

COLLEGE OF PUBLIC HEALTH AND HUMAN SCIENCES

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# Health Management & Policy

MPH Handbook

2016-2017



**Oregon State**  
UNIVERSITY

# **MPH Health Management & Policy Option**

## **Student Handbook**

**2016-2017**

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Welcome to the College of Public Health and Human Sciences. Built on a strong foundation of public health – biostatistics, epidemiology, social and behavioral sciences, health policy and management, and environmental health sciences – the College takes a holistic approach to disease prevention and health promotion.

## **Our College Vision**

To ensure lifelong health and well-being for every person, every family, every community.

## **Our College Mission**

Inspired by our mission as a leading land-grant university, we create synergy in teaching, research and outreach to develop the next generation of globally minded public health and human sciences professionals. Through interdisciplinary research and innovative curricula, we advance knowledge, policies and practices that improve population health in communities across Oregon and beyond.

## **Our College Values**

We share the values that guide Oregon State University: Accountability, Diversity, Respect, Responsibility and Truth. To these values, we add our dedication to:

- **Health:** We are committed to advancing lifelong health and well-being for all.
- **Care and Compassion:** With compassion and understanding, we commit to caring for ourselves and others.
- **Innovation:** We embrace innovative approaches to addressing challenges and opportunities.
- **Continuous Improvement:** We continually strive toward high standards by optimizing individual and collective strengths.
- **Cooperation and Collaboration:** We promote a collegial learning and work environment that encourages cooperation, collaboration and active participation.

In the Health Management & Policy option, students will develop the ability to think about public health problems in practical ways using sound conceptual frameworks. Public health problems will be viewed from the perspective of those who receive, provide, finance and regulate care.

Courses emphasize the connection between financing health care and delivering care, and between developing sound policy and implementing it through good management. The curriculum includes courses on current economic, political, legal, management and financial issues that directly influence the health sector.

This option will prepare students for entry into health policy positions in federal, state or local governments, as well as administrative and management careers in private and public healthcare organizations.

**IMPORTANT:** In addition to this handbook, MPH Health Management & Policy option students must reference the MPH Student General Handbook for information pertaining to policies which apply to ALL students.

**GRADUATE SCHOOL:** As an MPH student, you must also follow the guidelines and policies of OSU's Graduate School. You will obtain your program of study form from the Graduate School. Additionally, the Graduate School offers many activities and enrichment opportunities to further your professional development. (<http://gradschool.oregonstate.edu/>)

## **Health Management & Policy Specific Requirements**

### **A. Option Competencies**

Upon satisfactory completion of the MPH in the Health Management & Policy option, students should be able to:

1. Conceptualize, analyze, and resolve problems related to health services delivery and finance.
2. Identify and apply economic, financial, legal, organizational, political, and ethical theories and frameworks.
3. Employ appropriate qualitative and quantitative techniques to manage human, fiscal, technological, information, physical, and other resources.
4. Establish and manage systems and processes to assess organizational performance for continuous improvement of quality, safety, and effectiveness.

5. Act ethically and professionally, and be responsive to community variations in cultures and sociodemographics.
6. Lead in all levels of public and private health services organizations.
7. Communicate, solve problems, and make decisions related to health policy and management in the public and private sectors.
8. Integrate theory and practice to plan, implement, and evaluate strategies and policies in health services programs, systems, and organizations.

## B. Degree Requirements

To complete the MPH degree in the Health Management & Policy option, students must have a total of at least 62 approved credit hours and successfully complete a final oral exam. These credits include:

- Public Health Core Courses 17
- Required Option Courses 15
- Health Management & Policy Electives 12
- Other Electives 12
- Field Experience (Internship) 6

## C. Suggested Course Sequence

Course #	Title	Credits
<b>Public Health Required Core Courses</b>		<b>17</b>
H 512	Intro to Environmental & Occupational Health Sciences	3
H 524	Introduction to Biostatistics	4
H 525	Principles of Epidemiology	4
H 533	Health Systems Organization	3
H 571	Principles of Health Behavior	3
<b>Option Required Courses</b>		<b>15</b>
H 518	Public Health Ethics and Issues or PHL 544 Biomedical Ethics	3
H 530	Health Policy Analysis	3
H 532	Economic Issues in Health and Medical Care	3
H 536	Healthcare Organization Theory and Behavior	3
H 556	Strategic Management of Health Service Organizations	3
<b>Health Management &amp; Policy Electives</b>		<b>Select 12</b>
H 515	Research Methods in Social and Behavioral Health Sciences	3

