

## MANAGEMENT AND PROGRAMMING PROCESSES FOR NURSING AND MIDWIFT CARE (SU2201)

Integrated course

### 1. language

Italian

### 2. course contents

Coordinator: Prof. SPECCHIA MARIA LUCIA

Academic Year: 2022/2023

Year Course: 2

Semester: 2

UFC: 10

Modules and lecturers:

- REGULATION OF ADMINISTRATIVE ACTIVITIES, INDIVIDUAL RELATIONSHIPS AND TRADE UNION LAW (SU000008) - 3 ufc - ssd IUS/07  
Prof. Marco Marazza
- NURSING AND PEDIATRIC NURSING MANAGEMENT, OBSTETRIC MANAGEMENT (SU2250) - 2 ufc - ssd MED/45  
Prof. Raffaella GUALANDI
- METHODOLOGY OF DATA ANALYSIS AND USE IN DECISION-MAKING PROCESSES (SU000010) - 2 ufc - ssd SECS-P/07  
Prof. Manuela Samantha Macinati
- PROFESSIONAL RESPONSIBILITIES IN THE HEALTHCARE ORGANIZATION (SU000009) - 1 ufc - ssd MED/43  
Prof. Antonio Oliva
- STRATEGIES AND POLICIES OF HEALTHCARE ORGANIZATIONS (SU2251) - 2 ufc - ssd MED/42  
Prof. Maria Lucia Specchia

### 3. bibliography

REGULATION OF ADMINISTRATIVE ACTIVITIES, INDIVIDUAL RELATIONSHIPS AND TRADE UNION LAW

R. Miranda, A. Niccoli, *MiniManuale di Diritto amministrativo*, Edises, last edition, only chapters I, II, III and VIII.

M. Persiani, M. Marazza, S. Liebman, V. Maio, M. Martone, M. Del Conte, P. Ferrari, *Fondamenti di diritto del lavoro*, Giappichelli, Torino, last edition, only chapters I, II (paragraphs 13, 14, 15, 16, 19, 20, 21, 24, 25 and 32), IV, V (entirely excluding section IV) and VII;

M. Marazza, *Diritto sindacale contemporaneo*, Giuffrè, Milano, 2022, only chapters I, III, VI, (up to paragraph 5.6.).

NURSING AND PEDIATRIC NURSING MANAGEMENT, OBSTETRIC MANAGEMENT

*Essential bibliography*

- o C. Calamandrei, C. Orlandi, *La Dirigenza Infermieristica* (3/e), Mc Graw Hill. Part II; Part III; Part IV
- o G. Zanda, *Fondamenti di Economia Aziendale*, Giappichelli. Chapter II, Chapter III

*Optional additional bibliography*

- P. Lencioni, *La guerra nel Team. Racconto sulle 5 disfunzioni del lavoro di squadra*, Rizzoli
- J. Maxwell, *I 5 livelli della leadership*, Gribaudo
- D. Goleman, *Focus. Come mantenersi concentrati nell'era della distrazione*, BUR.

METHODOLOGY OF DATA ANALYSIS AND USE IN DECISION-MAKING PROCESSES

M. S. MACINATI, (2007), *Le aziende sanitarie pubbliche. La ricerca dell'economicità tra vincoli e*

margin di azione. Franco Angeli, Milano.

## PROFESSIONAL RESPONSIBILITIES IN THE HEALTHCARE ORGANIZATION

Oliva A. – Caputo M. Itinerari di Medicina Legale e delle responsabilità in campo sanitario, Giappichelli, 2020.

## STRATEGIES AND POLICIES OF HEALTHCARE ORGANIZATIONS

Walter Ricciardi, Stefania Boccia (edited by). Igiene Medicina Preventiva Sanità Pubblica. Idelson-Gnocchi, Napoli, 2021 (3th edition):

- o *Chapter 8. Organizzazione sanitaria*
- o *Chapter 9. Programmazione sanitaria*
- o *Insight VI. Principi, definizioni e riferimenti storici dell'Health Technology Assessment*
- o *Insight VII. Management e Leadership in Sanità*

G Damiani, ML Specchia, W Ricciardi (edited by). Manuale di programmazione e organizzazione sanitaria, Idelson Gnocchi, Napoli, 2022 (4th edition):

- o *Chapter 3. Principi e metodologie di base della programmazione sanitaria.*

Programma Nazionale Esiti – Edizione 2021; <https://pne.agenas.it/>; Programma Regionale Valutazione degli Esiti degli Interventi Sanitari 2021; <https://www.dep.lazio.it/prevale2020/index.php>

### 4. learning objectives

The aim of the course is to make known the fundamentals of the legal, legal medicine, governance and economic sciences and to develop the skills to recognise their implications for nursing and obstetric management in healthcare organizations.

