

# Collection Policy: HEALTH ADMINISTRATION

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## 1.0 TEACHING, RESEARCH AND EXTENSION PROGRAMS

### *1.1 Mission and emphases of the department*

The Health Administration Program is a professional education program for individuals planning careers in the management of health and health-related organizations. This emphasis on preparing health administrators is in keeping with the College of Human Ecology's general orientation to educating students to be problem solvers, and faculty research to solve practical problems.

Among health administration programs, the distinctive emphasis of the Cornell HAP is in integrating health and human services, as shown by the fact that Health Administration courses are offered as part of the department of Human Service Studies. This approach is grounded in the belief that economic, demographic, and social trends point to an increasing convergence of traditionally separate health services and human services. Consequently the course content and general orientation of the program have been broadened to respond to social priorities for better coordination of health and social services delivery systems. For example, courses have been added to cover long term health care, home care, hospice care, and health maintenance organizations.

In the HAP, greater emphasis is now placed on preventive health care, and comparative health care systems. Hospital and nursing home administration remain as important aspects of the curriculum; however, as the role of hospitals in delivery of health care changes, so will the collection focus. A particular interest of the program, which will be reflected in the collection, is the vertical integration of diverse health care services under the organizational umbrella of the hospital.

### *1.2 Faculty research*

[How many?] Health finance, long term care, AIDS, women's health issues.

### *1.3 Graduate program*

[How many?] The professional masters degree granted by the program is not a research degree. Instead of a researched-based thesis, graduates are required to complete a written problem-solving project in which they apply their skills and knowledge to a specific problem or issue. Graduates of the HAP are generally employed in hospitals, long-term or managed care facilities, management consulting firms, or the health insurance industry.

### *1.4 Undergraduate program*

There is no undergraduate program.

### *1.5 Extension activity*

### *1.6 Noteworthy facilities (e.g. unique classrooms, laboratories, farms, etc.)*

## 2.0 SUBJECT DESCRIPTION AND GUIDELINES

Health care administration is defined in Timmreck's Dictionary of Health Services Management as:

- A generic term covering the activities of a broad range of individuals: health planners and policy analysts in federal, state, regional, and local agencies; hospital and clinic administrators; and administrators of group practices, health maintenance organizations, or long-term care facilities, among others. Health administrators are involved in planning, coordinating, organizing, evaluating, and directing the resources and procedures necessary to provide health services.
- Planning organizing, directing, controlling, and coordinating the resources and procedures by which needs and demands for health

and medical care and a healthful environment are converted to specific services for individual clients, organizations, and communities.

## **2.2 Subject scope**

Following is a listing of key topics covered in the collection. This list is not meant to be exhaustive. It is organized to correspond with the areas of concentration within the HAP, which are:

### **A. Planning of Health Organizations**

Manpower and training issues, types of delivery systems, comparative health systems, community health services, hospices, assessment of national and community health care needs, health problems of special populations (e.g. maternal and child welfare, but not specific ethnic or racial groups).

### **B. Management of Health Organizations**

Legal Aspects of health services delivery, quality assurance, health care ethics, social services related to health care, administration and organization of health facilities (including governing boards, financial management, business management, management information systems), health care regulations (legislation is collected by the Law Library), government agencies dealing with health care, health services marketing, quality management, productivity management in healthcare, and long-term and managed care facilities.

### **C. Health Policy Analysis**

Consumer issues in primary health care, organization and finance of health care, health economics, vital statistics, health insurance and reimbursement, government involvement in health care delivery, legal implications of medical innovations. Mental health policy is collected to represent major trends and ideas only; however, of particular interest are: cost of service vs. effectiveness of treatment, privatization of mental health care, and implications of lack of agreement on diagnosis and treatment.

### **D. Health Finance**

Reimbursement issues and methods, reimbursement and finance law, financing health facilities, financial management, hospital finance, medical malpractice from an economic viewpoint (i.e., its impact on the health care system rather than on individual practitioners.)

### **E. Health Program and Health Services Evaluation**

Quality of health care, comparative health systems, medical statistics, health technology assessment.

