



DOCTOR OF PHILOSOPHY **HEALTH SERVICES RESEARCH, ADMINISTRATION, AND POLICY**

Graduate Program Handbook, rev. 02/13/2017





INTRODUCTION

The University of Nebraska is composed of four major administrative units: the University of Nebraska at Kearney (UNK), the University of Nebraska-Lincoln (UNL), the University of Nebraska Medical Center (UNMC), and the University of Nebraska at Omaha (UNO). Each of the four major units is led by a Chancellor who reports to the University President. The University is ultimately governed by a twelve-member Board of Regents that ensures that the Institution fulfills its role and mission of providing quality instruction, research, and public service for the citizens of the state.

The Graduate College of the University of Nebraska is a system-wide college with programs administered in each of the four major administrative units of the University of Nebraska. The Dean of the Graduate College, in conjunction with an Executive Graduate Council representing the Graduate Faculty, is responsible for the College's activities. Graduate educational programs are offered at UNK, UNL, UNMC, and UNO through separate Graduate Studies divisions, each led by a Dean for Graduate Studies. Each campus Dean reports to both the Chancellor of the campus and to the Dean of the Graduate College. Information on the graduate programs on the other campuses should be requested from the campus Graduate Studies Office.

As part of the system-wide Graduate College, the Graduate Studies programs at UNMC offer advanced instruction leading to the master's and doctor of philosophy degrees in health-related areas. The UNMC Dean for Graduate Studies, in conjunction with the UNMC Graduate Council elected from the UNMC Graduate Faculty, is responsible for Graduate College activities at UNMC.

The Board of Regents approved the UNMC College of Public Health's Health Services Research, Administration, and Policy (HSRAP) PhD program in 2009. The purpose of the PhD program is to prepare students to become ethically, culturally, and scientifically competent researchers and educators in public health. The program promotes inter- and trans-disciplinary education, research, and service activities that are relevant to the community and population that we serve. The academic department—Health Services Research and Administration—hosts and operates the HSRAP PhD program. A Graduate Committee, chaired by the Graduate Program Director, develops and implements curriculum, makes admission decisions, advises students, and monitors student progress.

The UNMC Graduate Studies Office has specific requirements for admission, academic standing, program requirements, comprehensive examinations, dissertations, candidacy, and graduation. Please see the UNMC Graduate Bulletin for details at <http://www.unmc.edu/gradstudies/current/Graduate-Studies-Bulletin.pdf>.

CORE COMPETENCIES



The COPH PhD degrees are terminal degrees that prepare future public health researchers and educators to address public health issues through innovative research and education. Core competencies were developed by representatives from all COPH PhD programs and are as follows:

1. Demonstrate an in-depth knowledge and understanding of public health and related issues.
2. Critically evaluate research, reports, and data using theories and frameworks relevant to public health.
3. Demonstrate an in-depth understanding of theoretical, multidisciplinary concepts relevant to public health issues.
4. Design and conduct original research in public health.
5. Incorporate knowledge of cultural, social, behavioral, and biological factors in formulating and implementing public health research, teaching, and service.
6. Demonstrate teaching and presentation skills in academic, research, and practice settings.
7. Demonstrate cultural sensitivity in research, teaching, and service.
8. Demonstrate grant- and manuscript-writing skills.
9. Articulate the process for developing and/or sustaining collaborations with communities, policy makers, and other relevant groups.
10. Demonstrate knowledge of potential conflicts of interest encountered by practitioners, researchers, and organizations.

PROGRAM PURPOSE

The PhD in Health Services Research, Administration and Policy is offered through the Department of Health Services Research and Administration, UNMC College of Public Health.

The PhD program in Health Services Research, Administration, and Policy educates students to be scholars and health services researchers for careers in academia and also in large corporations, insurance companies, government agencies, health care organizations, and consulting firms.

Incorporating the core competencies of health services research, the program focuses on methods and application of health services research, health administration, and health policy. Program graduates will be equipped to serve the public and private sectors in Nebraska, the Midwest region, the nation, and the



world. Students will gain valuable experience by working closely with faculty whose research interests include health economics, health care finance, organizational behavior, medical geography, policy analysis, program & policy evaluation, health outcomes research, public health informatics, workforce development, public health services research, and underserved populations. Program faculty conduct research and service activities through the Nebraska Center for Rural Health Research and the UNMC Center for Health Policy.