H 534	Health Care Law and Regulation	3
H 557	Financial Management of Health Care Organizations	3
H 558	Reimbursement Mechanisms	3
H 559	Contracts and Negotiation	3
<b>Other Electives</b>		<b>12</b>
Other electives should be chosen in consultation with advisor		
<b>Field Experience</b>		<b>6</b>
H510	Internship (Field Experience)	6
<b>Final Oral Exam</b>		<b>Pass</b>
Final Oral Exam		

*Note: Certain courses are offered every other year so it is very important that students work with their faculty advisor to develop a plan for completing the required coursework.*

#### **D. Program of Study**

As a graduate student, you must file a Program of Study with the Graduate School. The program of study is developed under the guidance of the advisor. The form is available online in the Graduate School:

[http://oregonstate.edu/dept/grad\\_school/forms.php](http://oregonstate.edu/dept/grad_school/forms.php).

By the end of your first term, meet with your advisor to discuss your academic program and plan your elective courses. At least 15 weeks before your Final Oral Examination, complete your entire program of study, and have it approved/signed by your advisor and School Co-Director before submitting to the Graduate School. **It is the preference of the Health Management & Policy faculty that the program of study is filed by the end of the first year of study.**

#### **E. Field Experience (H510)**

The field experience internship is a 200-hour professional internship where knowledge from coursework is applied in a real-world setting. This is your opportunity to apply your existing skills and learn new ones by working within the field of health management and health policy.

The MPH Internship Coordinator has a database that contains data on field experience sites utilized by students. The database contains information about different opportunities including: agency background information,

contact information, specialty option(s) served, and the number of students placed each year.

The internship planning process is described in details at:

<http://health.oregonstate.edu/internships>

Andy Chuinard is the MPH Internship Coordinator (Telephone: 541-737-4891 Email: [Andy.Chuinard@oregonstate.edu](mailto:Andy.Chuinard@oregonstate.edu)). You will work with him and your advisor as you prepare for your internship.

### *MPH Program Minimum Standards for Internship*

In addition to meeting the professional experience criteria, all MPH internship experiences must meet the following:

- Preceptor experience: Preceptor may not be program faculty member or advisor. Preceptors must have public health credentials or appropriate related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- Competency-based: Internship must meet option and student-specified competencies. Competencies and scope of the internship scope are pre-approved by advisor and MPH Internship Coordinator. Competency mastery is evaluated by both student and preceptor.
- Community or population focus: Internship experience is a professional experience within a public or private sector organization that can influence workplace, community, or population health (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting).
- Duration: Minimum of 200 practice hours (6 units)

### **F. Minimum Standards for Internship**

In addition to meeting the MPH Program Minimum Standards for internships, students in the Health Management & Policy option must meet the following requirements:

- Students will have completed all or most of the required courses before beginning an internship and have written consent from their faculty advisor.

- Students must complete an Application and Learning Contract, Advisor Approval Form, Internship Coordinator Signature Form, Preceptor Signature Form, and Request for "To Be Arranged" Course Form which must be received by the MPH Internship Coordinator prior to the start of internship.

As part of their internship application, students work with the MPH Internship Coordinator to:

- Develop appropriate learning competencies for the internship and document them in the internship application,
- Describe how their area of emphasis, internship, and career objectives are connected,
- Demonstrate that the placement is competency-based including opportunities to develop option competencies, and
- Seek placements in public and/or private sector organizations with qualified preceptors **in the area of health management and health policy.**

Students must maintain an ongoing internship/organizational experience journal, submit bi-weekly progress reports, a final summary of their work in the practice setting, and an evaluation of the internship site. These reports must be submitted to the MPH Internship Coordinator.

- In their final oral exam (see Section G), students must describe and evaluate the degree to which they accomplished the objectives as described in the internship contract.

