

Western University  
Faculty of Health Sciences  
School of Health Studies

**Health Sciences 3400**  
**HEALTH POLICY**  
**Fall 2016**  
FINAL VERSION

**1.0 Calendar Description**

An examination of the process, outcome and implementation of health policy with a specific focus on Canadian health policy. Key issues to be addressed include the development of policy, the various actors involved in the health policy process; the different arenas where health policy is created, the various policy instruments and how these are implemented and evaluated.

**Prerequisite:** Minimum of 60% in each of [Health Sciences 1001A/B](#) and [1002A/B](#)

**Note:** Unless you have either the requisites for this course or written permission from your Dean to enroll in it, you will 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.

**2.0 Course information**

<i>Professor</i>	Shannon L. Sibbald, PhD
<i>Lecture times &amp; location</i>	Thursdays 2:30-5:30, Nat Sci -1
<i>Office Hours</i>	By appointment only, please use OWL to book.
<i>Teaching Assistants</i>	TBA

**3.0 Course objectives**

You can expect to learn the following in this course:

- Understand the role of government and the non- governmental organizations in the formulation, development and implementation of health policy;
- Understand the political, social, and economic environment for health policy analysis.

You will also be challenged to participate in class discussions on a regular basis.

#### 4.0 Course Format

Classes will be a mixture of lecture, discussion, guest speaker and team work. Students are responsible for assigned readings, and to be prepared to discuss them in class. This class will make use of a TEAM BASED LEARNING approach. Students will be challenged to work in a variety of small groups and will be required to work on assigned team-based tasks.

This class runs once a week for 3hrs; students will get one break during class time. Attendance and participation in class is expected.

Students are expected to come to class prepared (i.e., having read the assigned chapter readings, articles and/or relevant course material).

- 4.1 OWL:** All students in this course need to use OWL to access resources used in this course such as PowerPoint (lecture) handouts and additional handouts and/or readings. Students are responsible to check the OWL site regularly for this course for updates and announcements.

OWL is a fantastic tool to allow us to interact and learn beyond the classroom. This electronic shared space will be used frequently throughout the course for a variety of purposes. Please interact respectfully on this shared e-space; take time to familiarize yourself with your student code of conduct:

<http://www.uwo.ca/univsec/pdf/board/code.pdf>

Please contact Instructional Technology Services (ITS) for difficulties in accessing OWL at (519) 661-3800, or <https://servlet.uwo.ca:8081/helpdesk/index.jsp>.

#### 4.2 Contact/Questions:

All questions should be posted on OWL forums.

Forums, or discussion boards, will be used regularly as a 'first line' for asking questions on course content. Students can expect questions to be answered within 48hours, with the exception of weekends. The forums will be set up to include at separate space for questions and discussion on: (1) course content; (2) mid-term exam; (3) project/assignments; (4) final exam. The instructor can delete posts that are deemed to be inappropriate.

Students should post questions regarding course content to the appropriate week in OWL. Teaching assistants and course faculty will respond to posted questions. Students are also encouraged to respond to questions to facilitate learning and share their own insights on course content.

**Any other issues/queries (non- content related/personal) should be done through messages/email via OWL; please do not send email to @uwo email account – these will not be answered.** If you send a message to the instructor or TA that is better suited for the forum discussion, you will be asked to post your question there so

that all students can benefit from the Q&A and also allow for more peer-to-peer discussion.

In all of the above communication tools and any time you are interacting on our shared OWL website, please be mindful of 'e- etiquette'. It is expected that you will use proper grammar and punctuation when posting and emailing. You are also expected to respect your peers, TA and instructor in any discussion/forum.

**4.3 Lecture Slides:** All attempts will be made to post a modified version of lecture presentations on OWL before class. The lecture slides will be made available in PDF format, one slide per page. Posted lecture notes may not be comprehensive (ie: there may be 'blank spaces' or information left out either for privacy/copyright or to ensure class participation). It is the student's responsibility to ensure lecture slides are complete. Lecture slides are intellectual property of SL Sibbald; copying without permission is copyright infringement and can constitute plagiarism.

Presentations from the guest speakers may not always be available and posted on OWL. It is at the discretion of the guest lecturer whether he/she decides to make his/her PowerPoint slides available to the students. In such instances, the published articles and your own notes are the best reference.

