

**Information sheet for the course
Basis of Management**

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Health Care</i>	
Course unit code: <i>ZM/e</i>	Course unit title: <i>Basis of Management</i>
Type of course unit: <i>compulsory</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 1 hour weekly/13 hours per semester of study; full-time</i>	
Number of credits: <i>2</i>	
Recommended semester: <i>6th semester in the 3rd year (part-time)</i>	
Degree of study: <i>I (bachelor)</i>	
Course prerequisites: <i>none</i>	
<p>Assessment methods: active participation, write of seminar essay, exam. During the semester the theme of seminar essay will be given. The theme will be oriented on problems of management in health care system. Student achieves during the semester 60 points</p> <ul style="list-style-type: none"> - seminar essay (20 points) - written test/exam (40 points) <p>Needed points to evaluation: A- at least 56 points, B at least 50 points, C - at least 45 points, D at least 40 points, E - at least 30 points. The condition to finish this topic are: seminar essay and written test. Student obtains no credits, if he did not write the seminar essay, did not participate on written test or reached less than 36 points.</p>	
Learning outcomes of the course unit: Finishing this topic student obtains the basis of management, acquires the basic terminology and basic managerial skills, too, using them in daily practise.	
<p>Learning outcomes of the course unit:</p> <ol style="list-style-type: none"> 1. Introduction in management, terms definition, theoretical approaches to management, the role of manager. 2. Managerial functions- planning, types of education, plans, organization. 3. Personal disposal, leadership of people, styles of leadership, control. 4. Management in health care system, the level and responsibility of managers in health care system. 5. Manager personality, quality of personality, abilities, effectiveness in the managerial work, time management. 6. Communication in management, types and forms of communication, consultation meeting, management of consultation meeting, communication with media, aim of effective communication. 7. Motivation, sources of motivation, theories of motivation, work motivation, program motivation. 8. Decision making and decision, conditions of decision, process of decision making. 9. Management of solving the critical situations in health care system. 10. Ethics in management. 11. Change management in health care system. 12. Quality management in health care system. 13. Crisis management in health care system. 	
Recommended of required reading:	
1. GLADKIJ, I. et al. 2003. Management ve zdravotnictví. 1. vyd. Brno: Computer Press,	

<p>a.s.,2003. 380 s. ISBN 80-7226-996-8</p> <p>2. GULÁŠOVÁ, I. 2006. Vybrané kapitoly z manažmentu v ošetrovatel'stve – I. diel. Trenčín, 2006. ISBN 80-8075-120-X</p> <p>3. GULÁŠOVÁ, I. 2006. Vybrané kapitoly z manažmentu v ošetrovatel'stve – II. diel. Trenčín, 2006. ISBN 80-8075-121-8</p> <p>4. GULÁŠOVÁ, I. 2006. Vybrané kapitoly z manažmentu v ošetrovatel'stve – III. diel. Trenčín, 2006. ISBN 80-8075-120</p> <p>5. JAKUŠOVÁ, V.:2010. Základy zdravotníckeho manažmentu. 1. vyd. Martin: Osveta, 2010. 142 s. ISBN 978-80-8063-347-9</p> <p>6. KILÍKOVÁ, M., JAKUŠOVÁ, V.: 2008. Teória a prax manažmentu v ošetrovatel'stve. 1. vyd. Martin: Osveta, 2008. 149 s. ISBN 978-80-8063-290-8</p> <p>7. ŠKRLA, P., ŠKRLOVÁ, M.: 2003. Kreativní ošetrovatelský management. 1. vyd. Praha: Advent-Orion, s.r.o., 2003. 477 s. ISBN 80-7172-841-1</p> <p>8. PLEVOVÁ, I. et al. 2012. Management v ošetrovatel'ství. 1. vyd. Praha: GradaPublishing, a.s.,2012. 304 s. ISBN 978-80-247-3871-0.</p> <p>Journals: Sestra, Zdravotnícké noviny</p>					
Language: Slovak					
Remarks:					
Evaluation history: <i>Number of evaluated students</i>					
A	B	C	D	E	FX
Lectures: doc. MUDr. Ján Bielik, CSc.,					
Last modification: 22.4.2014					
Supervisor: MUDr. Mária Štefkovičová, PhD., MPH					