

# Programme Specification

**Postgraduate Certificate Management in Health Care**  
**Postgraduate Diploma Management in Health Care**  
**MSc Management in Health Care**

Valid from: May 2015

**Faculty of Health and Life Sciences**

## SECTION 1: GENERAL INFORMATION

Awarding body:	Oxford Brookes University
Teaching institution and location:	Oxford Brookes University: The Alliance of International Education (H.K.)
Final award:	MSc
Programme title:	Management in Health Care
Interim exit awards and award titles:	Postgraduate Certificate Management in Health Care Postgraduate Diploma Management in Health Care
Brookes course code:	IE60
UCAS/UKPASS code:	N/A
JACS code:	N200
Mode of delivery:	Face to face / blended learning
Mode/s of study:	Part time
Language of study:	English
Relevant QAA subject benchmark statement/s:	The QAA benchmark statement for Master's awards in business and management ( <a href="http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-Masters-degrees-in-business-and-management.aspx">http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-Masters-degrees-in-business-and-management.aspx</a> )
External accreditation/recognition:	Non-Local Courses Registry
Faculty managing the programme:	Health and Life Sciences
Date of production (or most recent revision) of specification:	7 May 2015

## **SECTION 2: OVERVIEW AND PROGRAMME AIMS**

### **2.1 Rationale for/distinctiveness of the programme**

This programme is designed to enable people managing within Health Care to gain the knowledge, skills, critical awareness and the integrated understanding of management and organisations needed to develop and transform themselves, their colleagues and their organisations so as to respond to an ever changing and challenging working environment and ultimately, to the needs of the patients and clients they serve. Working in a multi-professional and multi-national cohort, students will have the opportunity to develop practice and theorise professional and organisational development within a rich and supportive academic context.

### **2.2 Aim/s of the programme**

In more detail the MSc Management in Health Care aims are to help participants to:

- Enhance their awareness of the health care context, its political and social influences and its interaction with policy; the systemic nature of relationships within and across the health care sector and the part of management and leadership in relation to this.
- Gain an integrated and critical awareness, knowledge and understanding of management and organisations and their relationship/application to practice
- Critically appraise and apply the current evidence base around leadership and management within a dynamic environment extending across sectors and agencies pertinent to health care
- Develop management and leadership competence and practice in relation to management and leadership standards, competencies and other relevant benchmarks within health care
- Critically appraise and develop their role and that of others within health care management
- To develop the skills to plan, implement and evaluate projects
- To develop lifelong learning skills/behaviours/habits and relationships, in order to maximise their own performance, development and career potential and to enhance these in others

**The programme also aims to:**

- recruit well-qualified students from a broad mix of backgrounds to facilitate a multi-perspective interactive learning process;
- deliver a relevant, practical and constantly updated programme through close links with managers and leaders within the health care sector, with taught content and effective pedagogy that allows students to see ways in which theory can be applied in practice;
- encourage students to fully engage in the programme in order to support the development of their learning, attitudes and aspirations, to be open to new ideas and change and to contribute wider society

## **SECTION 3: PROGRAMME LEARNING OUTCOMES**

### **Knowledge, understanding and skills:**

On satisfactory completion of the programme, students will have achieved the following Postgraduate Attributes:

#### **1 Academic literacy**

- Critically discuss, analyse, synthesise, and articulate knowledge from a number of sources, integrating theory, policy and research to support the advancement of health care management practice.
- Apply advanced knowledge in addressing the subject areas of leadership; managing operations, financial and human resources as they are influenced by, relate to and are integrated within the health care context. (also fits 3.2) (For PG Diploma/MSc)
- Examine and critically analyse health care management practices and make practical application of new knowledge in the workplace.
- Apply specific knowledge to management gained in their chosen acceptable module. (For UK programme only)
- Positively influence the enhancement of leadership capacity in particular within the student's own working domain.

#### **2 Research literacy**

- Critically discuss, analyse, synthesise, and articulate knowledge from a number of sources, integrating theory, policy and research, supporting the advancement of health care management practice. (Also fits 3.4)
- Demonstrate a rigorous approach to further develop and implement the evidence base to enhance management practice in health care.
- Utilise research skills to promote evidence based practice in management.
- Through undertaking either dissertation module, develop further understanding of management practice and processes within health care contexts. (For Masters degree only)
- Initiate, plan, carry out and disseminate research. (For Masters degree only)

#### **3 Critical self-awareness and personal literacy**

- Critically discuss own beliefs and concerns about the purpose, nature and challenges of health care management practice.
- Developed effective problem solving and decision-making skills.
- Practise sound communication skills both orally and in writing.
- Be effective in self-management regarding planning, organising and prioritising tasks and work-time, working to deadlines, self-motivation, use of initiative and leveraging opportunities.
- Understand and practise the concepts and skills of self-awareness and personal development; learning to learn; reflective, adaptive, collaborative learning and their ongoing personal relationship to these.

- Demonstrate and promote enhanced interpersonal skills including effective listening, questioning and dialogue; negotiating, persuasion, presentation and team-work.
- Develop cognitive skills of critical thinking, analysis and synthesis and enhance their capacity to identify assumptions, to evaluate statements in light of evidence, to detect false logic or reasoning, to identify implicit values, to define terms adequately, and to generalise appropriately.

#### **4 Digital and information literacy**

- Be able to apply appropriate skills Communication and Information Technology (CIT), e.g. for research, report and presentations.
- Evaluate the role of assistive technologies in advancing health care practice.

#### **5 Global citizenship**

- Contribute to local, national and international debate on the development of management practice in health care.
- Effectively manage complex decision making and change management processes involving and engaging key stakeholders including service users.
- Positively influence collaborative practice of self and others taking into account professional boundaries and the complexity of management practice.
- Demonstrate a robust commitment to both independent and collaborative learning and scholarship and their application to management practice.
- Further develop self-awareness, openness and sensitivity to diversity in terms of people, cultures, business and management issues.

### **SECTION 4: PROGRAMME STRUCTURE AND CURRICULUM**

#### **4.1 Programme structure and requirements:**

		<i>Level</i>	<i>Credit</i>	<i>Status</i>
P44813	Managing Finance in Health and Social Care Organisations	7	20	<b>Compulsory</b> PG Certificate PG Diploma MSc
P44816	Human Resource Management in Health and Social Care	7	20	<b>Alternative</b> <b>Compulsory</b> PG Certificate <b>Compulsory</b> PG Diploma MSc
P44811	Operational Management in Health and Social Care	7	20	<b>Compulsory</b> PG Certificate PG Diploma MSc
P44820	Leadership in Health and Social Care	7	20	<b>Alternative</b> <b>Compulsory</b> PG Certificate

				<b>Compulsory</b> PG Diploma MSc
P49210	Advanced Research Design	7	20	<b>Compulsory</b> PG Diploma MSc
P49203	Evidence Based Practice	7	20	<b>Compulsory</b> PG Diploma MSc
P49215	Dissertation	7	60	<b>Compulsory</b> MSc

## 4.2 Professional requirements

N/A

## SECTION 5: PROGRAMME DELIVERY

### 5.1 Teaching, Learning and Assessment

The learning and teaching strategies within the MSc MHC are aimed at encouraging students to take a critical and reflective approach to their learning, to take charge of their own learning and personal growth and to work with others in supporting, sharing learning and co-creating ideas and knowledge within the context of a learning community.

The programme has a wide range of learning and teaching strategies to support students to gain subject specific knowledge, skills and understanding alongside more generic and transferable skills as indicated above. These include:

- Interactive lectures
- Face to face group work
- Supported self-directed learning occurs within all modules alongside other learning experiences, but is central within the Dissertation.

Assessments on the programme reflect the learning outcomes of the modules and make a positive contribution to the student learning experience and aim to assess students' knowledge understanding and skills around management and leadership topics and related transferable skills. Formative assessments, dialogue and feedback occur during class and online tracking, also through written and verbal feedback on outlines and drafts.

The range of summative assessment strategies is broad and includes: management reports with executive summaries, business cases, research proposals, and secondary research.

Overall, there is a significant focus on reflecting, analysing, evaluating and identifying potential for enhancing management strategies and practice by drawing on relevant research and theoretical frameworks. This work orientated focus helps to orientate assessment towards enhancing employability and career development.

