

**MBA C721
Health Policy Analysis
Winter 2020 Course Outline**

**Health Policy and Management
DeGroot School of Business
McMaster University**

COURSE OBJECTIVES

The goal of this course is to introduce the field of health policy analysis, making it highly relevant to their roles as future managers in public and private health care organizations and administrative departments responsible for public policy. The scope includes administrative, clinical, and public policies. Students will be exposed to concepts and methods that will provide a foundation for conducting policy analysis, with an application to current policy topics in health care to demonstrate the practical relevance of policy analysis for health care managers. In-class small group activities will be used to help develop communication and analysis skills for use in health policy work settings. The summative group project will prepare students to think critically about issues pertaining to their roles as managers in light of current health system transformation underway in Ontario.

INSTRUCTOR AND CONTACT INFORMATION

Section 1: Mon 11:30 – 2:20

Dr. Gillian Mulvale

Instructor

mulvale@mcmaster.ca

Office: RJC

Office Hours: after class

Tel: (905) 525-9140 x 28190

Class Location: RJC 357

Course website: <http://avenue.mcmaster.ca>

COURSE ELEMENTS

Credit Value: 3	Leadership: Yes	IT skills: No	Global view: No
Avenue: Yes	Ethics: No	Numeracy: No	Written skills: Yes
Participation: Yes	Innovation: Yes	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: Yes	Final Exam: No	Guest speaker(s): Yes

COURSE DESCRIPTION

This course examines the field of health policy analysis with particular emphasis on administrative, clinical, and public policy. After establishing a framework by which to analyze policy—which will include consideration of ideas (values, research evidence), interests (stakeholders, pressure groups), and institutions (organization, rules)—various tools will be studied as a means of formulating and evaluating policy. Techniques from various disciplines (e.g., political science, sociology) will be used. Specific application to ongoing health policy reform in Ontario will be discussed to illustrate issues in the policy analysis process. Group discussions, individual assignments, and an experiential group summative project as well as written and oral presentations of analyses will be used to help develop skills in conducting and communicating health policy analysis.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Demonstrate an understanding of the role of policy and policy analysis in Canadian health care;
- Describe the stages and nature of the policy development process;
- Demonstrate an understanding of the significant factors which impact policy development and outcomes;
- Identify key ideas, interests, institutions that affect health policy development;
- Demonstrate an understanding of how issues make it onto the public policy agenda and the agendas of health care organizations;
- Explain why some policy solutions succeed while others fail;
- Communicate effectively in the policy environment;
- Understand the complexity of cross-organizational working in a changing healthcare context.

REQUIRED COURSE MATERIALS AND READINGS

Required:

Course materials are available on Avenue to Learn
(<http://avenue.mcmaster.ca>)

Free

EVALUATION

Learning in this course comes from readings, lectures, in-class discussion, small group work, as well as participation, preparation of assignments, and out-of-class analysis. All work will be evaluated on an individual basis except where group work is expected. In these cases, group members will share the same grade, adjusted by peer evaluation and instructor discretion where required. Your final grade will be calculated as follows:

Components and Weights

Class Participation	Participation in all group discussions, including any online forums. Thoughtful participation is also expected for group presentations.	10%
Assignment #1 (Individual)	Policy Brief Presentation regarding the analysis of a course concept as it pertains to OHT policy development with implications for developing your group OHT application	15%
Assignment #2 (group – full class)	Mock OHT Assessment Presentation (10%) and written submission (15%) of a mock OHT Assessment Application to a Panel of Healthcare Leaders with varying experience in OHT development	25%
Assignment #3 (group – full class)	Mock OHT Application Presentation (15%) and written submission of mock OHT Application (35%) to a Panel of Healthcare Leaders with varying experience in OHT development	50%

Class Participation

Students are expected to post their photograph on the Avenue to Learn (A2L) system during the first week of class. Name cards and class pictures are used to help give credit for participation.

You must have a name card with your full first and last names clearly written and displayed in front of you for every class. Participation will not be graded by simply counting each contribution a student makes (i.e., the quality of contribution is most important). Students are expected to come to class prepared (having reviewed the assigned readings) and to be involved in group discussions. Students are also expected to attend all classes.

Assignments

*Further guidance on the three assignments outlined below will be posted on A2L.

NOTE: If a student has conducted a project or assignment for another course on a similar topic to one proposed for this course, they are required to obtain permission from the instructor/s in advance of proceeding with the topic. This is to ensure that projects or assignments are sufficiently different from one another. If in doubt, please contact the instructor/s.

Team Activity: Developing a Mock Ontario Health Team Proposal

Working with classmates, each student will take on the role of a manager/leader in a different health care organization that is responsible for collectively developing an Ontario Health Team Application. The purpose of this assignment is to assist students in understanding various course concepts through the examination of the development of a mock OHT proposal. There are three components to this activity described as separate assignments below:

Assignment #1 – Policy Brief (Individual/Pair) – 15%

In the first activity you work individually or in pairs depending on class size to deeply understand core concepts from one week's lecture and how they apply to the team's developing OHT application, as well as the broader policy context in which your team is working. You will be the team lead for this concept and ensure the application considers all of its implications. This will develop team-working, leadership, communication and analysis skills.

Working individually (or in pairs groups according to numbers), you will apply the course concepts of a given week to two considerations:

1. The influence on the development of public policy by the provincial government with respect to the introduction of Ontario Health Teams; and
2. The influence on considerations for the member organizations of your mock Ontario Health Team in developing the Assessment form and final Application.

