

COURSE SYLLABUS

Vocational School

Course Code	Course Name		Credit	ECTS Value	
SKI-202	Human Resources Management in Healthcare Institutions		2-1-3	8	
Prerequisite Courses:	None				
Course Language:	Turkish	Teaching Style:	Face to face		
Course Type and Level:	Compulsory/Spring Semester/Associate Degree				
Title, Name and Surname of the Course Instructor		Class Hours	Office Hours	Communication	
Lecturer Mehmet ŞENGÜL		3	Wednesday 09:45-10.15 10:30:10:45	mehmetsengul@cag.edu.tr	
Course Coordinator:	Lecturer Mehmet ŞENGÜL				
Purpose of the Course					
Course Learning Outcomes	Students who successfully complete this course;			Relationships	
				Program Outcomes	Net Contribution
	1	İnsan kaynakları yönetiminin temel kavramlarını, süreçlerini ve sağlık kurumlarındaki önemini açıklar. Explains the fundamental concepts and processes of human resources management and their importance in healthcare institutions.	1,8	5,4	
	2	Conducts human resources planning in healthcare institutions, prepares job analyses and job descriptions.	1,2	5,5	
	3	Designs and implements recruitment, selection and placement, training, career planning, and performance evaluation processes.	2,7	5,5	
	4	Develops strategies to increase healthcare employee motivation and monitors employee satisfaction.	6,7,9	5,4,5	
	5	Ensures effective participation in teamwork, strengthens internal communication, and develops problem-solving skills.	6,8	5,5	
Course Content:	This course examines the fundamental concepts, functions, and application areas of human resources management in healthcare institutions. It examines human resources planning, job analysis and job descriptions, recruitment and placement processes, training and development, performance evaluation, compensation and benefits management, employee motivation and satisfaction, labor law, and ethical principles. It also addresses human resources information systems, digitalization, human resources management during crises, and employee safety. Students are expected to analyze and report on human resources practices and develop solutions for healthcare institutions.				
Course Contents: (Weekly Lesson Plan)					
Week	Subject		Preparation	Teaching Methods and Techniques	
1	Course Introduction and Introduction to Human Resources Management		None	Systematic explanation	
2	Human Resources Planning		Lesson presentation	Students are asked to research the HR structure of a hospital and share it in class.	
3	Job Analysis and Job Descriptions		Lesson presentation	Students are asked to write a	

			job description for a nurse or secretary position.
4	Recruitment, Selection and Placement Processes	Lesson presentation	An interview scenario is prepared and role-playing is done.
5	Training and Development	Ders sunusu	Systematic explanation, discussion
6	Performance Evaluation Systems	Lesson presentation	Performance evaluation form design.
7	Compensation Management and Benefits	Lesson presentation, sample payslip display	A sample payslip and fringe benefits package is prepared.
8	Midterm Exam		
9	Midterm Exam		
10	Motivation and Employee Satisfaction	Lesson presentation	Survey design for employee satisfaction
11	Working Relations and Communication	Lesson presentation	Systematic explanation
12	Occupational Health and Safety	Lesson presentation	A preventive plan is prepared for a possible work accident scenario.
13	Labor Law and Legislation	Course presentation, legal legislation review	Students are asked to research the rights and obligations of healthcare professionals.
14	Career Management and Talent Management	Lesson presentation and class discussion	They are asked to prepare an individual career plan.
15	Digitalization in Human Resources	Lesson presentation	Systematic explanation, review of a healthcare organization's human resources information system
16	Crisis Management and the Role of HR	Course presentation General evaluation	General evaluation
17	Final Exam		
18	Final Exam		

Resources for the Course

Textbook:	Presentations prepared by the faculty member
Recommended Resources:	Human Resources Management in Healthcare Institutions, distinguished academic and professional publications, Dr. Ayşegül DÜZGÜN.

Course Assessment and Evaluation

Events	Number	Contribution	Notes
Midterm Exam	1	%40	Written examination
Final	1	%60	Comprehensive written exam

ECTS Table

Contents	Number	Hour	Total
Lesson duration	14	3	42
Out-of-Class Work	14	5	70
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	55	55

Final Exam (Final Exam Duration + Final Exam Preparation)	1	65	65
Total:			232/30=7,7
Total / 30:			8
ECTS Credits:			ECTS: 8