HSRAP PHD PROGRAM COMPETENCIES

1. Apply alternative theoretical and conceptual models from a range of relevant disciplines to health services research.
2. Apply in-depth multidisciplinary knowledge and skills relevant to health services research.
3. Utilize the knowledge of the structures, performance, quality, policy, and environmental context of health and health care to formulate solutions for health policy problems.
4. Critically evaluate evidence, synthesize findings, and draw inferences from literature relevant to health services research.
5. Pose innovative and important research questions, informed by systematic reviews of the literature, stakeholder needs, and relevant theoretical and conceptual models.
6. Use a conceptual model to specify study constructs for a health services research question and develop variables that measure these constructs with high reliability and validity.
7. Select appropriate interventional (experimental and quasi-experimental) or observational (qualitative, quantitative, and mixed methods) study designs to address specific health services research questions.
8. Learn how to collect primary health and health care data obtained by survey, qualitative, or mixed methods.
9. Use appropriate analytical methods to clarify associations between variables and to delineate causal inferences.
10. Appropriately interpret the results of data analysis and discuss the implications for policy and practice, to support public health decision-making.
11. Effectively communicate the findings and implications of health services research through multiple modalities to technical and lay audiences.



12. Implement research protocols with standardized procedures that ensure reproducibility of the science and ensure the ethical and responsible conduct of research in the design, implementation, and dissemination of health services research.

13. Articulate the importance of collaborating with policymakers, organizations, and communities to plan, conduct, and translate health services research into policy and practice.

ADMISSION REQUIREMENTS

Admission to the program is governed by the requirements stated in the UNMC Graduate Bulletin. Application materials are to be submitted to the Office of Graduate Studies (<http://www.unmc.edu/gradstudies/admissions/index.html>).

DEGREE REQUIREMENTS

Students enrolled in the PhD program without a Master’s degree are required to complete a total of 90 credit hours in course and dissertation work, including the following:

Credits	Course Work
39	Required courses
15	Area of emphasis courses
12-18	Elective courses
18-24	Dissertation

The required courses are designed to help students build a strong foundation of multidisciplinary knowledge and skills for scholarship in health services research. After completing all required courses, students will then take area of emphasis courses. In addition to coursework, all PhD students are expected to attend monthly Journal Club and Doctoral Program Seminars.

Required Courses	Course
US Healthcare System	HSRA 810
Health Policy	HSRA 874
Health Services Administration	HSRA 873
Health Economics	HSRA 860



Health Care Organizational Theory and Behavior	HSRA 830
Biostatistics I	BIOS 806
Biostatistics II	BIOS 808
Epidemiology in Public Health	EPI 820
Foundations of Public Health	HPRO 830
Health Care Finance	HSRA 872
Quantitative Methods in Health Services Research	HSRA 920
Design of Health Services Research	HSRA 930
Qualitative Research Methods	HPRO 910
Area of Emphasis Courses (selected list—see advisor for more options)	
Integrated Seminar in Economics and Health Services	HSRA 940
Application of Medical Geography to Health Services	HSRA 950
Seminar in Health Care Administration	HSRA 960
Seminar in Health Policy	HSRA 980
Directed Readings or Research	HSRA 996

Students should generally take the required doctoral seminars HSRA 920 (BIOS I and II are prerequisites) and HSRA 930 in the Spring of their second year of study or later. The area of emphasis courses should be taken after the required courses are completed. Students who have completed a Masters in Public Health or MHA from an accredited program in the US are allowed to transfer credits up to a maximum of half of course work (10 courses), provided the course was taken no earlier than 7 years before entry into the program, and the student has earned a B or higher in those courses. The student’s supervisory committee will approve transfer of elective courses later in the program. Graduate-level courses in the University of Nebraska system may be taken as elective courses.

Students are expected to maintain a minimum cumulative grade point average of 3.0 for all courses completed for the PhD. Failure to maintain a 3.0 GPA will result in suspension or termination from the PhD program. In order to graduate, students are also expected to pass a comprehensive exam and the final defense of their dissertation. The study period is expected to be 3-4 years if the student is admitted to the program with a related master’s degree (e.g., Master of Health Administration, Master of Public Health) and 4-5 years if the student is admitted to the program with a bachelor's degree.



NOTE: All PhD students should reference the UNMC Graduate Bulletin for further details.

SUPERVISORY COMMITTEE

Each student is required to form a supervisory committee. The chair of the supervisory committee will serve as the student's main mentor during the study period. Students are expected to work together with the chair of their supervisory committee to identify other committee members. A supervisory committee will consist of at least four graduate faculty members (including the chair), with at least one faculty member from a department other than HSRA. The main responsibility of the supervisory committee is to provide guidance and approval for the student's doctoral study, including the design of coursework plan and dissertation research. The supervisory committee is also responsible for developing and administering the comprehensive exam for the student.

COMPREHENSIVE EXAMINATION

Once students complete their course work (including core, concentration, and elective courses), they are expected to take and pass a comprehensive exam in order to move on to the dissertation research stage. The contents and format of the comprehensive exam will be determined by the student's supervisory committee. The comprehensive exam will be designed to test students' knowledge and skills related to the program curriculum as well as the core competencies of health services research, administration, and policy. In the event of failure, the Supervisory Committee shall recommend to the Dean for Graduate Studies whether the student should be given the option of retaking the examination and, if so, the Committee shall identify general areas of weakness that require special attention and any remedial actions which the student should complete prior to re-examination. This information must also be transmitted in written form to the student. No student shall be permitted to take either the written or oral portion of the comprehensive examination more than twice, and the student must wait a minimum of 3 months before retaking the examination.

DISSERTATION RESEARCH

After passing the comprehensive exam, students are expected to conduct and successfully defend their dissertation research by working with their supervisory committee. Generally, students are expected to complete their dissertation research within two years. Since this PhD program is a research-oriented degree program, a



high standard of dissertation research that complies with the core competencies of the health services research discipline is expected.

Students studying in this program are encouraged to complete and/or publish research products (e.g., peer-reviewed journal articles, policy briefs, or reports to public health agencies) before their graduation from the program. In addition, dissertation material must be submitted as a 1st authored publication to a peer-reviewed journal (refer to the UNMC Graduate Studies Bulletin for further information).

HSRAP PHD MILESTONES

Academic Advisor: Assigned upon matriculation.

Supervisory Committee Chair and Members: Within 12 months of matriculation.

Program of Study: Must be completed prior to taking the comprehensive examination and approved by the Supervisory Committee and the Graduate Program Director. A report of the Supervisory Committee outlining a program of studies for the Ph.D. degree must be submitted to the Graduate Office within four weeks of appointment of the Supervisory Committee. HSRA also requires that students submit an annual Individual Development Plan to the Supervisory Committee and the Graduate Program Director.

Comprehensive Exam: After completion of all coursework. Form to request scheduling of comprehensive exam is due to UNMC Graduate Studies at least two weeks before the comprehensive exam. The report on the comprehensive exam is due within 7 days after the date of the exam.

Application for Candidacy: At least 7 months prior to the final oral examination and after passing the comprehensive examination.

Dissertation: After passing the comprehensive examination.

Application for Final Oral Examination: Due at least 2 weeks prior to the final oral examination. A report on the final examination is due in the Graduate Office within 7 days after the date of the examination.

TRANSFER CREDIT PROCESS

The process of approval of credit transfers for graduate courses is as follows:

1. The formal approval process for basic core courses should be completed before the start of the second year in the program (summer of the first year).



2. The approval of elective courses will be done by the student's supervisory committee.
3. The Chair of the student's Supervisory Committee will file the required paperwork for transfer of all credits, with the Office of Graduate studies, as per the timeline outlined in the Graduate Studies Bulletin.
4. The guidelines for transfer of graduate course credits are as follow: the course should have been taken no more than 7 years prior to entry into the PhD program from an accredited graduate program in the U.S., and the student should have earned a grade of B or higher. No more than half of all coursework credits (10 courses) may be transferred to the PhD program.

PHD HSRAP PROGRAM ADVISING POLICY

For the purposes of this policy, the HSRAP PhD program defines the following roles of faculty:

Academic Advisor – an HSRA faculty member assigned by the graduate committee to guide the student and serve as the source of information for the student in the first years in the program, until the student designates a supervisory committee chair, at which time the advising role will be taken on by the supervisory committee chair.

Graduate Assistantship Supervisor – an HSRA faculty member assigned to supervise and guide a student through the assignments provided in return for a stipend and tuition waiver. Assistantship assignments tend to be research or teaching related. The preference is for the supervisor to be the source of funding, but in some cases other faculty will utilize the student's time. In such cases, the Supervisor remains in charge of the student's assistantship assignment and performance appraisal.

Supervisory Committee Chair – an HSRA faculty who supervises the student's program of study leading toward the dissertation. Once the supervisory committee chair is assigned/named, he/she will also be the student's academic advisor.

BACKGROUND INFORMATION

Once a student is admitted into the PhD HSRAP program, the Graduate Program Director, in consultation with the department chair, will assign an academic advisor from the HSRA department's faculty. Attempts will be made to assign faculty advisors based on common research interests, but other considerations will be used (such as faculty workload, etc.).



All new doctoral students are required to take part in the College of Public Health's orientation for new students.

ADVISOR RESPONSIBILITIES

All advisors will become familiar with the COPH PhD Student Handbook, UNMC Graduate Studies Bulletin, and other related documents and websites on campus. Faculty will be expected to introduce the new students to these sources during the orientation for new students. In addition, advisors are expected to attend the COPH advisor workshops.

Advisors will discuss the academic expectations from students as well as graduate assistantship obligations (if applicable). The advisor will go over the COPH PhD Student Handbook, as well as the UNMC graduate bulletin, since it is applicable for PhD students.

Advisors will discuss the academic program with their students. The program of study for the first year should be developed prior to the beginning of the first semester of study, either during or before the Orientation for new students, but no later than 9 months after matriculation.

Advisors will discuss the key points of progression through the doctoral program with their students—comprehensive examination, dissertation proposal, research, defense, etc. An outline is available in the COPH PhD Student Handbook. The dates for each item need to be made clear to students.

Advisors will discuss opportunities, expectations, and obligations of the student's graduate assistantship. Although advisors may not always be the student's graduate assistantship supervisor, it is the advisor's responsibility to ensure the student understands and is oriented in preparation for working as a graduate assistant.

GUIDELINES FOR GRADUATE ASSISTANTS AND FACULTY SUPERVISORS

Background information

Graduate assistantships are awarded to doctoral students on a competitive basis. The intent of the graduate assistantship is to provide financial support to the student and further their doctoral studies and professional development. The decision to award a graduate assistantship is made by the HSRA department chair and graduate program director and is based on the student's academic and prior work performance and available departmental funding for assistantships. Doctoral students in the department of HSRA who are awarded graduate assistantships are



required to work up to 20 hours per week on assigned research and/or teaching projects, under the close supervision of a faculty supervisor. The assignment of student to a faculty supervisor will be made by the graduate program director in consultation with the department chair at the start of each semester. Students who are awarded a graduate assistantship will be informed about their faculty supervisor at the start of each semester.

Faculty supervisor role and responsibilities

The designated faculty supervisor will be responsible for monitoring and assessing the student's work performance. Every effort will be made to match the student's research interests with the faculty supervisor's research focus, subject to the exigencies of project funding and the availability of assistantships. Each student who is awarded an assistantship will meet with their respective faculty supervisor as soon as the assignment is made. Faculty supervisors will use this initial orientation meeting to discuss the research and/or teaching project(s) that the student will work on, and clearly outline the expectations regarding work hours, periodic meetings and reporting of work hours, the timely completion of assigned work and adherence to deadlines. The faculty supervisor will also set up a time for future meetings and provide the student with clear guidelines for assigned work and expectations regarding the completion of the same.

It is encouraged that the graduate assistant and faculty supervisor develop a mentoring relationship. Thus, faculty supervisors are encouraged to engage the student in a dialogue that is mentoring and supportive, rather than a mere emphasis on fulfilling the mandatory work requirements.

Graduate assistant role and responsibilities

Student graduate assistants are expected to meet the work expectations and deadlines as set by the faculty supervisor, in the initial orientation and subsequent meetings. Failure to meet the work expectations satisfactorily will result in non-renewal of the graduate assistantship in subsequent semesters. The decision not to renew the graduate assistantship lies with the graduate program chair, the department chair, and the student's faculty supervisor. Students are not permitted to work more than 20 hours per week per UNMC policy.

Non-renewal of graduate assistantship and appeal process

Any concerns regarding the work performance of the student should be reported in writing to the graduate program director and the HSRA department chair in a timely manner. The program director in consultation with the department chair and faculty supervisor will attempt to resolve any issues related to unsatisfactory work performance.



Failing the amicable resolution of complaints related to unsatisfactory work performance, the student will be informed about a decision to not renew the graduate assistantship. If the student wishes to appeal the decision on non-renewal of the graduate assistantship, he/she should make that appeal in writing to the program director and HSRA department chair.

If a student, for some reason, wishes to change his/her faculty supervisor, he/she should make a request in writing to the program director and HSRA department chair. The program director, will in consultation with the department chair and the student's faculty supervisor, review the student's request and may decide to reassign the student to another faculty supervisor, if that is deemed to be in the best interest of the student's professional development.

SUPERVISORY COMMITTEES FOR DOCTORAL CANDIDATES

Matters Requiring Action by the Supervisory Committee for the Ph.D.

1. Acceptance of graduate credit from any other institution. Such credits should be carefully scrutinized both as to the institution attended and in relation to the proposed program. Credit for other than graduate level courses will not be approved.
2. Approval of the student's plan of study.
3. Authorization of arrangements for the comprehensive examination.
4. Approval of the dissertation subject.
5. Acceptance of the comprehensive examination and recommendation of the student for admission to candidacy.
6. Approval of the dissertation and dissertation abstract.
7. The final oral examination.

Duties of the Student

The student is responsible for transmitting to the Graduate Office:

1. Minutes of all meetings of the Supervisory Committee.
2. A copy of the proposed program of graduate studies including any graduate credit accepted from another institution.
3. Request for Comprehensive Exam form due in Graduate Office 2 weeks before comprehensive exam.
4. Report on the comprehensive examination due within 7 days after the date of the examination.



5. The formal application for admission to Candidacy. This is presented immediately after the comprehensive examination has been passed and at least seven months prior to the final oral examination.
6. Presentation to the Graduate Studies Office of evidence of submission of dissertation material to a peer review journal.
7. Presentation of the Dissertation and Abstract to members of the Supervisory Committee at least four weeks before the final oral examination (defense of dissertation). It is the student's responsibility to ensure that, at that time, the dissertation has been properly formatted and has been thoroughly checked for errors in terminology, grammar and spelling. During the ensuing period of at least two weeks, the members of the Supervisory Committee will have the opportunity to review the dissertation to determine whether it is in a fit condition, based on formatting, writing quality and preliminary scientific criteria, for the defense. Upon receiving such approval (or if no major objections are raised), the Application for the Final Oral Examination (Defense of Dissertation), signed by the student and the Supervisory Committee Chair, should be submitted to the Graduate Studies Office. (See #8 below).
8. Complete the application for final oral examination at least two weeks prior to the final oral examination,
9. Present two copies (the original and a copy) of the dissertation, and three copies of the abstract to the Graduate Studies Office before deposition of the dissertation in the Library. (The two copies of the dissertation and one copy of the abstract will be returned to the student for deposition in the Library of Medicine.)
10. Presentation of the Final Report for Degree (together with other required forms) to the Graduate Studies Office.

GUIDELINES FOR PHD SUPERVISORY COMMITTEES

1. Form for Report of Supervisory Committee on Program of Studies.

A report of the Supervisory Committee outlining a program of studies for the Ph.D. degree must be submitted to the Graduate Office within four weeks of appointment of the Supervisory Committee.

A form sent to the Chair of the Supervisory Committee will be used in transmitting the report of the Supervisory Committee to the Graduate Office. Extra copies of the form are provided for use by the Chair of the Supervisory Committee in presenting a tentative program of studies to the Committee.



When credits earned at other institutions are included in the program, the work should be carefully evaluated both as to the institution attended and in relation to the proposed program. Other matters requiring action by the Supervisory Committee are explained on the form.

After the Supervisory Committee has met to discuss the program of studies and to revise it as necessary, one typed copy will be used to transmit the proposed program of studies to the Graduate Office. Copies of the approved program will then be sent by the Graduate Office to the student and to all members of the Supervisory Committee for their records.

2. Changes in Program of Studies.

Subsequent changes in the program that are approved by the Supervisory Committee should be submitted in writing by the Chair of the Supervisory Committee to the Graduate Office. Following approval, these changes will be entered on the original form, and a photo copy of the form showing the changes will be returned to the Chair of the Supervisory Committee and the student.

3. Comprehensive Examination.

The Request for Scheduling the Comprehensive Examination form is due to the Graduate Office two weeks before the comprehensive. The Report on the Comprehensive Examination form is due to the Graduate Office within 7 days after the date of the examination.

4. Application for Candidacy.

At least 7 months prior to the final oral examination and after the comprehensive examination has been passed, the Chair of the Supervisory Committee is responsible for submitting the formal application to admit the student for Candidacy. Forms for filing this application are available from the Graduate Office.

5. Application for Final Oral Examination.

The abstract and dissertation should be available for review by the Supervisory Committee four weeks before a final oral examination is to be scheduled. A dissertation which has been disapproved by Supervisory Committee members should not be accepted until the basis for the disapproval has been removed. If feedback and suggested changes are extensive, the question of rejecting the dissertation entirely or postponing the final oral examination until the following semester should be seriously considered by the Supervisory Committee.



At least two weeks prior to the final oral examination, the Chair of the Supervisory Committee must file the Application for Final Oral Examination with the Graduate Office.

Following successful completion of the final oral examination, two copies of the dissertation (the original and a copy) and three copies of the abstract must be presented to the Graduate Office before deposition of the dissertation in the Library of Medicine. The two copies of the dissertation and one copy of the abstract will be returned--these are the copies for deposition in the library after the final oral examination.

A report on the final examination is due in the Graduate Office within 7 days after the date of the examination.

6. Abstract and Dissertation.

The academic adviser and the Supervisory Committee should understand that the entire dissertation including the names of the committee members will be microfilmed exactly as submitted and approved by the committee, and that copies of these microfilms are procurable by anyone. This constitutes publication and may be copyrighted but there is no possibility of editorial or other changes in the manuscript after committee approval.

7. Graduate College Calendars.

Graduate College Calendars, indicating pertinent deadline dates, are available in the Graduate Office.

NOTE: It is recommended that the Supervisory Committee meet at reasonable intervals of time to review the progress of the student in the program and to provide assistance to the student.

GUIDELINES FOR GRADUATE ASSISTANT WORK AND STUDY

Applies to Graduate Assistants/Graduate Research Assistants (revised 10/2012)

PhD students serving as Graduate Research Assistants and Graduate Teaching Assistants are all engaged in academic programs where their primary role is that of a full-time graduate student. All PhD students in these positions are required to maintain full-time status (9 credit hours in Fall and Spring semesters; 7 credit hours in Summer session). In addition, students are not to hold other regular employment without the permission of their Supervisor, Supervisory Committee and Graduate



Dean. Serving as a tutor for other students or other “light-load” special teaching experiences are typical exceptions to this “no other work” policy.

Appointments are traditionally assigned an FTE of 0.5 with a stipend at, or above, the current NIH recommended level for Pre-Doctoral study. Some programs or mentors may supplement this level of stipend. These appointments are considered as “exempt” from the Fair Labor Standards Act (FLSA). This is due to the understanding that the positions are held by students and their education and training are their primary responsibilities. The exempt status has several implications, including no expectation of timecards and no overtime pay. In addition, students on Graduate Assistantships do not receive traditional benefits (retirement contribution, health insurance, vacation accrual, etc.). Nonetheless, in keeping with their emerging professional role, the University has established some expectations and benefits that apply to both the student and the program.

1. Graduate students are expected to devote an appropriate level of professional effort to work and study. The total time spent on the research project(s) at UNMC and in their enrolled curriculum will comprise full-time effort. [Note: The work of a professional in the sciences has noticeable variability in intensity. In all successful cases, the “work necessary to get the job done” describes how much time and effort is dedicated to a given project at a given time. Late nights, weekend projects and even occasional holiday work may be required, but are usually balanced by periods of less intense effort.]
2. Graduate students supported by a traditional 0.5 FTE stipend should average at least 20 hours of effort per week on the research project.
3. Graduate students will not be expected to work on traditional university holidays unless required by the unique schedule of an experiment design. (UNMC holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day)
4. Graduate students may expect, on average, to be allowed at least 14 days (regular workdays, M-F) of personal vacation in a given year. Students desiring longer break periods should expect to use the allowance accumulated over more than one year, as well as receive appropriate approval from their Advisor/Supervisor and program Graduate Committee.
5. Graduate students requesting maternity/paternity leave (including for adoption) are required to get appropriate approval from the Dean for Graduate Studies or their designee. Maternity/Paternity leave and other forms of personal leave may require the suspension of the stipend and must be discussed with the mentor before meeting with the Graduate Dean's Office. (A



reasonable expectation for maternity leave, supported by the Graduate Council, would be to arrange 8 weeks of leave as is common at most universities and suggested at UNL. Continued stipend support is generally provided during this period with the expectation that the student will devote a portion of her time toward reading, writing, data analysis or other activities that can be accomplished without being present on campus.)

6. All students, faculty and staff are expected to adhere to the UNMC Code of Conduct as detailed in UNMC Policy 8006. The Code reflects the professional ethical conduct that should be shown in all relationships and fosters development and maintenance of a supportive climate emphasizing respect and dignity. It also points to the special role that teachers, mentors and supervisors play in demonstrating or modeling professional ethical behavior. Finally, it makes very clear that laws and regulations often complement or even comprise elements of the Code.

7. If any member of the UNMC community has concerns about adherence to the Code of Conduct, they may contact the Human Resources Department, the Chief Student Affairs Officer, the Compliance Officer, the UNMC Ombudsman's office, or the UNMC Compliance Hot Line at 1-866-568-5430. Reports to the Compliance Hotline may be made anonymously.



