

DACUM Research Chart for Rural Health Administrator

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Produced By

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Leadership and Economic Development Institute

8800 Grossmont College Drive
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May 23-24, 2002

Developed and published under contract #01-005-002 with the California Community Colleges Chancellor's Office. This work is a product of the Statewide Special Project Collaborative in Health Occupations operated by Grossmont-Cuyamaca Community College District and does not necessarily reflect the policy of the Board of Governors of the California Community Colleges. Permission is hereby granted to reproduce this work, in whole or part, for classroom or curriculum use.

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Duties		Tasks			
A	Provide Governing Board Leadership	A-1 Ensure Board educational opportunities	A-2 Present policies & procedures for Board approval	A-3 Oversee medical staff activities (hospital)	A-4 Coordinate strategic/operations planning process
		A-5 Coordinate facilities master planning process	A-6 Involve Board in legislative activities	A-7 Coordinate with Board committees	A-8 Develop physician practice contractual arrangements
		A-9 Plan for Board success(ion)	A-10 Encourage Board involvement (community, trade associations)		
B	Oversee Management of Service Facility	B-1 Implement programs to achieve board goals	B-2 Oversee ambulance services	B-3 Oversee anesthesia services	B-4 Oversee behavioral health services
		B-5 Oversee business services	B-6 Oversee cardiac rehabilitation services	B-7 Oversee central supply services	B-8 Oversee dental services
		B-9 Oversee diagnostic imaging services	B-10 Oversee emergency department operation	B-11 Oversee environmental services	B-12 Oversee health information services
		B-13 Oversee home health services	B-14 Oversee hospice services	B-15 Oversee information technology services	B-16 Oversee laboratory services
		B-17 Oversee medical services	B-18 Oversee medical staff	B-19 Oversee nursing services	B-20 Oversee nutrition services
		B-21 Oversee obstetrical services	B-22 Oversee occupational therapy services	B-23 Oversee outreach activities	B-24 Oversee plant maintenance
		B-25 Oversee physical therapy services	B-26 Oversee respiratory therapy & ECG	B-27 Oversee satellite operations	B-28 Oversee school-based services
		B-29 Oversee skilled nursing	B-30 Oversee social services	B-31 Oversee specialty services	B-32 Oversee surgical services
		B-33 Oversee telemedicine services	B-34 Oversee transportation services	B-35 Oversee volunteer services	B-36 Take administrative call
		B-37 Liaison with state county health services (EMS) & OES			

C

Manage Financial Resources

C-1 Develop and maintain financial policies and procedures	C-2 Manage budget cycle	C-3 Manage cash flow	C-4 Maximize medical reimbursement
C-5 Monitor medical record management (e.g., charting, coding)	C-6 Develop external funding resources	C-7 Administer grant programs	C-8 Analyze ROI on programs and services
C-9 Analyze productivity reports	C-10 Benchmark operations	C-11 Control inventory	C-12 Manage investments

Future Trends and Concerns

- Bio-terrorism
- Changing reimbursement
- Designations and maintenance of special designations (Frontier, MUA, MUP, HPSA, MSSA, Rural)
- Funding
- Growing disparity of "haves" and "have nots"
- HIPPA, Seismic
- Inadequate preparation of healthcare workers
- Increasing health care access in rural areas
- Increasing insurance costs (e.g., workers, malpractice, health, liability)
- Interpreters - maintain cultural diversity issues
- Knowledge of governing boards
- Regulation changes
- Rise in risk management
- Rise in Rx costs
- Rise inelderly population
- Rising costs for medical treatment
- Rising knowledge of general population (e.g., internet, advertising, decision making of population)
- Survival of regulations and financial impacts
- Technology
- Unfunded mandates
- Uninsured/under insured
- What are our facilities going to look like in the future
- Workforce shortages

General Knowledge and Skills

- Ability to work with diverse populations
- Academic preparation
- Accounting skills
- Basic knowledge of diagnostic technology
- Change agent/facilitate change
- Clinical services
- Coaching
- Communications skills: (written, oral, presentation, listening)
- Computer skills
- Contact development/management
- Crisis management
- Critical thinking
- Delegation skills
- Healthcare laws
- Human resource regulations
- Legislative process knowledge
- Mandated reporting regulations
- Manpower designations (e.g., MUA, HPSA, Frontier, MUP, "Rural")

- Mentoring
- Motivation skills
- Multitasking skills
- Negotiation/mediation
- Organizational skills
- Professional staff management
- Recruitment and retention
- Regulatory agencies (e.g., CLIA, CMS, HIPPA, OSHA, OSHPD, EMS, JCAHO, DHS, HRSA, Fire Marshall, ADA, CCR)

- Research
- Resource management
- Statistics
- Stewardship
- Stress management
- Succession management
- Team development
- Time management

Tools, Equipment, Supplies and Materials

- 10-key/adding machine
- Car
- Cell phone
- Computer hardware and software
- Copy machine
- Fax machine
- Internet access
- Overhead projector
- Reference manuals
- Typewriter

Worker Behaviors

- Ability to laugh
- Analytical
- Anticipate change
- Compassionate
- Consistency
- Creative thinker
- Curious
- Empathetic
- Energetic
- Enthusiastic
- Ethical conduct
- Extrovert
- Facilitator
- Fair
- Flexibility
- Honesty
- Open minded
- Optimistic
- Patience
- Perseverance
- Proactive
- Professional demeanor
- Resiliency
- Respectful
- Risk taker

- Role model
- Self assured
- Self directed
- Visionary