### **F. Other topics**

Because of their utility to a variety of programs, one or two major descriptive (not clinical) works on each major disease are collected. Comparisons of surgeries and medical treatments across countries, states and regions are collected selectively. Migrant health in New York State is collected.

*Exclusions:* The following topics and materials fall outside the scope of the collection: clinical medicine; patients rights and consent issues; human subjects research issues; political activities of the health professionals; psychiatry; physician/patient relations; health education; occupational health and hygiene; sex therapy; history of medicine (which is collected by Olin); special programs for the handicapped; art/music therapy; quarantine; prevention of accident and injury (except in agriculture and natural resources)); mass screening; prevention and control of communicable diseases (except for major public health threats and general trends in this area); health aspects of sanitary engineering; medical education except for health administrators; pharmacy and pharmaceuticals; nursing; medical informatics; ethnicity and disease; personal experiences of health care personnel.

## **2.3 Emerging trends in the subject area**

## **3.0 SPECIAL INFORMATION NEEDS AND RESOURCES**

### **3.1 Special information needs of those working in this subject area.**

In the most general terms, the collection mirrors the practical, applied nature of the HAP curriculum. Collections supporting professional education will reflect a duality, containing both the traditional academic material (needed for research in an academic program with a goal of acquainting the organization, planning, and control common to all institutions), as well as the contemporary practical literature of the

discipline required for a successful professional career. Research materials supporting academically-oriented work on broad theoretical foundations of health care and administration will certainly be collected, but there will be an emphasis on the more applied literature of the practitioner.

The core academic materials in management, organizational development, law, economics, biology, human services, human development, financial management, management information systems, etc. are already collected in the Cornell libraries for other programs. In general, such materials will not be duplicated to specifically support Health Administration; instead, Mann will focus on collecting works treating specific applications of these topics in the field of health administration.

Clinical medicine is not collected, except very selectively to support the course "Medical Issues in Health Administration." This will include representative materials designed to provide enough knowledge of trends in medicine (e.g. increasing reliance on expensive diagnostic equipment, and new treatment procedures) to understand their implications for planning, organizing, and staffing health care facilities. Publications on specific diseases are only collected if the disease is a major public health problem, such as AIDS, and then only in terms of prevention; education; and organization, finance and delivery of treatment.

### ***3.2 Special collections or noteworthy resources in the field***

Health Planning and Administration database

### ***3.3 Endowment funds or special funding arrangements***

None.

## **4.0 TYPES OF MATERIALS**

### ***4.1 Priorities for types of materials***

See [Priorities Table](#).

There is a heavy emphasis on U.S. government documents in the collection; between Olin and Mann all the pertinent statistical series are collected. WHO series are collected heavily at Mann.

Important publishers: Saunders, Auburn, Lexington, Health Administration Press, university presses.

### ***4.2 Format***

### ***4.3 Geographical guidelines***

Collection emphasis will be on U.S. and Canada, with representative coverage of Scandinavia, U.K., and Mexico. Important works on comparative health systems are collected. Works reporting interesting approaches and important research findings from other parts of the world will be collected selectively.

### ***4.4 Language guidelines***

Primarily English language materials will be collected. Major works in Russian and in western European languages may be collected upon request. Spanish language materials about Mexico will also be collected.

### ***4.5 Chronological guidelines***

Current materials only.

### ***4.6 Other***

M.S. and PhD students in HSS who elect a minor in health may not find a depth of collection sufficient for their research needs. With current funding we cannot afford to build a health administration collection to support PhD research.

Problems caused by the lack of a medical library on the Ithaca campus may be exacerbated by the HAP. However, Mann cannot begin to duplicate the holdings of the Cornell Medical College Library and cannot afford to give in to the pressure to collect in the area of clinical medicine.

## 5.0 OTHER RELATED LIBRARY COLLECTIONS

- [JGSM Library](#) collects on the insurance industry, including health insurance. Special funding is provided by CHE for acquisition of materials in support of HAP.
- Law Library -- health care legislation
- Olin Library -- Government regulation affecting Medicare and Medicaid, government regulation affecting health insurance, history of medicine, adult mental health, legal implications of medical innovations
- Veterinary Library -- clinical medicine
- [Weill Cornell Medical Library](#) -- Clinical medicine.