At the end of the course students will be able to:

1. (**Knowledge and understanding – (Dublin 1)**) expose the specific methodological aspects of the subject and develop original ideas related to:
  - the management of complex situations requiring up-to-date theoretical references in the fields of law, legal medicine, economics and health legislation;
  - the management and leadership skills useful for taking over nursing and midwifery healthcare services in health and social care organizations.
2. (**Applying knowledge and understanding - (Dublin 2)**) apply their knowledge and skills to identify solutions to new or unfamiliar problems
  - prepare plans, programmes, projects for the organization and development of the health/health services system in relation to the nursing and midwifery competence dimensions.
3. (**Making judgements – (Dublin 3)**) integrate knowledge and gather additional information to make their own assessments and take initiatives and decisions in the field of management and programming processes for nursing and midwifery healthcare.
4. (**Communication skills – (Dublin 4)**) discuss the distinct features of the disciplines of the course, represent possible critical issues and solutions and communicate conclusions, choosing the appropriate form and communication means, using a language appropriate to the different interlocutors and contexts.
5. (**Learning skills – (Dublin 5)**) assess their learning needs and undertake, even autonomously, the subsequent studies related to the disciplines of the course.

### 5. PREREQUISITES

To deal with the contents of the course, students must:

- have attended the course 'Methodology for the analysis of organizational processes of socio-health systems' and understood its contents;
- know the fundamental principles and concepts of private law and constitutional law.

### 6. teaching methods

The teaching activity is organized in:

1. Lectures to acquire the methodological foundations of the disciplines covered by the course modules.
2. Practical exercises to apply the knowledge acquired to the analysis and use of data in decision-making processes.
3. *Case studies.*

Digitally augmented (synchronous and asynchronous) teaching is also provided, by using the e-learning platform of the Università Cattolica, to stimulate a more active and participatory learning by students.

### ***Knowledge and understanding – (Dublin 1)***

Lectures will allow the student to gain the complete knowledge of the methodological fundamentals of the disciplines covered by the course..

### ***Applying knowledge and understanding - (Dublin 2)***

Practical exercises and case studies will allow the student to apply the knowledge gained in the professional field.

### ***Making judgements – (Dublin 3)***

The topics covered by the lectures and the practical exercises and case studies exercises will allow the student to gradually become autonomous in the integration of the knowledge and skills acquired and their use in decision-making processes.

### ***Communication skills – (Dublin 4)***

The students' involvement and their active participation in the discussion during the lessons and practical applications will allow them to develop communication skills towards colleagues and other health professionals.

### ***Learning skills – (Dublin 5)***

The continuous reference by the teachers during the lessons to the best scientific evidence available in the literature and their constant use will allow the student to continue studying independently, to integrate, expand and update him/her knowledge and skills in a completely autonomous way, through the critical reading of scientific texts and articles, the consultation of accredited websites/databases/online platforms and the participation in specialized seminars/conferences/workshops.

## 7. other information

To enhance some course topics

- the Laboratory 'on tools for organizational communication II' is developed, aimed at acquiring knowledge on and building the Project Management tools;
- the elective teaching 'Ethics and resource management' is proposed, aimed at acquiring knowledge on the analytical method in bioethics in the field of health management, organization and economics.

Students reception:

- Prof. M. Marazza is available at the end of the lessons or, otherwise, by request, by appointment via e-mail at [marco.marazza@unicatt.it](mailto:marco.marazza@unicatt.it).
- Prof. R. Gualandi is available at the end of the lessons or by appointment via email at [R.Gualandi@policlinicocampus.it](mailto:R.Gualandi@policlinicocampus.it).
- Prof. M.S. Macinati is available by appointment, via email request at: [manuela.macinati@unicatt.it](mailto:manuela.macinati@unicatt.it).
- Prof. A. Oliva is available on Thursday, from 3.30 pm to 5.30 pm, by appointment via email at [antonio.oliva@unicatt.it](mailto:antonio.oliva@unicatt.it).
- Prof. M.L. Specchia is available on Friday, from 9.00 to 11.00, by appointment via email at [marialucia.specchia@unicatt.it](mailto:marialucia.specchia@unicatt.it).

## 8. methods for verifying learning and for evaluation

To verify the achievement of the above mentioned learning objectives, the final evaluation of the students includes:

1. Written test: closed-ended test and questions with numerical applications for a total number of 30 questions. Each question is assigned 1 point in case of correct answer, 0 in case of wrong or not given answer. To pass the test a minimum score of 18 points must be achieved.
2. Interview: the evaluation of the student's preparation is based on the understanding of the topics covered by the course modules, on the critical acquisition of contents and on the ability to apply them autonomously and consciously. To pass the exam a minimum score of 18 points must be achieved.
3. Drawing up of a project-work on the creation of an innovative service, to be delivered by the set deadline: the evaluation of the paper will be carried out by assigning a score to the following categories: originality of the idea (up to 10 points), methods and tools used (up to 10 points), interdisciplinary nature of the service from a patient-centred perspective (up to 10 points). To pass the test a minimum score of 18 points is required.

