

Nashville State Community College

Course Information

Course: Mngmt Skills for the OTA
(Management Skills for the OTA)

Course Number: OTT 2150

Credit Hours: 3

Lecture: 3

Lab: 0

Instructor's Name:

Office Hours: As posted, or by appointment

Office Location:

Office Phone:

OTA Office Phone:

OTA Fax Number:

E-Mail:

Course Description:

A study of management skills with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics include program planning, marketing, advocacy and program quality improvement. Documentation, reimbursement, ethical and legislative issues will be addressed. This class will review requirements for Level II Fieldwork, certification and licensure. Students will prepare for future employment through resume and portfolio development.

<u>Course Outcomes:</u> The student, upon completion of this course, will be able to:	Teaching/Learning Strategies	Evaluation Methods
List and discuss the principles of supervision required of the OTA and demonstrate an understanding of role delineation between the OT and OTA.	<ul style="list-style-type: none">• Lecture• Online course resources• Assigned	<ul style="list-style-type: none">• Tests• Interview Assignment

B.6.10, B.8.1, B.8.5, B.8.8	Readings	
Identify the Roles and Responsibilities of the OTA in Management. Explore ethical decision making. B.6.1, B.6.10, B.8.7, B.8.10, B. 8.11	<ul style="list-style-type: none"> • Lecture • Assigned Readings • Case exploration 	<ul style="list-style-type: none"> • Tests
Identify and discuss business issues in various practice settings, such as quality assurance, program evaluation, contractual service provision and facility accreditation. B.8.9, B.6.1, B. 6.9	<ul style="list-style-type: none"> • Lecture • Assigned Readings 	<ul style="list-style-type: none"> • Tests • Program Proposal • Resume
Demonstrate an understanding of the Medical and Community based service delivery models and the roles an OTA may take on in those models. Identify the most common types of reimbursement used in these models and the reimbursement mechanisms impact on service delivery. B.6.1, B.8.7, B.6.4	<ul style="list-style-type: none"> • Lecture • Online resources • Assigned Readings • Library Search Activity 	<ul style="list-style-type: none"> • Tests • Reimbursement Paper • Program Proposal
Understand the implications and effects of federal and state regulatory and legislative bodies. B.6.2	<ul style="list-style-type: none"> • Lecture • Assigned Readings • Online resources 	<ul style="list-style-type: none"> • Tests • Reimbursement Paper
Understand various professional responsibilities including; liability concerns under current models of service provision, fieldwork education and fieldwork supervision. B. 5.2, B. 6.10, B.8.5	<ul style="list-style-type: none"> • Lecture • Assigned Readings • Online resources 	<ul style="list-style-type: none"> • Tests • Professional Dev. Portfolio • Program Proposal
Demonstrate an understanding of personal responsibility for ongoing professional development. Complete a personal development plan, identify individual strengths and weaknesses and a plan to improve knowledge and skills, as well as methods and/or resources to achieve goals. B. 8.4, B.8.6	<ul style="list-style-type: none"> • Lecture • Assigned readings 	<ul style="list-style-type: none"> • Tests • Professional Dev. Portfolio • Resume • Interview

Identify state and national credentialing processes related to the OTA. Demonstrate an understanding of the functions and influence National, State and local associations. B.6.3, B.8.2	<ul style="list-style-type: none"> • Lecture • Online resources 	<ul style="list-style-type: none"> • Tests
Advocate for the profession and the consumer and understand due process and appeals systems services. B.8.12, B.8.13	<ul style="list-style-type: none"> • Lecture • Assigned Readings • Guest lecture 	<ul style="list-style-type: none"> • Tests
Explain the general purposes of research, the importance of research to the Occupational Therapy field and the importance of using evidence as a basis for intervention plans. B.7.1	<ul style="list-style-type: none"> • Lecture • Assigned Readings 	<ul style="list-style-type: none"> • Tests • Research Paper

Textbook:

Management Skills for the Occupational Therapy Assistant, Solomon and Jacobs
Slack, ISB #1556425384

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

Helpful Resources

- Sabones-Chafee; Introduction to O.T., 2nd ed., Mosby
- Hiram; O.T. Assistant: A Primer, 1986, Chess
- Karen Sladyk, OT Student Primer: A Guide to College Success Slack, Inc., 1997
- Jacobs; Quick Reference Dictionary for Occupational Therapy, 2nd or latest ed., Slack, Inc.
- Borcharding; Documentation Manual for Writing Soap Notes in OT.