## 6.0 POLICY QUESTIONS, COLLECTION NEEDS, FUNDING PROBLEMS OR OPPORTUNITIES

Olin Library has collected in the area of health care policy to support its Government program. Can all collecting be consolidated by Olin in this area, or should some materials still be collected by Mann?

Olin and Mann need to divide responsibilities in the area of medical ethics and government involvement in health care. Specific topics include: ethical standards and guidelines, health care costs and accessibility of services, government role in health care delivery, health care as a right or privilege, services for the indigent and elderly, practitioner burnout, ethics of transplant surgery and funding, reproductive technology, AIDS research and funding, animals in medical research, the right to die.

Does Mann need coverage from the patient's point of view; e.g., advocacy, consumer issues, patient rights, preventive health information?

Should Mann collect in:

- promotion of patient compliance?
- migrant health outside New York State?
- clinical outcome measures?
- economic aspects of adult mental health?

Which countries are of interest for comparative studies of health systems?

## 7.0 PRINCIPAL LC CLASSES

- 726.5-726.8
- RA1-418.5
- RA399
- RA407-409.5
- RA410-410.9
- RA421-790.85
- RA601-602
- RA643-645
- RA771-771.7
- RA960-999
- RA1190-1270

## 8.0 RELATED COLLECTION POLICIES

- PAAM
- HDFS
- RURL
- [DEAN](#) -- design of health care facilities.
- NATR -- prevention of accidents in hunting and environmental issues
- [ARME](#) -- prevention of accidents in agriculture

## Priorities Table for Health Administration

Code	IMPORTANCE/INTENSITY CODES DEFINITIONS
NA	Not applicable to the discipline.
0	Ephemeral; of insufficient value to be provided by library.
1	Of short term interest, but with little or no enduring value; very selectively acquired; retained, uncataloged, for limited duration only, e.g. newsletters in newly emerging, poorly documented areas, and manuals or pamphlets for reserve reading.
2	Limited scholarly interest or utility; collected very selectively, but not of high priority.
3	Important for research and/or instruction; should be well represented, but collected selectively rather than intensively.
4	Very important for faculty and/or students; intensively collected, i.e. every effort is made to provide as deep coverage of this literature as possible.
5	Essential to work in the discipline; the most important type of material for research or instruction purposes. Ensuring the highest possible coverage should be the library's top priority in this discipline.

Code	SERIALS	Notes
5	Journals, scholarly	-
-	Journals, technical	-
-	Journals, other (describe)	-
-	Annual reviews, advances in...	-
-	Scientific and technical reports and research bulletins of major academies, learned societies, professional research and educational organizations and government agencies	-

-	Proceedings, of international congresses and symposia	-
-	Proceedings, national or local	-
-	Statistical series	-
-	Trade journals and periodicals	-
-	Popular periodicals, hobby	-
-	Popular periodicals, semi-technical	-
-	Popular periodicals, farm press	-
-	Newsletters/newspapers	-
-	Proceedings of legislative bodies	-
-	Student publications	-
-	Administrative publications of major academies, learned societies, professional, research and educational organizations and government agencies	-
-	Corporate annual reports	-
-	Yearbooks	-
-	Press releases	-
-	Lists	-
-	Working papers	-
<b>Code</b>	<b>MONOGRAPHS</b>	<b>Notes</b>
-	Major scholarly monographs	-
-	Professional and technical	-
-	Subject histories	-
-	Textbooks, upper division, graduate	-
-	Biographies	-

-	Popular monographs	-
-	Technical reports	-
-	Government reports	-
-	Proceedings, international	-
-	Proceedings, other	-
-	Theses and dissertations (outside CU)	-
-	Festschrift	-
-	Patents	-
-	Corporate histories	-
-	How-to books & lab manuals	-
-	Pamphlets	-
-	Ephemera (describe)	-
-	Maps	-
-	Technical bulletins/handbooks/compendia	-
<b>Code</b>	<b>ELECTRONIC INFORMATION</b>	<b>Notes</b>
-	Applications programs	-
-	Bibliographic databases	-
-	Bulletin boards	-
-	Fulltext files	-
-	Geographic information systems	-
-	Numeric/statistical files	-
-	Other (describe, taking as much space a necessary)	-

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