### ***Knowledge and understanding – (Dublin 1)***

Through the written test, interview and project-work in itinere it will be possible to verify the student's knowledge of the methodological fundamentals of the disciplines covered by the course.

### ***Applying knowledge and understanding - (Dublin 2)***

The simulation, within the exam tests, of specific cases and practical applications will allow to verify the student's ability to understand and interpret the possible use of the principles and concepts addressed by the course.

### ***Making judgements – (Dublin 3)***

The simulation, within the exam tests, of specific cases and practical applications will allow to verify the achievement of judgment autonomy and decision-making ability by the student.

### ***Communication skills – (Dublin 4)***

The interview will also allow to verify the student's development of communication skills, particularly in terms of clarity and logical consistency in the presentation, and the ability to relate with the interlocutor.

### ***Learning skills – (Dublin 5)***

Lastly, it will be possible to verify, in particular through project-work, the student's knowledge of the tools (such as the consultation of scientific literature and accredited websites/databases/online platforms) that will allow him/her to continue studying and update in a completely autonomous way.

The final evaluation of the student is expressed out of thirty with the final mark resulting from the arithmetic average of the marks obtained in each test. Honors can be attributed, on the unanimous opinion of the examination commission, to students who have achieved a final grade of 30/30.

## 9. program

### REGULATION OF ADMINISTRATIVE ACTIVITIES, INDIVIDUAL RELATIONSHIPS AND TRADE UNION LAW

- 1) Notes on administrative law (sources; relations with other law branches; subjects; principles and rights);
- 2) Notions and sources of labor law (supranational sources, Constitution, law, collective bargaining, jurisprudence);
- 3) Subordinate work, self-employment and para-subordination;
- 4) Types of contracts (fixed-term contract, administration, part-time, apprenticeship);
- 5) The powers of the employer (executive power, ius variandi, changes to working place and hours, control power and disciplinary power);
- 6) Salary;
- 7) Protection of person, worker's health and safety (analysis of legislation and most recent

- jurisprudential rulings). Protection against discrimination in the workplace;
- 8) Individual withdrawal from the employment relationship (resignations, dismissals and protections);
  - 9) Public service;
  - 10) Trade union organization in current law (trade union in the Constitution and Civil Code; trade union representativeness);
  - 11) Trade union organization in the workplace (RSA, RSU and trade union rights);
  - 12) Collective agreement (nature, subjects, levels, effectiveness, relationships);
  - 13) Strike.

## NURSING AND PEDIATRIC NURSING MANAGEMENT, OBSTETRIC MANAGEMENT

### PART I\_Recalls of company organization and application to the health sector

Managerial theories and management styles

Physiology and pathology in the governance of organizations: alignment and engagement

Management of complex systems

Notes of Crisis Management

### PART II\_Creation and management of a Service

Definition and characteristics of a Service

Notes of project management and operational tools for the implementation of projects

Design, redesign and create patient-centered services: patient-reported outcomes, patient experience and co-design

### PART III\_The enhancement of human resources

Personnel management: from the sizing of Services to the Company Budget

Leadership, purpose, motivational levers and attractiveness in the new generations

Create and manage multidisciplinary teams: technical skills and interpersonal skills

Starting from oneself: personal growth and the ability to grow.

## METHODOLOGY OF DATA ANALYSIS AND USE IN DECISION-MAKING PROCESSES

The course deepens the knowledge of the general principles of business economics. After discussing the company results, with particular reference to public health companies, the concept of cheapness, the dynamics of economic-income values, the break-even analysis and economies are analyzed in depth. The income aspects are also declined in terms of relevant values for corporate decisions related to the pursuit of higher levels of public action efficiency.

## PROFESSIONAL RESPONSIBILITIES IN THE HEALTHCARE ORGANIZATION

- 1) Causal link and concurrent causes
- 2) Profiles of criminal responsibility and crimes by health professionals (guarantee position, Law 24/2017, fraud by health professional, criminal responsibility for activities carried out in a team, publicity dimension and criminal consequences of health care, crimes regarding health documentation, professional secrecy)
- 3) informed consent
- 4) civil liability profiles
- 5) the role of insurance in the health system
- 6) administrative responsibility in the health field.

## STRATEGIES AND POLICIES OF HEALTHCARE ORGANIZATIONS

- 1) Health Organization, Planning and Management
- 2) Health services organization
- 3) National and regional health planning
- 4) Institutional health planning
- 5) National Outcomes Program (PNE) and Regional Outcomes Program (P.Re.Val.E)
- 6) Clinical Governance principles and tools
- 7) Risk Management
- 8) Health Technology Assessment
- 9) Health Management and Leadership.