Each student/pair will be assigned a different weekly topic during the first week of class. The week following the presentations of the concepts and discussion in class, the assigned student/pair will prepare and submit a two-page policy brief and PowerPoint presentation on A2L and present their analysis to the class for further discussion and feedback.

Assignment #2 – Mock OHT Assessment (Group Project – All Students) – 25%

In the second activity, the whole class together will prepare the Assessment form for their mock OHT application (application form found on Ontario government website). The application form will be submitted on A2L by the start of class on the assigned date and presented to a panel of community experts in OHT development for feedback. Your submission will be marked by the instructor with the focus on the application of course concepts taught to date. The purpose of this assignment is to encourage students to become actively involved in health policy analysis by identifying relevant concepts and issues using a practical example of health system reorganization to Ontario Health Teams. In addition, it will help students to become familiar with a typical format and style of communicating in the policy environment.

Assignment #3 – Final Mock OHT Application (Group Project - All Students) – 50%

In the final activity, the whole class together will work as a team to prepare a Mock OHT application (application found on Ontario government website). The application form will be submitted on A2L by the start of class on the assigned date and presented to a panel of community experts in OHT development for feedback. Your submission will be marked by the instructor with the focus on the application of course concepts taught. The purpose of the final assignment is to pull together the concepts and techniques covered during the entire course together and apply them to a current policy issue.

Grade Conversion

At the end of the course, overall percentage grades will be converted to letter grades in accordance with the following conversion scheme:

LETTER GRADE	PER CENT	POINTS
A+	90-100	12
A	85-89	11
A-	80-84	10
B+	75-79	9
B	70-74	8
B-	60-69	7
F	00-59	0

Communication and Feedback

Students that are uncomfortable in directly approaching an instructor regarding a course concern may send a confidential and anonymous email to the respective Area Chair or Associate Dean:

<http://mbastudent.degroote.mcmaster.ca/contact/anonymous/>

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Administrative Assistant.

Instructors are encouraged to conduct an informal course review with students by Week #4 to allow time for modifications in curriculum delivery. Instructors should provide evaluation feedback for at least 10% of the final grade to students prior to Week #8 in the term.

ACADEMIC DISHONESTY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations

ONLY IF APPLICABLE

In this course we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal

verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to;

<http://www.mcmaster.ca/academicintegrity/turnitin/students/>

ONLINE COURSE COMPONENTS

In this course we will be using Avenue to Learn. Students should be aware that when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

MISSED ACADEMIC WORK & PENALTY FOR LATE SUBMISSIONS

Late Submissions

Deadlines for assignments are set. All work must be submitted to the corresponding A2L Assignments folder on the due date and time as stated in the Course Schedule. Do not submit work by email. Late assignments will be penalized 10% for every 24 hours, or part thereof, they are submitted past their due date and time. If you anticipate being unable to complete an assignment on the due date, please contact the instructors prior to the due date. Requests for extensions will not be considered within 48 hours of the deadline except under exceptional circumstances.

Missed Midterm Examinations/Tests/Class Participation

Where students miss a regularly scheduled midterm or class participation for legitimate reasons as determined by the Student Experience – Academic (MBA) office, the weight for that test/participation will be distributed across other evaluative components of the course at the discretion of the instructor. Documentation explaining such an absence must be provided to the Student Experience – Academic (MBA) office within five (5) working days upon returning to school.

To document absences for health related reasons, please provide to Student Experience – Academic (MBA) office the Petition for Relief for MBA Missed Term Work and the McMaster

University Student Health Certificate which can be found on the DeGroote School of Business website at:

<https://mbastudent.degroote.mcmaster.ca/forms-and-applications/>

Please do not use the online McMaster Student Absence Form as this is for Undergraduate students only. University policy states that a student may submit a maximum of three (3) medical certificates per year after which the student must meet with the Director of the program.

To document absences for reasons other than health related, please provide Student Experience – Academic (MBA) office the Petition for Relief for MBA Missed Term Work and documentation supporting the reason for the absence.

Students unable to write a mid-term at the posted exam time due to the following reasons: religious; work-related (for part-time students only); representing university at an academic or varsity athletic event; conflicts between two overlapping scheduled mid-term exams; or other extenuating circumstances, have the option of applying for special exam arrangements. Such requests must be made to the Student Experience – Academic (MBA) office at least ten (10) working days before the scheduled exam along with acceptable documentation. Instructors cannot themselves allow students to unofficially write make-up exams/tests. Adjudication of the request must be handled by Student Experience – Academic (MBA). If a midterm exam is missed without a valid reason, students will receive a grade of zero (0) for that component.

STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) offers various support services for students with disabilities. Students are required to inform SAS of accommodation needs for course work at the outset of term. Students must forward a copy of such SAS accommodation to the instructor, normally within the first three (3) weeks of classes, by setting up an appointment with the instructor. If a student with a disability chooses NOT to take advantage of an SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. The SAS website is:

<http://sas.mcmaster.ca>

POTENTIAL MODIFICATION TO THE COURSE

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to

comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your registration and continuous participation (e.g., on A2L, in the classroom) to the various learning activities of C721 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. It is your responsibility to read this course outline, to familiarize yourself with the course policies, and to act accordingly.

Lack of awareness of the course policies cannot be invoked at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.