METHOD OF EVALUATION

Exams: Four WebCT based exams and a cumulative final exam

Assignments:

Reimbursement: Choose a reimbursement guideline outlined in the text. Prepare a report that details the guidelines, impact on practice settings, documentation requirements, agencies involved and any pending legislation that might impact the identified guideline. (Students may complete this in pairs). Paper is minimum 3 pages in length (12 pt font, double spaced), must be written in narrative format. Minimum 3 references, full citations (excluding text) required. Submit via WebCT AND in class. Both are required. 10 Points will be taken from the grade if only one copy is submitted

Research Article Review: Locate two articles of interest from AJOT, one quantitative and one qualitative research study. In report format, provide the following information (Must be

done individually)

NOTE: This paper MUST be written in narrative format. Students must thoroughly explore each required section. Answering “yes” or “no”, using a bulleted format will not be accepted and will result in a grade of “O” for this assignment. **Copies of the reviewed articles MUST be submitted with the paper.** Submit via WebCT AND in class. Both are required. 10 Points will be taken from the grade if only one copy is submitted

Quantitative Reports:

- Summarize the hypothesis and purpose of the study
- Identify the population and the sample
- Describe how the report was able to achieve random selection
- Identify independent and dependent variables
- Identify intervention and control groups
- Identify and explain the statistical analysis applied
- Were there any extraneous variables (things that were not taken into account in the study) – did they address it, did you find any variables that were not addressed?
- Summarize the results and identify if the results were significant – and at what level

Qualitative Reports

- Identify the researchers main area of interest
- How did they achieve purposive selection
- Identify data gathering techniques
- How were the records maintained
- What themes and conclusions were drawn
- What techniques did the researcher use to establish trustworthiness

Personal Development Plan: Develop a personal development plan as outlined in the Assignment section of WebCT

Resume: A completed resume, outlining work history and experience is required of all students. This project must be completed by the individual student.

Interview: Each student will complete a professional interview. Complete details of this assignment are located in the assignment section of WebCT

Grading Criteria:

Exams (10% x 4 Tests, 10% Final Exam)	50%
Assignments:	50%
Resume	5%
Professional Development Plan	15%
Interview	10%
Reimbursement Paper	10%
Article Review	10%

**READING ASSIGNMENTS MUST BE READ PRIOR TO ATTENDING CLASS
(See Course Schedule for Specifics)**

NOTE:

This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.

NASHVILLE STATE HAS A ZERO TOLERANCE POLICY FOR DISRUPTIVE CONDUCT IN THE CLASSROOM.

- The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
- He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct, or conduct which violates the general rules and regulations of the College.
- Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
 - **Offensive language**
 - **Harassment of students or professors**
 - **Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught**
 - **Failure to cooperate in maintaining classroom decorum**
 - **Continued use of any electronic or other noise or light emitting device which disturbs others;**
 - **Beepers**
 - **Cell phones**
 - **Palm pilots**
 - **Lap-top computers**
 - **Games**
- Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved.

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words" (A Writer's Reference 331).

Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by:

- claiming credit for the work of another person, using information from a web page or source without citing the reference
- fraudulently using someone else's work on an exam, paper, or assignment
- recycling your own work from another course
- purchasing papers or materials from another source and presenting them as your own
- attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor
- impersonating someone else in a testing situation
- providing confidential test information to someone else
- submitting the same assignment in two different classes without requesting both instructor's permission
- allowing someone else to copy or use your work
- using someone else's work to complete your own
- altering documents, transcripts or grades
- forging a faculty/staff member's signature

IN ADDITION TO OTHER POSSIBLE DISCIPLINARY SANCTIONS THAT MAY BE IMPOSED THROUGH REGULAR COLLEGE PROCEDURES AS A RESULT OF ACADEMIC DISHONESTY, THE INSTRUCTOR HAS THE AUTHORITY TO ASSIGN AN "F" OR A "ZERO" FOR THE EXERCISE, PAPER, OR EXAMINATION, OR TO ASSIGN AN "F" FOR THE COURSE.

Americans with Disabilities Act

Nashville State Community College complies with the Americans with Disabilities Act. If you wish to request any accommodations for this class, please notify the Instructor as soon as possible.