

FOURTH EDITION

Organizational Behavior in HEALTH CARE

Nancy Borkowski, DBA, FACHE, FHFMA

Professor

Department of Health Services Administration

School of Health Professions

University of Alabama at Birmingham

Birmingham, AL

Katherine A. Meese, PhD

Assistant Professor

Department of Health Services Administration

School of Health Professions

University of Alabama at Birmingham

Birmingham, AL



JONES & BARTLETT
LEARNING



World Headquarters
Jones & Bartlett Learning
5 Wall Street
Burlington, MA 01803
978-443-5000
info@jblearning.com
www.jblearning.com

Jones & Bartlett Learning books and products are available through most bookstores and online booksellers. To contact Jones & Bartlett Learning directly, call 800-832-0034, fax 978-443-8000, or visit our website, www.jblearning.com.

Substantial discounts on bulk quantities of Jones & Bartlett Learning publications are available to corporations, professional associations, and other qualified organizations. For details and specific discount information, contact the special sales department at Jones & Bartlett Learning via the above contact information or send an email to specialsales@jblearning.com.

Copyright © 2021 by Jones & Bartlett Learning, LLC, an Ascend Learning Company

All rights reserved. No part of the material protected by this copyright may be reproduced or utilized in any form, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from the copyright owner.

The content, statements, views, and opinions herein are the sole expression of the respective authors and not that of Jones & Bartlett Learning, LLC. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not constitute or imply its endorsement or recommendation by Jones & Bartlett Learning, LLC and such reference shall not be used for advertising or product endorsement purposes. All trademarks displayed are the trademarks of the parties noted herein. *Organizational Behavior in Health Care, Fourth Edition* is an independent publication and has not been authorized, sponsored, or otherwise approved by the owners of the trademarks or service marks referenced in this product.

There may be images in this book that feature models; these models do not necessarily endorse, represent, or participate in the activities represented in the images. Any screenshots in this product are for educational and instructive purposes only. Any individuals and scenarios featured in the case studies throughout this product may be real or fictitious, but are used for instructional purposes only.

Production Credits

VP, Product Management: Amanda Martin
Director of Product Management: Laura Pagluica
Product Manager: Sophie Fleck Teague
Product Assistant: Tess Sackmann
Project Specialist: David Wile
Digital Project Specialist: Angela Dooley
Senior Marketing Manager: Susanne Walker
Production Services Manager: Colleen Lamy
Manufacturing and Inventory Control Supervisor:
Therese Connell

Composition: codeMantra U.S. LLC
Project Management: codeMantra U.S. LLC
Cover Design: Michael O'Donnell
Text Design: Kristin E. Parker
Senior Media Development Editor: Troy Liston
Rights Specialist: Maria Leon Maimone
Cover Image (Title Page, Part Opener, Chapter Opener):
© Valex/Shutterstock
Printing and Binding: Sheridan Books

Library of Congress Cataloging-in-Publication Data

Library of Congress Control Number: 2020933339

6048

Printed in the United States of America

24 23 22 21 20 10 9 8 7 6 5 4 3 2 1

Brief Contents

Preface	xii
About the Authors	xiii

PART I	Introduction	1
CHAPTER 1	Overview and History of Organizational Behavior	3
CHAPTER 2	Diversity, Equity, and Inclusion in Health Care	13
CHAPTER 3	Diversity Management and Cultural Competency in Health Care	27
CHAPTER 4	Attitudes and Perceptions	45
CHAPTER 5	Workplace Communication	71

PART II	Understanding Individual Behaviors	103
CHAPTER 6	Content Theories of Motivation	105
CHAPTER 7	Process Theories of Motivation	127
CHAPTER 8	Attribution Theory and Motivation	145

PART III	Leadership	161
CHAPTER 9	Power, Politics, and Influence	163
CHAPTER 10	Trait and Behavioral Theories of Leadership	173

