**Administration**

**Presentation guide**

DC = Statement of the competence for a particular domain  
E = Elements of the competence for a specific statement of competence  
P = Performance criteria for competency; associated with a specific element of the competence

**Domain of Competence DC.5**

*Apply principles of administration in a didactic assessment of learning*

**E5.1 Demonstrate basic computer and electronic data management skills**

P5.1.1 Describe hospital information systems in terms of purpose, components and management  
P5.1.2 Demonstrate the ability to utilize effectively various computer applications  
P5.1.3 Utilize computer and electronic data management tools in a clinical setting

**E5.2 Participate in institutional/organizational and/or professional body/association meetings/committees**

P5.2.1 Describe the purpose of meetings/committees held at various levels: institutional, provincial and national  
P5.2.2 Describe the basis structure and organization of a formal meeting  
P5.2.3 Explain delegation and its relationship to responsibility  
P5.2.4 Discuss the legislative acts, regulations, standards, codes, and scope of practice governing the delivery of the respiratory therapy profession

**E5.3 Apply cost containment practices (i.e., cost effectiveness)**

P5.3.1 Describe factors contributing to increasing health care costs  
P5.3.2 Explain the purpose of a budget  
P5.3.3 Describe the process of developing a budget  
P5.3.4 Describe examples of possible cost containment measures  
P5.3.5 Discuss physical resource management as it relates to respiratory care in terms of; equipment, space
**E5.4 Collect and provide workload measurement data**

P5.4.1 Discuss the purpose of collecting and analyzing workload measurement data  
P5.4.2 Compare systems utilized for collection of workload data  
P5.4.3 Analyze workload data in relationship to a defined parameter (staffing, budget allocation, equipment needs, etc.)

**E5.5 Perform non-patient assessments (e.g., environment, risk management, resources, demographics)**

P5.5.1 Discuss components of environmental management related to respiratory care; workplace health and safety, risk management, incident reporting  
P5.5.2 Describe the forces driving change in organizations  
P5.5.3 Distinguish organizational change in terms of; developmental change, and transformational change  
P5.5.4 Identify systemic barriers to change  
P5.5.5 Identify organizational barriers to change  
P5.5.6 Identify individual barriers to change  
P5.5.7 Describe issues around inappropriate change management  
P5.5.8 Explain why change could be welcomed

**E5.6 Evaluate the knowledge and performance of peers/students in order to be able to complete performance reports**

P5.6.1 Describe the function of a job description  
P5.6.2 Describe the purpose of setting clear goals and objectives  
P5.6.3 Describe the importance of setting priorities  
P5.6.4 Discuss the difference between manager and leader, supervisor and preceptor  
P5.6.5 Discuss the importance of a performance standard  
P5.6.6 Describe basic elements of an effective performance review process

**E5.7 Orient students and new staff**

P5.7.1 Describe aspects of an orientation program for students and new staff to a respiratory care department  
P5.7.2 Participate in the orientation for students and new staff to a respiratory care department in a clinical setting