COURSE OFFERINGS IN HEALTH SERVICES RESEARCH, ADMINISTRATION & POLICY (HSRAP)

HSRA 810 — THE U.S. HEALTH CARE SYSTEM: AN OVERVIEW, 3 cr. Fall, variable years. This course will offer the student an overview of the health and medical care delivery system in the U.S. Topics covered from a historical, economic, sociological, and policy perspective include the following: social values in health care; need, use, and demand for services; providers of health services (people and places); public and private payment systems; alternative delivery systems; and models from other countries. Current health care reform proposals will also be addressed.

HSRA 820 — GLOBAL APPLICATIONS IN PUBLIC HEALTH, 3 cr. Fall, variable years. The course provides a survey of the field of global health including the health conditions, resources and programs, and deals with the application of the principles of public health to health problems of countries around the world, and global forces that affect health. Prereq: Permission of instructor.

HSRA 830 — HEALTH CARE ORGANIZATIONAL THEORY & BEHAVIOR, 3 cr. Fall, annually. This course focuses on introductory level of organizational theory (OT) and organizational behavior (OB) in health services research. Organizational theory is a “macro” examination of the organizations, focusing on the organization as a unit, and inter-organizational and environmental relationships. Organizational behavior is a “micro” approach to studying organizations, focusing on individuals in organizations as the unit of analysis.

HSRA 841 — HUMAN RESOURCES MANAGEMENT IN HEALTH ORGANIZATIONS, 3 cr. Spring, annually. This course explores human resources management and workforce planning in healthcare organizations. Students will gain in depth knowledge of the legal environment and major rules and regulations governing recruitment, selection and retention processes, as well as methods and techniques used in job analysis and interviews and organizational development. Another major focus area will be given to health professions workforce planning, succession planning, health safety preparedness, global issues facing healthcare workforce and future trends affecting human resources in healthcare organizations. The course is intended for students who are enrolled in MPH program and students from other graduate degree programs that have an interest in managing human resources in health organizations. Not open to Unclassified Students.

HSRA 853 — STRATEGIC PLANNING & MANAGEMENT IN PUBLIC HEALTH ADMINISTRATION, 3 cr. Spring, annually. This course examines the theory and



practice of strategic planning and management in public health, health services, and voluntary health and welfare organizations. Application of specific principles, concepts, and techniques of strategic planning and management for these organizations will be addressed. The roles and responsibilities of public health and health services administrators in developing, implementing, monitoring and revising strategy will also be examined. Prereq: Permission of instructor.

HSRA 860 — HEALTH ECONOMICS, 3 cr. Fall, annually. This course is designed to help students understand how the theories and models of economics can be applied to the study of health and health care. The examination of the markets (demand and supply) for health, health care and health insurance is stressed. In addition, the economic analytic tools such as microeconomic theories and economic evaluation methods will also be reviewed and introduced. The objective of this course is to equip students with the knowledge/tools to examine and analyze the problems/issues of health care from the perspective of economics. Prereq: UNO-ECON 2200 or equivalent.

HSRA 867 — HEALTH POLICY ANALYSIS & EVALUATION, 3 cr. Spring, annually. This course will provide a framework for understanding how to analyze and evaluate the impact of health policies in public health and health care settings. Topics include structuring policy problems, gathering data for policy analysis, monitoring and evaluating policy performance, and communicating the results of policy analysis. Prereq: HSRA 874 and HPRO 830.

HSRA 870 — PRINCIPLES OF PUBLIC HEALTH INFORMATICS, 3 cr. Summer, annually. (Cross-listed as CPH 575; BMI 870). Students will be oriented to the field of public health informatics and will learn how to design, develop and evaluate informatics-enabled interventions to improve population health outcomes in diverse settings.

HSRA 872 — HEALTH CARE FINANCE, 3 cr. Fall, annually. Health care finance represents an analysis of health care concepts, issues and trends from a health care and an organizational perspective. Application of specific principles, concepts, and techniques of financial management to health care systems will be addressed. Examination of the role and responsibilities of health care administrators in relation to financial management will also be explored.

HSRA 873 — HEALTH SERVICES ADMINISTRATION, 3 cr. Fall/Spring, annually. An introduction to the management of health services organizations and systems in the United States. Specifically, this course will introduce students to the types of health services organizations and health systems in the United States, the context surrounding the administration of these organizations and delivery of health care services, and the



skills needed to manage a health services organization within this setting. This is a core course in the Master of Public Health Program.