CHAPTER 11	Contingency Theories and Situational Models of Leadership	187
CHAPTER 12	Contemporary Leadership Theories	205
PART IV Intrapersonal and Interpersonal Issues		227
CHAPTER 13	Stress in the Workplace and Stress Management	229
CHAPTER 14	Decision Making	261
CHAPTER 15	Conflict Management and Negotiation Skills	275
PART V Groups and Teams		297
CHAPTER 16	Overview of Group Dynamics	299
CHAPTER 17	Groups	315
CHAPTER 18	Work Teams and Team Building	327
PART VI Managing Organizational Change		341
CHAPTER 19	Organization Development	343
CHAPTER 20	Managing Resistance to Change	361
	Index	379

Contents

Preface	xii
About the Authors	xiii

PART I Introduction 1

CHAPTER 1 Overview and History of Organizational Behavior 3

Overview	3
Why Study Organizational Behavior in Health Care?	4
The Health Care Industry	4
History of Organizational Behavior	6
The Hawthorne Studies	7
Theories X and Y	8
Related Disciplines	9
Discussion Questions	10
What Do You Know About Organizational Behavior?	10
Scoring	11
Interpretation	11
References	11

CHAPTER 2 Diversity, Equity, and Inclusion in Health Care ... 13

Overview	13
Diversity, Equity, and Inclusion Defined	14
Changing U.S. Population	16
Race/Ethnicity	17
Age	18
Gender	19

Sexual Orientation, Gender Identity, and Gender Expression	19
Implications for the Health Care Industry	21
Summary	23
Discussion Questions	23
Exercise 2-1	23
Exercise 2-2	23
Exercise 2-3	23
References	24
Other Suggested Readings	25

CHAPTER 3 Diversity Management and Cultural Competency in Health Care 27

Diversity Management	28
The Future Workforce	29
Diversity in Health Care Leadership	30
Cultural Competency	33
Summary	41
Discussion Questions	42
Exercise 3-1	42
Exercise 3-2	42
Exercise 3-3	42
References	42

CHAPTER 4 Attitudes and Perceptions 45

Overview	45
Attitudes	46
Cognitive Dissonance	47
Formation of Attitudes	48

vi Contents

Measurement of Attitudes	49
Changing Attitudes	50
Perception	55
Attribution Theory	56
Social Perception	58
Halo Effect	58
Contrast Effects	59
Projection	60
Stereotyping	60
Pygmalion Effect	62
Impression Management	63
Employee Selection	64
Summary	66
Discussion Questions	66
Case Study and Exercises	66
References	68
Other Suggested Readings	70

CHAPTER 5 Workplace Communication. 71

Overview	71
Communication Process	72
Feedback	73
The Johari Window	75
Communication Channels	76
Verbal Communication	76
<i>Electronic Communication</i>	78
Nonverbal Communication	80
Barriers to Communication	81
Environmental Barriers	81
Personal Barriers	83
Overcoming Barriers to Improve Communication	84
Effective Communication for Knowledge Management	85
Strategic Communication	87
Flows of Intraorganizational Communication	87
Upward Flow	88
Downward Flow	89
Horizontal Flow	89

Diagonal Flow	89
Communication Networks	89
Informal Communication	93
Cross-Cultural Communication	94
Communicating with External Stakeholders	96
Summary	98
Discussion Questions	99
Case Studies	100
References	101

PART II Understanding Individual Behaviors 103

CHAPTER 6 Content Theories of Motivation 105

Overview	105
Maslow's Hierarchy of Needs Theory	106
Alderfer's ERG Theory	110
Herzberg's Two-Factor Theory	112
Job Design	115
McClelland's Three-Needs Theory	118
Achievement	119
Power	119
Affiliation	120
Summary	121
Discussion Questions	121
Case Studies and Exercises	122
References	126
Other Suggested Readings	126

CHAPTER 7 Process Theories of Motivation 127

Overview	127
Expectancy Theory	127
Equity Theory	130
Satisfaction–Performance Theory	133

Goal-Setting Theory	135
Reinforcement Theory	137
Summary	139
Discussion Questions	139
Case Studies	140
References	144

CHAPTER 8 Attribution Theory and Motivation 145

Overview	145
Attribution Theory	145
Attribution Style	147
Attributions and Motivational States	148
Learned Helplessness	148
Aggression	149
Empowerment	150
Resilience	151
Promoting Motivational Attribution Processes	152
Screening for Resilience	152
Attributional Training	153
Immunization	153
Increasing Psychological Closeness	153
Multiple Raters of Performance	154
Conclusion	154
Discussion Questions	155
Case Studies and Exercise	155
References	158
Other Suggested Reading	159

PART III Leadership 161

CHAPTER 9 Power, Politics, and Influence 163

Overview	163
Sources of Power	164
Other Sources of Power in an Organization	165
Uses of Power	167

Developing a Power Base	167
Organizational Politics	168
Upward Influence	169
Conclusion	170
Discussion Questions	170
Case Studies	170
References	172

CHAPTER 10 Trait and Behavioral Theories of Leadership 173

Overview	173
Trait Theory	174
Lewin's Behavioral Study	176
Ohio State Leadership Studies	177
University of Michigan Studies	178
Blake and Mouton's Leadership Grid	178
Conclusion	180
Discussion Questions	181
Case Study and Exercises	181
Exercise 10-1	182
Exercise 10-2	182
Exercise 10-3	182
Exercise 10-4	182
Exercise 10-5 Leadership Questionnaire	182
References	185

CHAPTER 11 Contingency Theories and Situational Models of Leadership 187

Overview	187
Fiedler's Contingency Theory	188
House's Path-Goal Leadership Theory	190
Tannenbaum and Schmidt's Continuum of Leadership Behavior	193
Hersey and Blanchard's Situational Leadership Model	194

viii Contents

Leader–Member Exchange Theory	196
Conclusion	198
Discussion Questions	199
Exercise 11-1	199
References	203

CHAPTER 12 Contemporary Leadership Theories205

Overview	206
Transformational Versus Transactional Leadership	206
Transactional Leadership	207
Transformational Leadership	207
Transformational Leadership: A Contradictory View	208
The Implications of Transformational Leadership for the Health Care Industry	209
Other Contemporary Leadership Approaches	210
The Charismatic Leader	211
Servant Leadership	213
Collaborative Leadership	214
Another Look at Traits and Behavior	215
Big Five Personality Factors	215
Emotional Intelligence	216
Behavioral Competencies	218
Summary	219
Discussion Questions	220
Exercise 12-1	220
Exercise 12-2 Are You a Charismatic Leader?	220
Exercise 12-3 What Is Your EQ?	221
Exercise 12-4	221
Appendix 12-A Traits and Skills of Collaborative Leaders	222

Appendix 12-B Six Key Practices and Necessary Steps for Leaders to Guide Successful Collaborations	222
References	223
Other Suggested Readings	225

PART IV Intrapersonal and Interpersonal Issues 227

CHAPTER 13 Stress in the Workplace and Stress Management229

Overview	229
Work-Related Stress	233
Workplace Violence	233
Stressors	234
<i>Positive and Negative Stressors</i>	234
<i>Internal or External Stressors/Acute or Chronic</i>	235
Individuals and Stress	236
Personalities	236
Underrepresented Populations	238
<i>Gender</i>	239
Beliefs About Stress	239
Burnout	240
Presenteeism	241
Causes of Workplace Stress	243
Coping with Stress	245
Organizational Coping Strategies	246
Joy in Work	247
Job Design	248
Individual Coping Strategies	249
Learned Optimism	250
Stress Management Programs	252
Summary	254

Discussion Questions	254
References	256
Other Suggested Readings	258

CHAPTER 14 Decision Making..... 261

Overview	261
Rational Approach	262
Bounded Rationality Model	262
Intuition	264
Heuristics or Biases Approach	264
Escalation of Commitment and Framing Heuristics	266
Decision-Style Model	268
Vroom-Yetton Decision-Making Model	269
Conclusion	272
Discussion Questions	272
Exercise 14-1	272
Exercise 14-2	272
Exercise 14-3	272
References	272
Other Suggested Readings	273

