

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet:	Organizacija in vodenje
Course title	Organization and Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Zdravstvena nega / 1. stopnja	Zdravstvena nega	3. letnik	6.
Nursing Care / 1st Cycle	Nursing Care	3 rd year	6 th

Vrsta predmeta/Course type

obvezni /obligatory

Univerzitetna koda predmeta/University course code

Predavanja Seminar Sem. vaje Lab. vaje Teren. Samost.
ECTS Lectures Seminar Tutorial Laboratory vaje delo work
Field Individ.

work work

30	/	15	/		30	3
----	---	----	---	--	----	---

Nosilec predmeta/Lecturer:

RŠ – Gorazd Laznik, viš. pred.
 IŠ - Simona Volf, pred.

Jeziki/ Predavanja/Lectures:
Languages:

slovenski / Slovenian

Vaje/Tutorial:

slovenski / Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

Prerequisites:

Vpis v tretji letnik študijskega programa.

The prerequisite for participation is enrolment in the third year of study.

Vsebina:

Content (Syllabus outline):

- Zgodovinski razvoj organizacijske misli.
- Osnovni organizacijski pojmi. Organizacijske strukture.
- Pomen organizacije in organizacijskih struktur za razvoj zdravstvene nege. Organizacijske teorije in teorije menedžmenta ter vodenja – značilnosti in aplikacija v zdravstveno nego.
- Funkcije menedžmenta in njihov pomen za organiziranje zdravstvene nege – načrtovanje, organiziranje, vodenje in kontroliranje.

- Historical development of organizational thinking.
- Basic organizational concepts. Organizational structures.
- Importance of organizations and organizational structures for the development of health care. Organizational theory and theories of management and leadership - characteristics and application to health care.
- Management functions and their importance for the organization of

<ul style="list-style-type: none"> • Dejavniki uspešnega uvajanja organizacijskih sprememb. • Koncept stroškovno učinkovite in uspešne zdravstvene nege ter pomen virov. • Model organizacije zdravstvene nege. Pomen individualnega in timskega dela v zdravstveni negi. 	<p>health care - planning, organizing, leading and controlling.</p> <ul style="list-style-type: none"> • Factors of successful implementation of organizational changes. • Concept of cost- effective and efficient health care along with the importance of resources. • Model health care organization. • Importance of individual and teamwork in health care.
--	---

Temeljna literatura in viri/Readings:

<p>Temeljna literatura/Basic literature:</p> <ol style="list-style-type: none"> 1. Rozman, R., Kovač, J, Filej, B. in Robida, A. (2019). <i>Management v zdravstvenih organizacijah</i>. Ljubljana: Lexpera, GV Založba (str. 27–28; 64–73; 272–281; 326–332). 2. Kramar Zupan, M. (2009). <i>Menedžment vs. vodenje</i>. Novo mesto: Fakulteta za poslovne in upravne vede (str. 17-23, 139-143). 3. Starc, J. (2019). <i>Temelji menedžmenta</i>. Novo mesto: Fakulteta za ekonomijo in informatiko (str. 7–18; 80–86; 91–93) .

Cilji in kompetence:

<p><i>Učna enota prispeva k razvoju naslednjih splošnih in specifičnih kompetenc:</i></p> <ul style="list-style-type: none"> • razvoj veščin in spretnosti v uporabi znanja na strokovnem področju, usposobljenost za vodenje, organizacijo in kooperativno timsko delo, • razumevanje in upoštevanje raznolikosti globalnega ter lokalnega okolja pri organizaciji in izvajanju celovite zdravstvene nege, • usposobljenost za prevzemanje odgovornosti v profesionalnem delu, • usposobljenost za vodenje in koordiniranje tima ter primerno razporejanje nalog, reševanje problemov in odločanje, • usposobljenost za učinkovito delo in sodelovalno komuniciranje z vsem podpornim osebjem, da se zagotovi kakovostno organiziranje, vodenje in delovanje tima, • usposobljenost oceniti tveganje in aktivno promovirati zdravje, oceniti tveganje in skrbeti za varnost vseh ljudi 	<p>Objectives and competences:</p> <p><i>The learning unit mainly contributes to the development of the following general and specific competences:</i></p> <ul style="list-style-type: none"> • development of skills and talents in using knowledge in the professional environment, - the ability to lead, organize and cooperative team work, • understanding and appreciating diversity of global and local environment when organizing and implementing comprehensive health care, • the ability to take responsibility for professional work, • qualification for team management and coordination along with appropriate distribution of tasks, problem solving and decision making, • the ability to work effectively and execute collaborative communication with all supporting staff to ensure the quality of the organization, management and operation of team, • capacity to assess risks and actively promote health, assess risks and care for the safety of all people in the working environment, -realization that
---	---

