

**HS 438
Winter 2002**

COURSE SYLLABUS

Title of course: **Issues in Local Health Administration**

Location: **31-235 CHS**

Time: **Wednesdays, 4:00-6:50 p.m.**

Credits: **4**

Instructor: Ellen Alkon, M.D., M.P.H.
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Appointments: schedule with instructor

Description:

This course is the responsibility of an adjunct faculty member who teaches and in addition, plans and participates with experienced public health practitioners in providing in and out of class experiences for students. There are lectures, discussions, case studies, panels, experiences (site visits for specific purposes to local health department sites, hearing from a spectrum of local public health practitioners, and observing administration in action), completion of a project, class presentations and examination(s). There are written objectives and an outline or PowerPoint provided for each session. Students are expected to achieve competency in the areas covered, and to be able to work effectively in or with local health departments as a result of having completed this course.

Objectives:

HS 438 is designed to provide an in depth introduction to the challenge of local health administration. Upon completion of the course the student should: (1) have an understanding of the origin and influences on the development and current form of local health departments in the United States; (2) be able to explain how local health departments are molded and are responsive to their community's perceived needs; (3) be able to explain major administrative mechanisms utilized by local health departments to meet their mandates; (4)

grasp the importance of skillful administration in maximizing the effectiveness of a local health department; and (5) be able to describe, in depth, some of the issues faced by local health departments and how these are being assessed and handled.

Text

Lloyd F. Novick, Glen P. Mays, *Public Health Administration: Principles for Population-Based Management*, Aspen, 2001

There will also be supplemental readings

Course Requirements:

1. Students are to complete reading assignments in advance of each class (after the first class)
2. In addition to classroom attendance, each student:
 - Attends the site visits with the class
 - Completes a project as described in the attached sheet

Student Evaluations:

Grades are dependent upon performance in class (20%), performance on the project (40%), and performance on the final examination (40%).

Course Evaluation:

The instructor welcomes constructive criticism, and will request a specific written evaluation at the end of the course to assist in planning for the next year.

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REQUIRED REPORT

Learning objective: Competency regarding one administrative mechanism (administrative meetings, governance and advisory bodies, coalitions and collaborations) used by local health departments.

Process for the report:

1. Determine the topic (see attached suggestions) by January 23, 2002.
2. Get concurrence of instructor.
3. Determine whom you will work with (individual or small group)
4. Schedule the observation/interviews with the assistance of the instructor.
5. Reading/discussion to understand the observation
6. Observe
7. Interview(s) to understand and analyze the experience.
8. Develop an oral and written report

Report should be factual, organized, vivid, and concise.

Oral Report:

1. The oral report must share the experience and analysis with the class.
2. The length of the oral report is determined by the number of reports to be presented to the class on March 6.

Written Report:

1. The written report should reflect the experience and analyze
 - The purpose of this mechanism
 - The kinds of decisions made
 - The kinds of information that the decision-makers have. Is there a limited information base? What are the positives and negatives regarding adequacy of information for making informed decisions?
 - If this is not a health department activity, indicate the official health agency involvement or lack of involvement. Indicate if further local health agency involvement would be useful.
 - The benefit of this mechanism
 - Conclusions
2. The written report should not exceed ten pages of text.

It is expected that the equivalent of 10 hours of observation or discussion will be completed prior to preparation of the report.

POTENTIAL REPORT TOPICS

1. The Governing Body

In California, the Governing Board for County Health Departments is the Board of Supervisors. The Los Angeles County Board of Supervisors meets on Tuesday morning--starting at about 9:30 a.m. (after a Monday holiday, the Board meets on Tuesday afternoon, as it will on January 22nd, and February 19). The Board meets in the Board Room, Kenneth Hahn Hall of Administration, 500 W. Temple, Los Angeles.

2. Advisory Committees

The Los Angeles County Department of Health Services (DHS) has many advisory committees which advise the Board and the Department. These include the Commissions (Public Health, Alcohol, Dangerous Drugs, AIDS, Hospitals), facility specific advisory committees (health center advisory committees), program specific advisory committees (such as Tuberculosis Control, STD, Immunizations) and problem specific advisory committees.

3. Coalitions

There are several coalitions with which DHS participates either as the lead agency or as a partner. These coalitions include the Children's Planning Council and its eight area Children's Planning Councils, Great Beginnings for Black Babies, the Task Force on Violence Prevention, the Community Health Councils, and the Healthy City efforts.

In addition to these coalitions, five of the SPA's are participating with community based organizations in the Partnership for the Public's Health (year 2 of a 4 year grant) that aims at improving the community's health through community/health department action.

4. Internal administrative committees

Staff meetings in L.A. County DHS include the Public Health Program Director's meeting (second Wednesday afternoon) and the Community Health Medical Managers and Directors (first Wednesday morning).

5. Other Topics

Other topics are possible. Consult with instructor.

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READINGS

Date	Session	Reading in Text	Other reading
1/9/02	Orientation to the class and to local health departments	3-33	
1/16/02	Managed Care and Public Health	728-761	
1/23/02	Public Health Assessment	202-221 Optional: 266-299	<u>APJH</u> 91:1950-1952
1/30/02	Site Visit to Mid-Valley Comprehensive Health Center	34-62 Optional: 63-116	CCLHO Platform (reference)
2/6/02	Disaster Preparedness and bioterrorism	646-702	TBA
2/13/02	Performance improvement	431-456	TBA
2/30/02	Financing health departments	413-430	TBA
2/27/01	Building constituencies and communication strategy	510-520 457-472	TBA
3/6/01	Reports from the class	-	
3/13/02	Policy Development	539-566	TBA

1/8/02
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SCHEDULE

DATE	TOPIC	INVITED SPEAKER
1/9/02	Orientation to the class, Historical Development of HDs, Framework for PH practice	none
1/16/02	Managed Care and Public Health	Helen DuPlessis, MD., Chief Medical Officer Bruce Chernof, MD, Regional Medical Director of Kaiser Permanente Net
1/23/02	Public Health Assessment	Paul Simon, MD, MPH, Director, Office of Health Assessment and Surveillance (OHAS) LA Co DHS David Dassey, MD, MPH, Associate Director of Health Assessment Cheryl Wold, MPH., Chief Health Assessment Officer
1/30/02	Site visit to Mid-Valley Comprehensive Health Center	Sitwant Sidhu, MD, MPH, Medical Director, Kaiser Permanente Nandini Sodhi, MD, MPH Medical Director, Kaiser Permanente
2/6/02	Disaster preparedness and Bioterrorism	Carol Peterson, MD, MPH, Medical Epidemiologist, Kaiser Permanente Disease, LA Co. DHS John Celentano, MD, Medical Director, Disaster Management, Kaiser Permanente Medical Services (EMS), LA Co. DHS Carol Gunter, Assistant Director, Emergency Services, Kaiser Permanente
2/13/02	Performance improvement	Mark Horton, MD, MSPH, Director of Public Health, Kaiser Permanente

		County Health Care Ag William Haddock, MD, MSPH, Quality A
2/20/02	Finance	Miles Yakota, Administrative Depu
2/27/02	Building constituencies and communication strategies	Jonathan Fielding, MD, MPH, MBA, Health Office LA Co, DHS Maria Iacobo, Director, Public Health Com
3/6/02	Reports from the class	Students
3/13/02	Policy Development	Jonathan Freedman, MPH, CAO

12/6/01