Preceptors must evaluate the degree to which students accomplished the stated individual and option learning competencies, using a Likert-scale instrument provided in the MPH Student General Handbook. This evaluation form must be submitted to the MPH Internship Coordinator.

## **G. Culminating Experience - Final Oral Exam**

Upon completion of all required coursework and the internship experience, all MPH students must schedule a final oral presentation. The student's program of study must be filed with the Graduate School. Students must receive approval to take the exam from their academic advisors. All deviations from policy must be approved by the Program Coordinator.



All Health Management & Policy students are encouraged to attend the oral presentations of their peers.

### *Purpose*

The Graduate School requires all students in a graduate degree-seeking program to participate in a final oral examination. The purpose of the oral examination is to provide students with an opportunity to integrate their educational experiences and draw from coursework and the internship to respond to substantive, methodological, and theory-based questions. In conjunction with the internship, the exam is designed to test the option specific competencies and general knowledge related to the health management and policy field.

### *Committee*

The exam committee will be comprised of three faculty members, including the student's advisor and two additional members who are Health Management & Policy faculty. When appropriate, one committee member may be a College of Public Health and Human Sciences Faculty from another MPH option. Students should discuss the procedure for creating committees with their faculty advisor or the Program Coordinator.

### *Presentation/Oral Exam Format*

Student will give a 35-40 minute oral presentation of their internship experience, which is open to the public, followed by 15 minutes of question and answer by the audience. This presentation should concentrate on the project that was the focus of their internship.

At the conclusion of the general presentation, all visitors will be asked to leave and the oral examination will continue with only the committee members and the student present. Questions from committee members will focus on the following: health management and policy content related to the internship, current health policy and management topics, coursework, and general competency of HMP related skills.

The entire culminating experience will last approximately 2 hours.

## *Assigning Grade*

Students will be assigned a "pass" or "fail" grade. A grade of "pass" means that the student has responded to the exam questions satisfactorily. If the student receives a grade of "fail" on their examination, faculty must provide specific comments, feedback, and suggestions for improvement. Failure of the examination may result in additional coursework, remedial assignments or readings, prior to retaking the examination. Students will be allowed *\*one\** retake of the examination, which will include new questions and follow the same procedures as above. The examination may be retaken no sooner than 10 weeks (one full academic term) after the date of the failed exam.

If the student fails the second oral examination, the student will be terminated from the MPH program.

## **Contact Information**

*Health Management and Policy*

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541-737-3825

## Health Management & Policy MPH Student Advising Sheet

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Term Matriculated \_\_\_\_\_ Expected Graduation \_\_\_\_\_

Student ID \_\_\_\_\_ ONID e-mail \_\_\_\_\_

<b>MPH Core Requirements (17)</b>	<i>Credits</i>	<i>Term</i>	<i>Grade</i>
H 512 Introduction to Environmental & Occupational Health Sciences	3		
H 524 Introduction to Biostatistics	4		
H 525 Principles of Epidemiology	4		
H 533 Health Systems Organization	3		
H 571 Principles of Health Behavior	3		
<b>Option Required Courses (15)</b>	<i>Credits</i>	<i>Term</i>	<i>Grade</i>
H 518 Public Health Ethics and Issues or PHL 544 Biomedical Ethics	3		
H 530 Health Policy Analysis	3		
H 532 Economic Issues in Health and Medical Care	3		
H 536 Healthcare Organization Theory and Behavior	3		
H 556 Strategic Management of Health Service Organizations	3		
<b>Option Electives (12)</b>	<i>Credits</i>	<i>Term</i>	<i>Grade</i>
H 515 Research Methods in Social and Behavioral Health Sciences	3		
H 534 Health Care Law and Regulation	3		
H 559 Contracts and Negotiation	3		
H 557 Financial Management of Health Care Organizations	3		
H 558 Reimbursement Mechanisms	3		
<b>Other Electives (12)</b>	<i>Credits</i>	<i>Term</i>	<i>Grade</i>
<b>Field Experience (6)</b>	<i>Credits</i>	<i>Term</i>	<i>Grade</i>
H 510 Internship (Field Experience)	6		

Total Credits \_\_\_\_\_

Please use the space below to note any special arrangements where course substitutes have been approved: