

Appendix 1 to the Examination Regulations

Module Description of the Continuing Education Certificate “Management and Development of Health-Sector Schools”

(last updated: 11 January 2019)

Please note: The German version of this document is the legally binding version. The English translation provided here is for information purposes only.

Title: Law and Economics								Abbr. RÖ
No.	Workload	Credit points	Study semester	Frequency	Sem.	Duration	Type	Q level
	25 h	1	-	-		3 days	Compulsory	Master
1	Type of course		Contact hours	Self-study	Teaching forms (learning methods)		Planned group size	Language
	Lecture Sem. tuition Exercise Seminar		25	0	Lecture, case work, seminar paper		18–30	German
2	Learning outcomes/competences The participants <ul style="list-style-type: none"> • Design work and organisation processes at health-sector schools in a legally sound way, taking into account current developments with regard to school, profession and education policy, • Represent the institution and its guiding principles in the context of PR work and control marketing processes, • Present the institution’s educational offers in a customer-oriented way, • Act economically with regard to material and personnel resources and, in consequence, secure funding requirements, • Correctly present funding requirements in negotiation processes for school financing (e.g. with hospital boards) and in this context consider development-related (additional) financial requirements. 							
3	Contents <ul style="list-style-type: none"> • School and examination legislation • Employment law • Developments in school and education policies and their impact on legal bases • Marketing • Budget-oriented and provider-related school financing • Controlling 							
4	Participation requirements None							
5	Form of assessment At the end of the certificate course, participants take a three-hour cross-module examination on the contents of all modules of the certificate course. Participants who do not take the complete range of certificates (all five modules) cannot take the cross-module examination (see Section 6 PO (Prüfungsordnung – Examination Regulations)).							
6	Condition for the award of credit points Successful participation in the cross-module exam							
7	Module coordinator Prof. Dr. Heiko Burchert							

Title: Quality Management								Abbr. QM
No.	Workload	Credit points	Study semester	Frequency	Sem.	Duration	Type	Q level
	25 h	1	-	-		3 days	Compulsory	Master
1	Course type		Contact hours	Self-study	Teaching forms (learning methods)		Planned group size	Language
	Lecture Sem. tuition Exercise Seminar		25	0	Lecture, case work, seminar paper		18–30	German
2	Learning outcomes/competences The participants <ul style="list-style-type: none"> • Confront dimensions of quality in health-sector schools on a macro, meso and micro level and reflect on the conditions of securing and developing quality including the school environment, • Make justified decisions on quality-securing and quality-developing measures and control their implementation, • Evaluate and apply methods of quality development, • Control internal and external audits and include the results in quality management. 							
3	Contents <ul style="list-style-type: none"> • Concept and dimensions of quality, • Design levels of quality development and assurance for schools, • Criteria and standards for evaluating quality in health-sector schools, • Internal and external audits, • Certification of a quality management 							
4	Participation requirements None							
5	Form of assessment At the end of the certificate course, participants take a three-hour cross-module examination on the contents of all modules of the certificate course. Participants who do not take the complete range of certificates (all five modules) cannot take the cross-module examination (see Section 6 PO (Prüfungsordnung – Examination Regulations)).							
6	Condition for the award of credit points Successful participation in the cross-module exam							
7	Module coordinator Prof. Dr. Heiko Burchert							

Title: Human Resource Management								Abbr. PM
No.	Workload	Credit points	Study semester	Frequency	Sem.	Duration	Type	Q level
	25 h	1	-	-		3 days	Compulsory	Master
1	Type of course		Contact hours	Self-study	Teaching forms (learning methods)		Planned group size	Language
	Lecture Sem. tuition Exercise Seminar		25	0	Lecture, case work, seminar paper		18–30	German
2	Learning outcomes/competences The participants <ul style="list-style-type: none"> • Know the basics of personnel demand assessment and are able to apply them, • Coordinate and accompany selection and recruitment procedures for new employees, taking into consideration the regulatory framework of employment and social law, • Steer training processes for new employees, • Analyse qualification requirements for pedagogical areas of activity and take these into account when advertising jobs and controlling personnel development measures, • Promote employees with consideration of their individual qualifications and competences through systematic personnel development measures. 							
3	Contents <ul style="list-style-type: none"> • Principles of assessing personnel demand • Criteria for preparing qualification profiles • Elements of job advertisements • Process of personnel selection • Structure and realisation of systematic job interviews • Aims, tasks and actors in personnel development at vocational schools from the health sector • Analysis of employees' educational needs with regard to the development of competences • Process of the development of competences in the context of education and personnel development • Instruments and concepts of succession, career and staff planning • Effectiveness of personnel development through controlling of training and personnel development measures 							
4	Participation requirements None							
5	Form of assessment At the end of the certificate course, participants take a three-hour cross-module examination on the contents of all modules of the certificate course. Participants who do not take the complete range of certificates (all five modules) cannot take the cross-module examination (see Section 6 PO (Prüfungsordnung – Examination Regulations)).							
6	Condition for the award of credit points Successful participation in the cross-module exam							
7	Module coordinator Prof. Dr. Heiko Burchert							

