

(Ebook free) Basic Concepts Of Health Care Human Resource Management

Basic Concepts Of Health Care Human Resource Management

Nancy J. Niles

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Featuring practical, experience based exercises and case studies in each chapter, Basic Concepts of Human Resource Management will give your students a strong foundation in the basic concepts of HR Management in health care.

Beginning with a survey of HRM, from its beginnings to present-day trends, the text moves on to cover state and federal healthcare laws, codes of ethics, staffing organizations, training and development, employee relations, and long-term planning. Each section focuses on a key area of HRM, with individual chapters providing support materials and resources for personnel. The text is designed to be equally accessible and useful for both established human resource departments in large-scale organizations and general managers of smaller organizations with no specialized HR department. Key Features: Clearly established learning objectives for each chapter Concise summary of chapter materials in the concluding section List of key vocabulary terms for each chapter Student workbook activities to encourage concept retention and facilitate engagement Reference section at the end of each chapter for further reading