**4.4 Team Discussion:** Throughout the term, students will be assigned into various sizes of working groups. These small teams will be for in-class work and in-class discussion. Small teams will frequently combine with larger teams to share learnings and discuss class material.

## 5.0 Evaluation

Team-Based Assignment	35%
Midterm Exam	25%
Final Exam	40%

### 5.1 Assignments

**Team Based Assignment (35%):** The major assignment for this class will be done in teams of 5-6 students (this number may vary depending on class enrollment). The purpose of the assignment is to create a policy brief on the top three health policy challenges for the next five years where meaningful change is possible. Your team must present a reliable, concise and balanced analysis. Students will respond to several questions related to their chosen health policy issue including the historical context of the issue, role of government and factors that have shaped and influenced the issue. Details will be provided in class and posted in OWL.

Assignment Due Dates (more information as to what is required for each component will be available both in class and on the OWL platform)

Pre-Assignment – October 6: Team Contract

Part 1 - October 6: Top three ideas chosen along with justification

Part 2 - November 10: Search strategy determined

Part 3 – November 24: Full report due

Pre-Assignment Team Contract is due in hardcopy at the start of class on September 29.

Parts 1-3 of your assignment are to be submitted prior to or on the due date electronically via the Assignment Submission tab in OWL. Please submit your assignment in Microsoft Word document format only. A deduction of 10% will be made for assignments not submitted in Word.

A paper copy of the assignment is due in class Nov 24 (parts 1-3).

The written assignment will be subject to submission for textual similarity review to the commercial plagiarism detection software under license to WESTERN UNIVERSITY for the detection of plagiarism (Turnitin). All written work 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 WESTERN UNIVERSITY and Turnitin.com (<http://www.turnitin.com>).

Group work is challenging, but hopefully you will be able to learn from your team and make the most of your learning experience. Research has shown that group work in higher education has numerous benefits including: higher grades (overall), learning at a deeper level, better retention of knowledge, better communication skills and better understanding of the real-world environment. Each team member has something unique to bring to the team, whether it be a specific skill set or a diverse opinion. In order to reap the rewards, you have to put in some effort. We will spend time in class discussing effective teams – but the responsibility largely remains with each individual student to ensure fair and productive (i.e.: effective!) teamwork.

You will be given in-class time to work on your team assignment.

### **Evaluation**

A hard-copy of the assignment is due November 24<sup>th</sup> at the start of class. It is worth 35% of your grade. Late assignments will receive a 25% penalty per day. Along with content, your briefing note will be assessed for general tidiness (e.g., spelling, proofreading) and grammar (e.g., clear sentence structure). Assignments submitted at the end of class will receive a late penalty of 10%.

*One student from each team must submit your paper electronically through OWL no later than mid-night November 24<sup>th</sup>. Assignments not submitted on-line by the close time will receive a late penalty of 10%. Assignments not submitted on-line at all will not be graded and risk receiving a mark of zero.*

**Specifications:**

- The Briefing Note should not exceed 6 double spaced typed pages (anything more than that will be ignored).
- Appendices are not included in the 6 pages.
- Please type your assignment using 12 point Times New Roman font with normal 1" margins.
- Double space your report.
- Include a cover page (not included as one of your six pages) with your name, date, student number and class name.
- Attach the marking scheme (available on OWL) to the front of your paper, with your name/student number. Complete the checklist.
- References should be presented in Vancouver Style; the reference page is not included in the 6-page maximum.
- Failure to follow the above instructions will result in deducted marks.

**5.2 Exams**

All material covered in class is examinable. This includes class readings, lectures, guest lectures, forums, as well as assignment material.

A midterm exam will be held approximately half-way through the term worth 25% of the final grade. The exam will be 90 minutes and cover material from the readings, and lectures to date. The midterm exam will be entirely multiple choice.

There will be **no make-up for a missed mid-term exam**. If you miss the mid-term exam due to personal or medical reasons, you must contact the academic counsellors to seek accommodation. In the case of missed mid-terms, the final exam will be re-weighted to 65%. Missing the mid-term and failing to notify the instructor will result in a grade of zero for the mid-term exam.

The final exam, worth 40% of your final exam, will be held during the exam period. The final examination (scheduled by the Registrar) will be a 2.5 hours. The exam will cover all material from readings and lectures; cumulative from the start of the term. The final exam will be entirely multiple choice (scantron) and will include true/false, matching and multiple multiples. There will be no accommodations made for early holiday scheduling.

