

Subject card

Subject name and code	Work Processes Analysis, PG_00155815						
Field of study	Management of Healthcare Institutions						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to practical vocational preparation		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	6		ECTS credits		2.0		
Learning profile	practical		Assessment form		exam		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Marek Kalinowski				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	15.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		10.0		10.0	50
Subject objectives	To provide knowledge and develop skills necessary to prepare job descriptions in health care .						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZISZL3_K02] The student applies an analytical approach to problem solving, is able to independently search for solutions, as well as use expert opinions.	He/She independently develops coherent job descriptions, in particular blocks of information related to the role of the job position and the requirements for the contractor.	[SK3] text preparation/written work
	[ZISZL3_U01] The student is able to correctly interpret socio-economic phenomena, current events in the field of economic policy, economics, in particular in the field of health care both in the social and economic dimensions, as well as to independently formulate their own opinions in this regard and to propose appropriate solutions in the case of changes occurring in these areas.	He/She can identify duties, qualifications and responsibilities on work positions in the field of health care, as well as the requirements for employees employed in these work positions; formulate the relevant job description sections	[SU3] text preparation/written work
	[ZISZL3_W07] The student knows and understands the impact of medical activity on the environment and society, as well as the accompanying legal and ethical implications.	When formulating the content of job descriptions, he/she takes into account the influence of contractors on the social environment related to the analyzed job positions	[SW3] text preparation/written work
	[ZISZL3_W03] The student knows and understands to an advanced degree the functions of management and the role of managers in their implementation, as well as ways to achieve the goals of health care units.	Knows the areas of application of job descriptions, the process of their creation and the roles of entities involved in their creation.	[SW4] test/exam - oral or written
	[ZISZL3_U04] The student is able to use the acquired knowledge from a specific area of management and quality sciences in professional practice, including the management of medical entities.	Is able to develop job descriptions for work positions in healthcare entities and improve their content.	[SU3] text preparation/written work
	[ZISZL3_K07] The student correctly identifies and resolves dilemmas related to the profession.	Identifies problems and dilemmas related to the generation of job description content.	[SK1] oral statement/conversation/discussion
	[ZISZL3_K01] The student is able to critically analyse the received content with particular emphasis on social and economic sciences.	He /She can critically analyse the content used in the analysis of work carried out in healthcare entities.	[SK3] text preparation/written work
	[ZISZL3_U07] The student is able to search for information necessary to make rational decisions of an operational and strategic nature in medical entities.	He / She can identify sources of information necessary during the analysis of work in healthcare entities, obtain information and use it.	[SU3] text preparation/written work
Subject contents	1. The essence of the job analysis 2. The essence, content and features of the job description 3. Formulation of the scope of duties, rights and responsibilities 4. Qualification requirements for employees 5. Use of job descriptions 6. The course of the job analysis 7. Methods used in the job analysis		
Prerequisites and co-requisites	Passing the course "Basics of Management" and "Human Resources Management"		

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Test	51.0%	100.0%
Recommended reading	Basic literature	1. Zarządzanie zasobami ludzkimi, W. Golnau (red.) CeDeWu, Warszawa 2007	
		2. R. Rutka, Jak tworzyć dokumentację organizacyjną przedsiębiorstwa, ODDK, Gdańsk 2003	
	Supplementary literature	B. Baraniak, Metody badania pracy, Łośgraf, Warszawa 2009	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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