CHAPTER 15 Conflict Management and Negotiation Skills 275

Overview	275
Types of Conflict	276
Levels of Conflict	277
Intrapersonal Conflict	278
Interpersonal Conflict	279
Intragroup Conflict	279
Intergroup Conflict	280
Interorganizational Conflict	281
Conflict Management	282
Conflict Negotiation Models	284
Distributive Model	284

Integrative Model	285
Interactive Model	287

Benefits of Skilled Conflict Resolution and Negotiation	288
Conclusion	288
Discussion Questions	289
Case Studies	289
References	294
Other Suggested Readings	296

PART V Groups and Teams 297

CHAPTER 16 Overview of Group Dynamics..... 299

Overview	299
What Is a Group?	300
Group Interaction	300
Why Do People Join Groups?	301
Roles of Group Members	302
Group Norms	304
Cohesiveness	307
Size of the Group	307
Social Loafing	307
Experience of Success	308
Group Status	308
Outside Threats to the Group	308
Conformity	309
Groupthink	309
Conclusion	311
Discussion Questions	312
Exercise 16-1	313
Exercise 16-2	313
Be the Best We Can Be Team Norms	313
Exercise 16-3	313
References	313

CHAPTER 17 Groups 315

Overview	315
Types of Groups	315
Primary Groups	316
Secondary Groups	316
Reference Groups	316
Informal or Formal Group	
Structure	317
Informal Groups	317
Formal Groups	318
Group Development	320
Group Decision Making	320
Rational Decision-Making	
Processes	321
Brainstorming	322
Nominal Group Technique	323
The Delphi Technique	323
Irrational Decision-Making	
Processes	323
The “Garbage Can” Decision-Making	
Process	323
Conclusion	325
Discussion Questions	325
Exercise 17-1	325
Exercise 17-2	325
References	325

CHAPTER 18 Work Teams and Team Building327

Overview	327
Teams and Teaming	328
Types of Teams	330
Virtual Teams	331
Building Team Performance	331
Common Characteristics	
of Successful Teams	335
Barriers to Effective Teamwork	337
Conclusion	338
Discussion Questions	339

Exercise 18-1	339
Exercise 18-2	339
Exercise 18-3	339
References	340
Other Suggested Readings	340

PART VI Managing Organizational Change 341

CHAPTER 19 Organization Development343

Overview	343
Organization Development	344
The Organization Development	
Professional	346
Action Research	348
Steps in the Organization	
Development Process	348
Entering and Contracting	349
Diagnosis	350
Planning and Implementing Change	351
Evaluating and Institutionalizing	
Change	352
Organization Development	
Interventions	353
Appreciative Inquiry	354
Conclusion	355
Discussion Questions	355
References	359

CHAPTER 20 Managing Resistance to Change 361

Overview	361
Drivers of Change	362
Resistance to Change	363
Individuals’ Barriers to Change	363
Discomfort with Uncertainty	364
Perceived Negative Effects on Interests	365

Perceived Breach of Psychological Contract	365	Summary	370
Lack of Clarity as to What Is Expected	365	Discussion Questions	371
Excessive Change	365	Case Study	371
Lewin's Change Model.	366	References	378
Transformation of Health Care Organizations	369	Other Suggested Readings	378
		Index	379

Preface

In the first edition of this book, Chapter 1 stated that “the U.S. health care industry has grown and changed dramatically over the past twenty-five years.” That was an understatement! Since that time, the industry has experienced some of the most dynamic changes that health care managers have seen. In the coming years, more system-wide changes will occur as we continue our push forward to achieve patient-centered, value-based health care. Health care managers are quickly learning that what worked in the past might not work in the future. This was the compelling reason to write an organizational behavior book specifically for health care managers who are on the front lines every day, motivating and leading others in a constantly changing, complex environment. This is not an easy task, as we know firsthand!

