

<b>Course Title:</b>	Occupational Health Practice & Management
<b>Course Number:</b>	ENOH 0670J
<b>Course Location:</b>	EOHSI, Piscataway—Room 211
<b>Course Date &amp; Time:</b>	2:30-5:00 PM, Tuesday Afternoons, 9/1/2018-8/31/2019
<b>Course Instructors:</b>	<b>Joseph Romano, MD, Clinical Associate Professor, Rutgers School of Public Health</b> <a href="mailto:jpromano@ehsi.rutgers.edu">jpromano@ehsi.rutgers.edu</a> (848) 445-6093
	<b>Michael Pratt, MD, Assistant Professor Rutgers School of Public Health</b> <a href="mailto:pratt@ehsi.rutgers.edu">pratt@ehsi.rutgers.edu</a> (848) 445-6048
<b>Office Hours:</b>	<b>By Appointment Only and after most Tuesday classes</b>
<b>Required Text:</b>	<b>No required text</b>

**Course Description:** This course is open to occupational medicine residents. This is not a lecture series, but a small group workshop addressing practical problems in the design and management of occupational medicine in relation to occupational safety and health. This workshop series will serve as an introduction for occupational medicine residents to the management and administrative aspects of their field. The concepts covered are relevant to physicians with management or consultative roles in any size organization. Topics to be discussed include health care, budgeting, people management, writing standard orders, operating protocols, making a business case, physician roles in support of benefit plans, quality improvement in populations, and other Human Resources Programs including health plan consulting, disability management, workers' compensation, and FMLA.

**Selected Department Competencies Addressed:**

- Describe the major environmental health problems to the general public as well as specific communities within that population
- Describe the federal and state regulatory programs that relate to environmental (community) and worker (occupational) protection

**Course Objectives:** Upon completion of the course, the students will be able to:

- Develop a budget for an occupational medicine clinic
- Develop goals and objectives for self and staff
- Understand basics of writing performance appraisals and managing performance
- Apply fundamental principles of performing a medical evaluation for individuals with health-related performance problems
- Develop and write standing orders and standard operation protocols for an occupational medicine clinic
- Explain how programs and recommendations are presented for approval in a business or institutional setting

- Explain the variety of roles occupational physicians play in health plan administration, disability management, workers' compensation, ADA, FMLA, and other Human Resources programs
- Understand the quality improvement process in occupational populations

**Course Schedule:** The course schedule is flexible, designed to take into account resident and instructor availability. Therefore, no dates are associated with the workshops. Over the course of a year, all topics are covered. Some of these workshops extend over the course several weeks or more.

Dr. Romano conducts the following workshops:

**Workshop:** Quality Improvement

1. Quality Improvement In Occupational Populations
2. Use Of Aggregate Data
3. Benchmarking

**Workshop:** Health Care In The United States: OM Physician & Health Care Costs

1. Why Is Health Care On The Agenda
2. Access-Efficiency-Quality
3. Medical Care As A Commons
4. How Do We Pay For Health Care
5. Employer-Funded Health Insurance
6. Does Spending More Produce Better Care
7. Pay For Performance

**Workshop:** Managing People

1. Performance Management: Goal Setting, Feedback & Coaching, Appraising Performance, Rewards And Compensation
2. Leadership
3. Career Planning
4. Staffing And Interviewing
5. Medical Evaluation, Fitness, And Performance Problems

**Workshop:** Managing Budgets

1. Budget Exercise: Develop A Budget For A Company Occupational Medicine Department
2. Salaries And Benefits
3. Rent
4. Equipment
5. Services
6. Fitness Center
7. Emergency Services

**Workshop:** Approach To Developing A Business Case: Hypothetical Disability Management

1. Problem Statement
2. Cost-Benefit Financial Analysis
3. Comparing In-House And Direct And Indirect Benefits
4. Short-Term Versus Long-Term
5. Implementation Timeliness

**Workshop:** Disability And Disability Management

1. Purpose: Income Replacement
2. Definitions Of Disability
3. Workers' Compensation Vs Social Security
4. Short-Term Disability
5. Long-Term Disability
6. Return To Work And Maximum Medical Improvement
7. Who Makes Determination

**Workshop:** Standard Operation Procedures And Polices

1. The Role Of Sops
2. Development Of Sops
3. Implementing And Evaluating Sops
4. Exercise In Writing An SOP For A Workplace Hazard

**Workshop:** Family Medical Leave Act And Americans With Disabilities Act

1. Workplace Discrimination
2. ADA Overview
3. Reasonable Accommodation
4. FMLA

In addition to these workshops, this course oversees training in principles of ergonomics, occupational safety, spirometry, and other topics. Dr. Pratt oversees this aspect of the training.

**Course Requirements and Grading:** There is no examination. Grades will be based on classroom participation, independent reading, contributions, performance on exercise, and additional training completion.

**School of Public Health Honor Code:** The School of Public Health Honor Code is found in the student bulletin ([sph.rutgers.edu/academics/catalog/index.html](http://sph.rutgers.edu/academics/catalog/index.html) ). Each student bears a fundamental responsibility for maintaining academic integrity and intellectual honesty in his or her graduate work. For example, all students are expected to observe the generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, and to refrain from receiving and/or giving aid on examinations or other assigned work requiring independent effort. In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by use of quotation marks, footnotes, etc., both the ideas and the works used are his or her own. In addition to maintaining personal academic integrity, each student is expected to contribute to the academic integrity of the school community by not facilitating inappropriate use of her/his own work by others and by reporting acts of academic dishonesty by others to an appropriate school authority. It should be clearly understood that plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and can lead to sanctions up to and including separation from the Rutgers School of Public Health.

**Policy Concerning Use of Recording Devices and Other Electronic Communications Systems:**

When personally owned communication/recording devices are used by students to record lectures and/or classroom lessons, such use must be authorized by the faculty member or instructor who must give either oral or written permission prior to the start of the semester and identify restrictions, if any, on the use of mobile communications or recording devices.