

**Nashville State Community College
Division of Healthcare Professions
Occupational Therapy Assistant Program**

OTAP 2220 Practice Management

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course Information:

Course Title: Practice Management

Credits: 2

Class Hours: Hybrid. See class schedule (in course shell) for details on optional help sessions and required in class times.

Course Description:

This course addresses issues related to the delivery of occupational therapy services. Topics include, but are not limited to: professionalism and ethical practice, administration and management, regulatory requirements for practice and patient care, current trends and issues, program planning, marketing, advocacy, quality improvement, reimbursement, and transition from student to practitioner.

Required Textbook(s) & Other Materials:

Textbook: No texts are required for this course.

Required reference materials: Students are required to have a current, individual, membership to AOTA to access required material through the AOTA website.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

NSCC OTA Program Course Outcomes:

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
List and discuss the principles of supervision required of the OTA and	B.4.24 B.5.8 B.7.5	Videos In class discussion Instructor feedback	Supervision Investigation

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
demonstrate an understanding of role delineation between the OT and OTA and non-licensed personnel.		Online discussion	
Understand various professional responsibilities including liability concerns under current models of service provision.	B.7.5	In class discussion Instructor feedback Online discussion	Ethics and Liability assignment
Demonstrate an understanding of personal responsibility for ongoing professional development. Explain and provide evidence as to how the role of a professional is enhanced by knowledge of and involvement in international, national, state and local occupational therapy associations and related professional associations.	B.7.4 B. 7.2	In class discussion Instructor feedback Online discussion	Practice Management Assignment
Demonstrate knowledge of various reimbursement systems and documentation requirements that affect the practice of occupational therapy	B.4.29	In class discussion Instructor feedback Online discussion	Reimbursement Paper
Be prepared to knowledgably and actively pursue employment in the field as an Occupational Therapy Assistant.		In class discussion Instructor feedback Online discussion	Pre-employment Mock Interview
Describe the role of the occupational therapy assistant in care coordination, case management, and transition services in	B.4.20	In class discussion Instructor feedback Online discussion	Service Delivery Module Assignment: Reimbursement Paper

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
traditional and emerging practice environments			
Identify the potential impact of current policy issues and the social, economic, political, geographic, or demographic factors on the practice of occupational therapy	B.5.2	In class discussion Instructor feedback Online discussion	Advocacy

Topics to Be Covered:

See separate Course Schedule

Course Assessments:

See Course Outcomes above for assessment/assignment links to specific objectives.

Assignments:

- Assignment information is provided in detail in the assignment section of the course. The course is organized with weekly assignments and due dates. Unless otherwise indicated, students will be able to work through course materials at their own pace.

Assignments will include:

- Development of pre-employment materials
 - Resume
 - Linked In page
 - Reference requests
 - Personal Statement
- Reimbursement Paper
- Job Search
- Practice management
 - NBCOT
 - State Licensure
 - Professional Goal Setting
- Mock Interview
- Supervision Investigation
- Ethics and Liability
- Advocacy Project

Grading Policy:

See separate OTA Course Policies

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

See separate OTA Course Policies

Attendance Policy

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

See separate OTA Course Policies for additional detail.

Grading Scale:

Letter Grade	Percentage Range
A	93-100
B	85-92
C	75-84
F	Below 75

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date (will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

(While the above information should appear in all syllabi, faculty are encouraged to make additional statements that would clarify the policy for students and provide the applicable FA date for their section.)

FN

An FN is awarded to students who never attended class.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

See OTA Course Policies

Attendance Policy

See OTA Course Policies

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.**Academic**

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

See OTA Course Policies for additional information.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nsc.edu/current-students/student-online-resources>
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu.

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.