HSRA 874 — HEALTH POLICY, 3 cr. Fall, annually. This course covers the fundamental issue of the health policy process by emphasizing the historical, social, economic, and political environment of contemporary US public health and health care policies. Students are expected to become knowledgeable about policy formation, implementation, modification, and evaluation within public health and health care systems. This course is intended for students who are enrolled in the MPH program and students from other graduate degree programs who have an interest in health policy.

HSRA 920 — QUANTITATIVE METHODS IN HEALTH SERVICES RESEARCH, 3 cr. Spring, variable years. This course is designed to equip students with in-depth understanding of theories and applications of some more advanced quantitative methods to conduct independent health services research. The course emphasizes the application of quantitative methods to answer causal questions using observational data. Prereq: BIOS 806 or equivalent; BIOS 808 or equivalent.

HSRA 930 — DESIGN OF HEALTH SERVICES RESEARCH, 3 cr. Spring, variable years. An overview of health services research design and methods. The course focuses on the logic of causal inference, the formulation of testable hypotheses and the design of methods and measures to facilitate the study of questions in health services research. Prereq: BIOS 808; permission of instructor.

HSRA 940 — INTEGRATED SEMINAR IN ECONOMICS & HEALTH SERVICES RESEARCH, 3 cr. Spring, variable years. This doctoral seminar course emphasizes the application of economics to the study of health services and health policy. This course is a doctoral seminar course for the PhD program in Health Services Research, Administration, and Policy. This course is also expected to be useful for health professionals or students of other PhD programs on campus who seek an in-depth understanding of the application of economics to health services research and policy analysis. Prereq: HSRA 860; permission of instructor.

HSRA 950 — MEDICAL GEOGRAPHY & SPATIAL METHODS IN HEALTH SERVICES, 3 cr. Fall, variable years. The course provides theoretical and analytical aspects of medical geography, spatial analysis, and geographic information systems (GIS) in health services. It examines the role of geographic contexts in shaping health outcomes and how location contexts shape the health of residents. Prereq: BIOS 808 or equivalent; an introductory course in GIS or 1 cr. short course on GIS for public health (requires approval by the instructor); permission of instructor.



HSRA 960 — SEMINAR IN HEALTH CARE ADMINISTRATION, 3cr. Fall, annually.

This course will provide graduate students with in- depth study of organizational theory and behavior in health care organizations. It will prepare students to articulate, analyze and interpret health care organizations and the theories that underlie their structure and development. It focuses on historical, current and future perspectives of organizational theory and behavior and their role in the successful delivery of health care. Prereq: PA 8090 (UNO); permission of instructor.

HSRA 970 — SEMINAR, 1 cr. Fall/Spring/Summer, variable years. Prereq: permission of instructor.

HSRA 980 — SEMINAR IN HEALTH POLICY, 3 cr. Spring, variable years. An in-depth examination of the formation and implementation of health policy in the United States, including comparisons to policy formation and implementation in other developed nations. The course includes both seminar sessions and independent research activities. Graduate students will complete research projects analyzing a particular policy or implementation question. Prereq: HSRA 874 or equivalent; permission of instructor.

HSRA 996 — DIRECTED READING AND RESEARCH, 1-9 cr. Variable. This course is specific to doctoral level work in the College of Public Health. Content of this independent study may include research other than dissertation, directed readings, and other study of a doctoral level – all under the supervision of a graduate faculty member. Prereq: Doctoral student status and program permission.

HSRA 998 — SPECIAL TOPICS, 1-4 cr. Fall/Spring, variable years. A course focusing on selected topics or problems. The subject will be dependent on student demand and availability of staff. Prereq: permission of instructor.

HSRA 999 — DOCTORAL DISSERTATION



CONTACT INFORMATION

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ADDITIONAL RESOURCES

Department website for PhD Program
<http://www.unmc.edu/publichealth/programs/phdprograms/phdhealthservices.html>

Office of Graduate Studies <http://www.unmc.edu/gradstudies/index.htm>

Timeline Information for Ph.D. Students in Graduate Studies
<http://www.unmc.edu/gradstudies/current/degree-requirements/phd/index.html>

PhD Forms
<http://www.unmc.edu/gradstudies/current/degree-requirements/phd/phd-forms.html>

Graduate Studies Bulletin
<https://www.unmc.edu/gradstudies/current/Graduate-Studies-Bulletin.pdf>

CoPH Office of Educational Services
<http://www.unmc.edu/publichealth/services/oes/index.html>