Instructor: Keri Selkirk
Email: TBD
Office Hours: Wednesday 5:00pm-6:00pm by appointment in classroom
Lectures: Wednesday 6:00pm to 9:00pm HSB-240
Course Website: All information required for the course will be available on OWL. All updates, announcements and changes will be available there. Please monitor this website regularly.

Prerequisite Checking

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Course Information

The financial pressures on the health care system are complex and numerous. Discourse in the past few years in the sector has focussed heavily on significant concerns about the sustainability of our system. This call to action has resulted in a renewed focus on understanding how to best improve the efficiency, effectiveness and quality of care.

Learners in this course will develop a general understanding of common financial principles and how they relate to health care organizations and systems. The drivers of cost in the system, and current challenges related to maintaining a high-quality, sustainable system of health for Canadians will be addressed. The goal is to develop a foundation of knowledge that supports critical analysis and evaluation of the opportunities and threats that arise in direct relations to the fiscal well-being of organizations and the system.
**Course Readings**

There is no textbook for this course. All readings will be available on OWL. Readings will be clearly marked as required, recommended or optional. Learners are responsible for accessing the materials.

**Expectations of the Learning Environment**

- Classes will have a strong focus on active learning.
- Advance preparation and participation in classes is key to a successful course for all.
- Learners are responsible for note-taking during class.
- Material for the final exam will be taken from all learning activities utilized in this course (i.e. readings, lectures, discussions and the group presentations).
- Comments, suggestions and constructive feedback are always welcome. Learners will take responsibility for notifying the course instructor as soon as possible if experiencing difficulties.
- Laptops are allowed for note-taking purposes only.
- No photographs, audio or video recording during class.
- Learners who are disruptive to the learning experience will be asked to leave.

**Evaluation**

<table>
<thead>
<tr>
<th>Evaluation Activity</th>
<th>Percentage</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal/Reflection Activity comprised of</td>
<td>15%</td>
<td>1) January 13 2) Anytime between January 13 and March 30 3) March 30</td>
</tr>
<tr>
<td>submissions worth 5% each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Project comprised of</td>
<td>35%</td>
<td>Selection of Group and Topic by January 27th.</td>
</tr>
<tr>
<td>Group Presentation (10%)</td>
<td></td>
<td>Due Date will Topic Dependant and all three components will be due on the same day - March 2 OR March 9 OR March 16</td>
</tr>
<tr>
<td>Group Report (25%) including one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Contribution Form completed by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>each group member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Paper</td>
<td>25%</td>
<td>February 10</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
<td>TBD – during final exam period</td>
</tr>
</tbody>
</table>

1 During the first class we will discuss and define together what disruptive behaviour looks like. This will then be summarized and posted on OWL.
In all cases except the final exam, assignments are to be submitted in Word format on OWL by 6:00pm on the due date.

**Journal Activity** – Learners will submit a 2-3 page report that shows independent thought and reflection on the topics covered in this course.

**Group Project** – By the beginning of the January 27th class, students will have formed into groups and selected a topic from the list provided in OWL. (Any students not in a group or without topic at that time will be assigned a group and/or topic.) Topics are each only available to be selected once, and will be assigned on a first-come, first-serve basis. The groups will research the topic area and provide both a presentation and report on the date indicated for that topic. Group members will each independently complete a form reflecting on each group member’s contribution to the project.

**Individual Paper** – Each learner will complete an individual, independent review analysing a topic relevant to healthcare costs and challenges.

**Exam** – The exam format will be a mixture of multiple choice/fill in the blank type questions and short answer questions, and will cover all subject matter in this course.

**Lateness and Late Penalties**
All assignments are expected to be submitted at 6:00pm on the due dates and assignment due dates are firm. Any submission at 6:01pm or later will attract a late penalty. “Per day” is defined as each 24hr period after the due date/time. Each assignment is designed to complement and build on the class discussions and themes.

***IMPORTANT NOTE: The only acceptable format is Word. If the document is not submitted in Word it will attract late penalties until it has been submitted in Word.***

**Journal Activity** – late submission of any individual portion will result in 1% (of the total 5% available mark) penalty per day late.

Full assignment details and grading scheme for each evaluation activity are available on OWL in the first week of January.
**Group Presentation** – this presentation must take place on the assigned date. Non-attendance on the day of your group’s presentation will result in a zero on the presentation portion of the assignment.

**Group Report** – late submission will be penalized 5% per day past the due date.

**Individual Report** – late submissions will be penalized 5% each day past the due date (including weekend days).

The only exception to the above is if the instructor is notified by the student by email prior to the class, and the requirements documented in the Policy on Medical Accommodations (website below) are satisfied. [http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf)

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**ADDITIONAL STATEMENTS**

**Student Code of Conduct**

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For more information, visit [http://www.uwo.ca/univsec/board/code.pdf](http://www.uwo.ca/univsec/board/code.pdf).

**English Proficiency for the Assignment of Grades**


**Accommodation for Medical Illness or Non-Medical Absences**


The University recognizes that a student’s ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

A UWO Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician or walk-in clinic. An SMC can be downloaded under the Medical Documentation heading of the following website: [https://studentservices.uwo.ca/secure/index.cfm](https://studentservices.uwo.ca/secure/index.cfm).
Documentation is required for non-medical absences where the course work missed is more than 10% of the overall grade. Students may contact their Faculty Academic Counselling Office for what documentation is needed.

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner. Documentation for any request for accommodation shall be submitted, as soon as possible, to the appropriate Academic Counselling Office of the student’s Faculty of registration. For BHSc students, you may go to the School of Health Studies Office in HSB room 222.

**Scholastic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following website: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf.

Additionally,

1. All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).

2. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

**Support Services**

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- http://www.sdc.uwo.ca/ssd/
2. Student Health -- http://www.shs.uwo.ca/student/studenthealthservices.html
3. Registrar’s Office -- http://www.registrar.uwo.ca/
4. Ombuds Office -- http://www.uwo.ca/ombuds/