

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