

## Course Information

Course: Practice Management

Course Number: OTAP 2220

Credit Hours: 2

Lecture: 2

Lab: 0

Instructor:

Office Hours: As posted or by appointment

Office Location:

Office Phone:

OTA Department Phone: 615-353-3708

OTA Office Fax: 615-353-3608

NSCC Email:

## 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.

## TBR OTA Program Common Curriculum Objectives

| The student, upon completion of this course, will be able to:   | ACOTE Standards             | Teaching/Learning Strategies                                    | Evaluation Methods                     |
|---|-----------------------------|---|--|
| Identify the impact of contextual factors on the management and delivery of occupational therapy services.  | B.7.1                       | In class discussion<br>Instructor feedback                      | Test                                   |
| Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws | B.7.3                       | In class discussion<br>Instructor feedback<br>Online discussion | State and National<br>Credentials Quiz |
| Identify the systems and structures that create federal and state legislation and regulations and their implications and effects on practice                | B.7.2                       | In class discussion<br>Instructor feedback<br>Online discussion | Reimbursement paper                    |
| Identify the role and   | B.7.1, B.9.1, B.9.9, B.9.11 | Videos  | Ethics Case Study Discussion           |

|   |       |   |   |
|---|-------|---|---|
| responsibility of the practitioner to advocate for the profession and the consumer and understand due process and appeals systems services.   |       | In class discussion<br>Instructor feedback<br>Online discussion | Questions and Review<br><br>Ethics Discussion questions       |
| Demonstrate knowledge of global social issues and prevailing health and welfare needs of populations with or at risk for disabilities and chronic health conditions   | B.1.6 | In class discussion<br>Instructor feedback<br>Online discussion |   |
| Articulate to consumers, potential employers, colleagues, third-party payers, regulatory boards, policy makers, other audiences, and the general public both the unique nature of occupation as viewed by the profession and the value of occupation to support performance, participation, health and well-being | B.6.4 | In class discussion<br>Instructor feedback<br>Online discussion | Service Delivery Module<br>Assignment:<br>Reimbursement Paper |

## NSSC OTA Program Course Objectives

| 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 demonstrate an understanding of role delineation between the OT and OTA and non-licensed personnel.                 | B.4.5, B.7.7, B.9.8 | Videos<br>In class discussion<br>Instructor feedback<br>Online discussion | Supervision Discussion<br>Questions        |
| Understand various professional responsibilities including liability concerns under current models of service provision.   | B.7.1, B.9.5        | In class discussion<br>Instructor feedback<br>Online discussion           | Liability Worksheet                        |
| Demonstrate an understanding of personal responsibility for ongoing professional development. Explain and provide evidence as to how the role of a professional is enhance by knowledge of | B.9.4, B.9.6        | In class discussion<br>Instructor feedback<br>Online discussion           | Professional Practice<br>Module Assignment |

| The student, upon completion of this course, will be able to:   | ACOTE Standards | Teaching/Learning Strategies                                    | Evaluation Methods   |
|---|-----------------|---|--|
| and involvement in international, national, state and local occupational therapy associations and related professional associations.  |                 |   |  |
| Participate in the documentation of ongoing processes for quality improvement and implement program changes as needed to ensure quality of services.                          | B.7.4           | In class discussion<br>Instructor feedback<br>Online discussion | Assuring Quality Questions   |
| 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.8.7, B.8.8    | In class discussion<br>Instructor feedback<br>Online discussion | Evidence Based Practice Definitions<br><br>Evidence Based Practice Module Assignment: Research Article Reviews                   |
| Demonstrate knowledge of various reimbursement systems and documentation requirements that affect the practice of occupational therapy  | B.7.4           | In class discussion<br>Instructor feedback<br>Online discussion | Service Delivery Module<br>Point Based Activities  |
| Be prepared to knowledgably and actively pursue employment in the field as an Occupational Therapy Assistant.   |                 | In class discussion<br>Instructor feedback<br>Online discussion | Resume<br>Cover Letter<br>Reference sheet<br><br>Job Hunt Activity<br><br>Employment Readiness Module Assignment: Mock Interview |
| Describe the role of the occupational therapy assistant in care coordination, case management, and transition services in traditional and emerging practice environments      | B.5.27          | In class discussion<br>Instructor feedback<br>Online discussion | Service Delivery Module Assignment: Reimbursement Paper  |
| Identify the potential impact of current policy issues and the social, economic, political, geographic, or demographic factors on   | B.6.2           | In class discussion<br>Instructor feedback<br>Online discussion | Service Delivery Module<br>Point Based Activities  |

| The student, upon completion of this course, will be able to: | ACOTE Standards | Teaching/Learning Strategies | Evaluation Methods |
|---|-----------------|------------------------------|--------------------|
| the practice of occupational therapy                          |                 |                              |                    |

## Assignments

Assignment information is provided in detail in the assignment section of the course. This course is organized into modules. Students will complete individual topic based assignments as well as comprehensive module assignments.

## Course Grading Scale

- 93 – 100 = A
- 85 – 92 = B
- 75 – 84 = C
- Below 75 = Failing

## Course Grading Summary

This course has multiple and varied opportunities for students to learn and demonstrate their mastery of the material.

Each module has an assignment designed to pull the major learning components from that module together

| <b>Professional Practice Module Assignment: Professional Development Plan</b> | <b>100 points total</b> |
|---|-------------------------|
| Part One  | 25 points               |
| Part Two  | 50 points               |
| Part Three  | 25 points               |
| <b>Evidence Based Practice Module Assignment: Research Article Reviews</b>    | <b>100 Points</b>       |
| <b>Service Delivery Module Assignment: Reimbursement Paper</b>                | <b>100 Points</b>       |
| <b>Employment Readiness Module Assignment: Mock Interview</b>                 | <b>100 Points</b>       |

Within each module, weekly learning activities will introduce students to a variety of new topics. Each learning activity includes a point based activity.

| <b>Professional Practice Module Point Based Activities</b>         | <b>Total Activity Points for this Module: 75</b> |
|--|--|
| Supervision Discussion Questions: 4 questions worth one point each | 5 points   |
| Ethics Case Study Discussion Questions and Review                  | 5 points   |
| Ethics Discussion questions  | 5 points   |
| Liability Worksheet  | 30 points  |
| State and National Credentials Quiz                                | 30 points  |

| <b>Employment Readiness Module Point Based Activities</b> | <b>Total Activity Points for this Module: 95</b> |
|---|--|
| Resume  | 40 points  |
| Cover Letter  | 30 points  |
| Reference sheet   | 20 points  |
| Job Hunt Activity   | 5 points   |

| <b>Service Delivery Module Point Based Activities</b> | <b>Total Activity Points for this Module: 10</b> |
|---|--|
| Advocacy Assignment                                   |  |

| <b>Evidence Based Practice Module Point Based Activities</b> | <b>Total Activity Points for this Module: 30</b> |
|--|--|
| Assuring Quality Questions                                   | 20 points  |
| Evidence Based Practice Definitions                          | 10 points  |

Final Exam (Multiple Choice Questions)

20 points

Total Points possible for course

630 points

### **Required Materials (as listed or latest edition)**

- No texts are required for this course. Students are required to have a current, individual, membership to AOTA to access required material through the AOTA website.
- Students are required to have consistent and reliable access to the internet.

### **Recommended Materials**

As provided in class