approved first aid certificate valid for your entire program - approved program providers can be found at the Government Training website
- <http://training.gov.au> (<http://training.gov.au/>)
- Other non-health related requirements.

Student Compliance Resources are also available on the Placements Hub web page (NSW students only)

https://www.westernsydney.edu.au/learning_futures/home/placements_hub/placements_hub/student_compliance ([https://](https://www.westernsydney.edu.au/learning_futures/home/placements_hub/placements_hub/student_compliance))

www.westernsydney.edu.au/learning_futures/home/placements_hub/placements_hub/student_compliance/

Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

Item	Length	Percent	Threshold	Individual/ Group Task
Reflection	500 words	25	N	Individual
Professional Task	1,000 words	35	N	Individual
Final Exam	2 Hours	40	N	Individual

Teaching Periods

Autumn

Campbelltown

Day

Subject Contact David Lim ([https://directory.westernsydney.edu.au/search/name/David Lim/](https://directory.westernsydney.edu.au/search/name/David%20Lim/))

View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM1037_22-AUT_CA_D#subjects)

Online

Online

Subject Contact David Lim ([https://directory.westernsydney.edu.au/search/name/David Lim/](https://directory.westernsydney.edu.au/search/name/David%20Lim/))

View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM1037_22-AUT_ON_O#subjects)

Sydney City Campus - Term 1

Sydney City

Day

Subject Contact Andrey Zheluk ([https://directory.westernsydney.edu.au/search/name/Andrey Zheluk/](https://directory.westernsydney.edu.au/search/name/Andrey%20Zheluk/))

Sydney City Campus - Term 2

Sydney City

Day

Subject Contact Nicole Peel ([https://directory.westernsydney.edu.au/search/name/Nicole Peel/](https://directory.westernsydney.edu.au/search/name/Nicole%20Peel/))

View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM1037_22-SC2_SC_D#subjects)

Sydney City Campus - Term 3

Sydney City

Day

Subject Contact Andrey Zheluk ([https://directory.westernsydney.edu.au/search/name/Andrey Zheluk/](https://directory.westernsydney.edu.au/search/name/Andrey%20Zheluk/))

View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM1037_22-SC3_SC_D#subjects)