

	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	5.
Nursing Care / 1st Cycle	Nursing Care	3 rd year	5 th

Vrsta predmeta/Course type

obvezni /obligatory

Univerzitetna koda predmeta/University course code

L3 UN5

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

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Nosilec predmeta/Lecturer:

RŠ – dr. Gorazd Laznik, viš. pred.
IŠ - Nataša Piletič, pred.

Jeziki/ Predavanja/Lectures:

slovenski / Slovenian

Languages:

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.
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Vsebina:

Content (Syllabus outline):

<ul style="list-style-type: none"> • 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. • Z dokazi podprta praksa v zdravstveni negi. 	<ul style="list-style-type: none"> • 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. • Evidence-based practice in nursing.
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<ul style="list-style-type: none"> • Funkcije menedžmenta in njihov pomen za organiziranje zdravstvene nege – načrtovanje, organiziranje, vodenje in kontroliranje. • Procesi odločanja in sprejemanja odločitev. • 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. • Zagotavljanje varnosti pri delu in ergonomije delovnih mest v zdravstvenih organizacijah. • Značilnosti dela v interdisciplinarnih in multidisciplinarnih timih. • Medpoklicno sodelovanje in povezovanje z okoljem. • Pomen poznavanja podjetniških kompetenc za uspeh v zdravstveni negi: vodstvene veščine, komunikacijske veščine, timsko delo, inovativnost in ustvarjalnost, finančna pismenost, sposobnost sprejemanja odločitev, spremljanje in vrednotenje kakovosti, podjetniško razmišljanje, etično odločanje, sposobnost prilagajanja. 	<ul style="list-style-type: none"> • Management functions and their importance for the organization of health care - planning, organizing, leading and controlling. • Decision-making and decision-making processes. • 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. • Ensuring work safety and workplace ergonomics in healthcare organizations. • Features of working in interdisciplinary and multidisciplinary teams. • Interprofessional cooperation and integration with the environment. • Importance of understanding entrepreneurial competencies for success in health care: Leadership skills, communication skills, teamwork, innovation and creativity, financial literacy, decision-making abilities, monitoring and evaluation of quality, entrepreneurial thinking, ethical decision-making, adaptability.
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Temeljna literatura in viri/Readings:

<p><i>Temeljna literatura/Basic literature:</i></p> <ul style="list-style-type: none"> • 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). • Kramar Zupan, M. (2009). <i>Menedžment vs. vodenje</i>. Novo mesto: Fakulteta za poslovne in upravne vede (str. 17-23, 139-143). • 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, 	<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,
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<ul style="list-style-type: none"> • usposobljenost za odločanje in sprejemanje odločitev, • 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 v delovnem okolju, spoznanje, da je dobro počutje pacienta doseženo v kombinaciji prizadevanj in aktivnosti vseh članov zdravstvenega tima, • usposobljenost za zagotavljanje varnosti pri delu in ergonomije delovnih mest v zdravstvenih organizacijah, • razumevanje značilnosti dela v interdisciplinarnih in multidisciplinarnih timih, • razumevanje pomena medpoklicnega sodelovanja in povezovanja z okoljem. 	<ul style="list-style-type: none"> • qualification for decision-making and decision-making processes, • 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 the well-being of the patient is achieved by combining effort and activities of all members of the health social team. • qualification for ensure safety at work and workplace ergonomics in healthcare organizations. • understanding the characteristics of working in interdisciplinary and multidisciplinary teams. • understanding the importance of interprofessional cooperation and connecting with the environment.
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Predvideni študijski rezultati:

Intended learning outcomes:

<p><i>Znanje in razumevanje</i> <i>Študent/študentka:</i></p> <ul style="list-style-type: none"> • spozna zgodovinski razvoj organizacije, osnovne organizacijske pojme, procese in funkcije, • se seznanj s teoretičnim in praktičnim vsebinami pomembnimi za odločanje in sprejemanje odločitev, • spozna pomen razvoja sodobne znanosti ter vlogo in pomen organizacije dela, organizacijske 	<p><i>Knowledge and understanding:</i> <i>Students:</i></p> <ul style="list-style-type: none"> • learn about the historical development of the organization, basic organizational concepts, processes and functions, • becomes familiar with theoretical and practical content important for decision-making and decision-making, learn the importance of the development of modern science and the role and importance of work
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<p>strukture v zdravstveni negi ter upravljanja z razpoložljivimi viri,</p> <ul style="list-style-type: none"> • 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, • spozna vsebine za zagotavljanje varnosti pri delu in ergonomije delovnih mest v zdravstvenih organizacijah, • se seznani z značilnostmi dela v interdisciplinarnih in multidisciplinarnih timih, • razume pomen medpoklicnega sodelovanja in povezovanja z okoljem. 	<p>organization, organizational structure in nursing and management of available resources,</p> <ul style="list-style-type: none"> • 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, • recognize the contents for ensuring safety at work and workplace ergonomics in healthcare organizations. • becomes familiar with characteristics of work in interdisciplinary and multidisciplinary teams. • understand the importance of interprofessional cooperation and connecting with the environment.
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Metode poučevanja in učenja:

<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).

Learning and teaching methods:

<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 %)
Weight (in %)**Assessment:**

<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>
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