University of Gdańsk

Subject card

Subject name and code	Work Processes Analysis, PG_00206614		
Field of study	Healthcare Management		
Date of commencement of studies	October 2027	Academic year of realisation of subject	2029/2030
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	1.0	19.0	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
[ZOZL3_U04] Can correctly select and properly apply methods and tools from the fields of management and quality sciences, as well as economics and finance, for the purposes of decision-making processes, particularly in relation to the healthcare sector	The student is able to correctly select and apply methods and tools for job analysis - for purposes related to human resources management and people management	[SU4] test/exam - oral or written
[ZOZL3_U03] Can obtain data from appropriately selected and verified sources and use this data to analyse and evaluate economic processes and phenomena, particularly those relating to the healthcare sector	The student is able to obtain data from properly selected and verified sources about the content of work in individual positions, with particular emphasis on duties, powers and responsibilities, as well as the tools used and required interactions, and use this data for analysis and evaluation purposes	[SU4] test/exam - oral or written
[ZOZL3_W04] Has an advanced knowledge and understanding of the role, place and behaviour of people within an organisation, with particular emphasis on healthcare professionals – at the individual, group and organisational levels	The student identifies at an advanced level, and therefore knows and understands the roles and place of people in the organization, especially in the organizational dimension	[SW4] test/exam - oral or written

<table>
<tr><td>Subject contents</td><td>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</td></tr>
<tr><td>Prerequisites and co-requisites</td><td>Passing the course "Basics of Management" and "Human Resources Management"</td></tr>
<tr><td>Assessment methods and criteria</td><td>
<table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td>Test</td><td>51.0%</td><td>100.0%</td></tr>
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<tr><td>Recommended reading</td><td>
<table>
<tr><td>Basic literature</td><td>1. Zarządzanie zasobami ludzkimi, W. Golnau (red.) CeDeWu, Warszawa 2007

2. R. Rutka, Jak tworzyć dokumentację organizacyjną przedsiębiorstwa, ODDK, Gdańsk 2003</td></tr>
<tr><td>Supplementary literature</td><td>B. Baraniak, Metody badania pracy, Łośgraf, Warszawa 2009</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
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</td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td></td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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