Students are not permitted to retain a copy of the mid-term or final exam questions. Computer-marked multiple choice test and/or exams will be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

The consequences of cheating or plagiarism will be in alignment with the Preamble on Scholastic Discipline for Undergraduate Students at the University of Western Ontario as found at

[http://www.uwo.ca/univsec/handbook/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf).

## 6.0 Course Material

### REQUIRED TEXT:

Buse, K., Mays, N., & Walt, G. (2012). Making health policy (2nd ed.). Berkshire, England: McGraw-Hill Open University Press.

The textbook has been ordered and is available in the Western Bookstore. One copy is on course reserve in the Taylor Library.

### Other Required Readings:

A selection of required readings or links to readings will be posted on OWL on a weekly basis – in Weekly Readings & Lecture Notes. These readings include relevant peer-reviewed articles, health policy reports, media reports, and websites. These readings will complement the weekly topic and textbook readings.

Several readings will be assigned from the following publication:

Marchildon, G.P. (2013). Canada: Health system review. Health Systems in Transition, 15(1), 1-179.

This is a freely available publication and may be downloaded from

[http://www.euro.who.int/\\_data/assets/pdf\\_file/0011/181955/e96759.pdf](http://www.euro.who.int/_data/assets/pdf_file/0011/181955/e96759.pdf)

All readings are part of course content and as such are examinable.

## 7.0 Course Schedule and Assigned Reading

This is a draft schedule and is subject to change; students should refer to OWL 'weekly sessions' for the most up-to-date information on session information.

Date	Class	Topic/Title
15-Sep	1	Overview of Health Policy and Policy Process
22-Sep	2	Government: Structure and Function
29-Sep	3	The Canadian Healthcare System
06-Oct	4	Agenda Setting
13-Oct	5	Policy Formation
20-Oct	6	Decision Making in Policy
27-Oct	7	FALL BREAK
03-Nov	8	Midterm (in class)
10-Nov	9	Policy Implementation
17-Nov	10	Policy in Action: Guest Speaker
24-Nov	11	Policy Evaluation and Knowledge Translation
01-Dec	12	Policy in Action: Guest Speaker

## 8.0 Course policy and procedures

Students are expected to attend lectures. While participation and attendance is not part of the marking, there will be material covered in class that will be tested on the exam.

### 8.1 Late Assignments

Late penalty of **25% per day applies** (including weekends). There will be no make up for missed assignments. Late assignments should be submitted via email and a hard copy submitted in class the following week. If there is a medical reason for a late assignment, you are required to obtain proper medical documentation.

### 8.2 Statement on Use of Electronic Devices

Personal electronic devices, such as cellular phones and pagers, must be turned off during class. Laptops may be used for 'course specific tasks' during lectures (i.e., research and note taking), but using them to access email or the internet during class is not permitted. No electronic devices shall be permitted during any tests or examinations. Webcam, video, photographic or voice recordings of the instructor, teaching assistants or guest speakers without permission is prohibited. Discovery of such occurrences may lead to dismissal from the class or course and confiscation of the cellular phone, pager, video, webcam, laptop, photographic or voice recording equipment.

Unruly behaviour directed at the course instructor, teaching assistants, guest speakers or other students will not be tolerated.

### 8.3 Three before me

If you have a question about a course-related issue, chances are someone else in the class has the same, or a similar one. In order to foster a collaborative environment, and to make each student responsible for his/her own learning, this class will employ a simple approach of seeking out three resources before turning to the instructor for assistance. There are a number of resources available to you to find the answer to common issues: (1) Google/Wikipedia, (2) the OWL discussion boards, (3) your peers, (4) the library.... Etc. If you find yourself in need of an answer, be resourceful and see if you can figure it out! If you can, be sure to post your Q&A on OWL. If you cannot solve the issue, contact the instructor, and be prepared to explain your 'three' steps before seeking instructor support. ***This rule also applies for group work issues.***

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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>.

### **English Proficiency for the Assignment of Grades**

Visit the website <http://www.uwo.ca/univsec/handbook/exam/english.pdf>.

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

[http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf)

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 WESTERN UNIVERSITY 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>.

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](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/>