The programme handbook provides a commentary for students on how the Postgraduate Attributes are developed through the programme. In addition, students can expect to be introduced to the concept of Postgraduate Attributes during induction, and will have tutorial discussions with their academic advisor, particularly in their first year, which will focus on identifying module content and activities leading to their acquisition of Postgraduate Attributes, and their experience of them.

## 5.2 Assessment regulations

The programme conforms to the University Postgraduate Regulations.

<http://www.brookes.ac.uk/regulations/current/specific/b4/>

## SECTION 6: ADMISSIONS

### 6.1 Entry criteria

Criteria	Essential
Prior qualification	A UK degree, or overseas degree from a recognised institution which was taught and assessed in English.
Demonstrate preparedness/ability to work at masters level	Evidence of recent study (within last 5 years) at degree or equivalent level.  Students who have not studied at degree or equivalent level within the last 5 years, will be required to attend the Study Skills module and write and submit an assignment which will be taken into account as part of their application
Appreciation of health /social care management context	6 months experience as a student, employee or volunteer within the health care sector (European or International; public, private or voluntary)

### 6.2 DBS checks

N/A

## **SECTION 7: STUDENT SUPPORT AND GUIDANCE**

### **Academic Advisor**

The Programme Lead or approved representative acts as the Academic Advisor for all students. The Academic Advisor will be available at all teaching schools to discuss any aspect of academic development.

### **Student Support Co-ordinator**

Student Support Co-ordinators provide support, advice, guidance and encouragement to help students progress through their chosen programme. They complement the support provided by Academic Advisors by focussing on practical and personal problems which affect students. They can be contacted by telephone or email if required.

### **Module Leader**

Each module has a leader who is responsible to the programme leader for the quality of the learning experience for students undertaking the module. The module leader is the best person to talk to if students have questions about anything to do with the module timetable, or the module assignment and submission dates. The module leader produces the module handbook which includes all the information necessary to completion of the module.

### **Upgrade**

Upgrade is the University's study advice service for anyone who wants advice on:

- Study skills – planning and writing essays, assignments and dissertations;
- Statistics, maths.

The Upgrade Study Advice can be contacted via telephone or email and a range of material to help with study skills is available on the Upgrade page of the Oxford Brookes website.

### **Library**

Students will have the use of all the electronic Oxford Brookes University Library facilities all of the modules within your programme include core texts, which are available as e-books whenever possible. The Library also provides access to a wide range of other online (Web-based) resources, including databases and thousands of full-text electronic journal titles, many of which can be accessed from home or work. Library staff are able to help with queries about finding information. Their contact details are available on the health and social care pages of the Oxford Brookes University Library web page.

## **Disability Services**

The Student Disability Service provide support, advice and information to current and prospective students of Oxford Brookes University. They will work with students to develop an individual support plan to meet individual needs and will also give advice about how the University systems can support students with disabilities. Details of how to contact the Disability Services are available on the Oxford Brookes University website.

## **Students' Union**

Oxford Brookes Students' Union exists to ensure the welfare and representation of students undertaking courses through the University. They offer a diverse range of welfare services and support structures to students as well as running many commercial services. They are contactable via the Students' Union pages of the Oxford Brookes University website.

## **International Students**

Oxford Brookes University has a community of more than 19,000 students, including more than 5,000 postgraduates. Approximately 20% are international students who come from more than 145 countries worldwide, in addition to other European Union countries. We value the academic and cultural contribution international students bring to the Faculty of Health and Life Sciences from the experience of teaching in Hong Kong.

## **SECTION 8: GRADUATE EMPLOYABILITY**

Programme participants will tend to be work-based professionals already undertaking or aspiring to management and leadership roles within their organisations. The distinctive offer of the programme is thus enhanced employability and career advancement prospects for students.

## **SECTION 9: LINKS WITH EMPLOYERS**

The curricular and pedagogic regime of the programme includes a good deal of input from employers and practice partners.

## **SECTION 10: QUALITY MANAGEMENT**

### **Indicators of quality/methods for evaluating the quality of provision**

The programme is evaluated through the standard university processes of annual and periodic review; module evaluations; student fora; and external examiner scrutiny. An Annual Return is also sent to the Non-local Course Registry in Hong Kong who also monitor the quality of the programme.