<p>v delovnem okolju, spoznanje, da je dobro počutje pacienta doseženo v kombinaciji prizadevanj in aktivnosti vseh članov zdravstvenega tima.</p>	<p>the well-being of the patient is achieved by combining effort and activities of all members of the health social team.</p>
--	---

Predvideni študijski rezultati:

Intended learning outcomes:

<p>Znanje in razumevanje Študent/študentka:</p> <ul style="list-style-type: none"> • spozna zgodovinski razvoj organizacije, osnovne organizacijske pojme, procese in funkcije, • spozna pomen razvoja sodobne znanosti ter vlogo in pomen organizacije dela, organizacijske strukture v zdravstveni negi ter upravljanja z razpoložljivimi viri, • spozna teorije menedžmenta ter vodenja in jih je sposoben povezati in aplicirati za področje zdravstvene nege, • se seznani s teoretičnim in praktičnim modelom organizacije službe zdravstvene nege na makro in mikro nivoju v zavodu, • spozna funkcije menedžmenta in njihov pomen za organiziranje zdravstvene nege – načrtovanje, organiziranje, vodenje in kontroliranje, • spozna dejavnike uspešnega uvajanja organizacijskih sprememb, • spozna pomen koncepta stroškovne učinkovitosti in virov za zagotavljanje uspešnosti zdravstvene nege, • se seznani s teorijami vodenja zaposlenih, pomenom individualnega in timskega dela v zdravstveni negi. 	<p>Knowledge and understanding: Students:</p> <ul style="list-style-type: none"> • learn about the historical development of the organization, basic organizational concepts, processes and functions, • learn the importance of the development of modern science and the role and importance of work organization, organizational structure in nursing and management of available resources, • learn theories of management and leadership and is able to connect and apply them in the field of nursing, • are familiar with theoretical and practical model of organization of nursing care at macro and micro level within the institution, • learn about the functions of management and their importance for the organization of nursing care - planning, organizing, leading and controlling, • recognize factors of successful implementation in organizational changes, • recognize the importance of the concept of cost-effectiveness and resources for ensuring the success of nursing care, • are familiar with theories of staff management, the importance of individual and teamwork in nursing care.
--	---

Metode poučevanja in učenja:**Learning and teaching methods:**

<ul style="list-style-type: none"> • <i>predavanja</i> z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov), • <i>seminarske vaje</i>: priprava, predstavitev in uspešen zagovor seminarske naloge (reševanje problemov, študije primera, refleksija izkušenj). 	<ul style="list-style-type: none"> • <i>lectures</i> with active student participation (explanation, discussion, questions, examples, problem solving), • <i>tutorial</i>: preparation and successful presentation of seminar paper (problem solving, study of examples, reflection of experience).
---	---

Načini ocenjevanja:

Delež (v %)

Assessment:

Weight (in %)

<p>Načini:</p> <ul style="list-style-type: none"> • izpit • priprava, predstavitev in uspešen zagovor seminarske naloge <p>Ocenjevalna lestvica: ECTS.</p>	<p>80 % 20 %</p>	<p>Types:</p> <ul style="list-style-type: none"> • exam • preparation, presentation and defence of the seminar paper <p>Grading scheme: ECTS</p>
--	----------------------	--