The purpose of this book is to provide health care managers and other professionals with an in-depth analysis of the theories and concepts of organizational behavior while embracing the uniqueness and complexity of the industry. Although health care is similar to other industries, it is also very different. As the nation's largest industry, health care employs more than 16 million people in numerous interrelated and interdependent segments.

Using an applied focus, this book provides a clear and concise overview of the essential topics in organizational behavior from the health care manager's perspective. It is our goal to give you a greater understanding of why and how people and groups behave as they do in the workplace. With this knowledge, you will be able to predict and effectively influence the behavior of the people you lead. Please let me know if we accomplish our goal! You can reach us at nborkows@uab.edu or kameese@uab.edu.

We have tried to ensure that we referenced all the individuals whose work contributed to the development of this book. However, if by chance we failed to give credit to someone along the way, please contact us so that we can make the necessary correction.

At this time, we wish to thank our families for their patience, understanding, and support over the years. Finally, we wish to thank the many wonderful and caring people employed throughout the health care industry with whom we have had and will continue to have the opportunity to work with. Our lives continue to be blessed by these dedicated individuals!

Thank you for purchasing (and reading) our book. We welcome your comments and suggestions, and we wish you the best on your health care management and leadership journey.

With personal regards,

*Nancy Borkowski, DBA, FACHE, FHFMA
Katherine A. Meese, PhD*

About the Authors

Nancy Borkowski, DBA, FACHE, FHFMA, is Professor in the Department of Health Services Administration at the University of Alabama at Birmingham. She received her DBA with specializations in health services administration and accounting from Nova Southeastern University. Dr. Borkowski has over 25 years' experience in the health care industry and is a two-time past recipient of the American College of Healthcare Executives' (ACHE) Southern Florida Senior Career Healthcare Executive Award, which recognizes individuals who have made significant contributions to the advancement of health management excellence.

A nationally recognized author, Dr. Borkowski is also board certified in health management and is a Fellow of both the American College of Healthcare Executives and the Healthcare Financial Management Association. The first edition of her book, *Organizational Behavior in Health Care*, referred to as "one of the most significant advances in the field of health services administration," was honored with the *American Journal of Nursing's* 2005 Book of the Year Award for nursing leadership and management. Dr. Borkowski is the author of three textbooks that are widely used in graduate and undergraduate health administration and nursing programs both nationally and internationally.

Dr. Borkowski's work has been published in the *Journal of Ambulatory Care Management*, *Leadership in Health Services*, *Group & Organization Management*, *Organizational Behavior and Human Decision Processes*, *Health Care Management Review*, *Journal of Health Administration Education*, *Journal of Health and Human Services Administration*, *International Journal of Public Administration*, and various other journals.

Her teaching interests are leadership, organizational behavior, and strategic management. Dr. Borkowski is a past recipient of the ACHE's Excellence in Teaching Award, which is given to faculty who engage in furthering academic excellence and the professional development of health management students.

Over the past three decades, Dr. Borkowski has served in various leadership roles for the Association of University Programs in Health Administration, Academy of Management's Health Care Management Division, the American College of Healthcare Executives' Southern Florida Regent's Advisory Council, the South Florida Healthcare Executive Forum, the Alabama Healthcare Executive Forum, and various other health-related organizations. In 2013, Dr. Borkowski received the Jessie Trice Hero Award for her leadership and commitment to improving the lives of underserved and minority populations. She has also been honored with the Exemplary Service Award from the American College of Healthcare Executives (2012) and the Frederick T. Muncie Gold Award from the Healthcare Financial Management Association (2017).

Katherine A. Meese, PhD, is an Assistant Professor in the Department of Health Services Administration at the University of Alabama at Birmingham. She earned her PhD in Health

Services Administration with a specialization in strategic management from the University of Alabama at Birmingham in 2019. Dr. Meese has seven years of industry experience, encompassing work in ten countries on four continents, including management positions for a large academic medical center. Her work has been published in *Anesthesia & Analgesia*, *Health Services Management Research*, *Journal of Health Administration Education*, and various other journals. Her research interests are in wellness, burnout, quality and safety, and delivery models that enhance organizational learning.