Title: Communication and Cooperation in Health-Sector Schools								Abbr. SKK
No.	Workload	Credit points	Study semester	Frequency	Sem.	Duration	Type	Q level
	25 h	1	-	-		3 days	Compulsory	Master
1	Type of course		Contact hours	Self-study	Teaching forms (learning methods)		Planned group size	Language
	Lecture Sem. tuition Exercise Seminar		25	0	Lecture, case work, seminar paper		18–30	German
2	Learning outcomes/competences The participants <ul style="list-style-type: none"> Assume their leading role in communication processes with school groups and external cooperation partners in a responsible way, Utilise existing communication structures in a targeted way, critically confront current chances and limitations and take measures for improving communication, Combine the different perspectives and potentials of individual stakeholders in order to utilise them for fulfilling their common goals with regard to the school, Recognize opportunities for cooperation with external partners/practical institutions and represent the school's interests in the cooperation design, Are capable of an appreciative communication in situations of conflict in order to bring about constructive solutions, Conduct results-oriented and systematic employee appraisals using professional conversation techniques, Identify their employees' need for advice and apply approaches for advice appropriate to the situation at hand, Reflect on their role and their behaviour in communication situations and utilise feedback on their leadership as a potential stimulus. 							
3	Contents <ul style="list-style-type: none"> Role definition and role-related communication Communication structures and forms at health-sector schools Communication in school development processes Public relations and learning location cooperation Conversational skills for managers (advice, conflict resolution, employee appraisal) Leadership feedback 							
4	Participation requirements None							
5	Form of assessment At the end of the certificate course, participants take a three-hour cross-module examination on the contents of all modules of the certificate course. Participants who do not take the complete range of certificates (all five modules) cannot take the cross-module examination (see Section 6 PO (Prüfungsordnung – Examination Regulations)).							
6	Condition for the award of credit points Successful participation in the cross-module exam							
7	Module coordinator Prof. Dr. Patrizia Raschper							

Title: Curriculum Development								Abbr. CE
No.	Workload	Credit points	Study semester	Frequency	Sem.	Duration	Type	Q level
	25 h	1	-	-		3 days	Compulsory	Master
1	Course type		Contact hours	Self-study	Teaching forms (learning methods)		Planned group size	Language
	Lecture Sem. tuition Exercise Seminar		25	0	Lecture, case work, seminar paper		18–30	German
2	Learning outcomes/competences The participants <ul style="list-style-type: none"> • Orient the creation and development of school curricula towards legal requirements and didactic insights as well as developments within the professional field. • Take principles of curriculum development into account when developing school curricula. • Design curricula that follow the principles of competence and activity orientation. • Are able to include the fundamental idea of the concept of learning areas in the development of curricula. • Develop an awareness of challenges with regard to curricular implementation processes. • Recognize evaluation as a starting point and chance for revising the curriculum. 							
3	Contents <ul style="list-style-type: none"> • Principles of curriculum development • Legal requirements • Didactic principles (competence orientation, activity orientation, concept of learning areas) • Implementation and evaluation of curricula 							
4	Participation requirements None							
5	Form of assessment At the end of the certificate course, participants take a three-hour cross-module examination on the contents of all modules of the certificate course. Participants who do not take the complete range of certificates (all five modules) cannot take the cross-module examination (see Section 6 PO (Prüfungsordnung – Examination Regulations)).							
6	Condition for the award of credit points Successful participation in the cross-module exam							
7	Module coordinator Prof. Dr. Beate Klemme							