

JEFFERSON COLLEGE

COURSE SYLLABUS

OTA140

PROFESSIONAL PRACTICE & MANAGEMENT II

1 Credit Hour

Prepared by:

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OTA140 Professional Practice & Management II

I. CATALOGUE DESCRIPTION

- A. Prerequisite: OTA120 Professional Practice & Management I with a grade of “C” or better.
- B. Credit hour award – 1
- C. Description - Professional Practice & Management II topics include: Standards of Practice, legal and ethical components of practice, Medicare system, documentation and reimbursement, finding evidence for practice, and community partners. The importance of involvement in professional organizations and political advocacy will be introduced. Students will continue work on a competency document and begin to develop a professional resume. This course also prepares students for Level I and Level II fieldwork (F).

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES (With numbers in parentheses referring to ACOTE standards)

| Expected Learning Outcomes | Assessment Measures |
|---|---|
| Demonstrate effective oral communication skills and therapeutic use of self in fieldwork with clients and health care professional’s in-group and individual settings. (B.1.1, B.5.6) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Identify and support the occupations of individuals and apply the PEOP curriculum model in the fieldwork setting. (B.2.11) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Know the implications and effects of federal and state regulatory and legislative bodies on practice and the functions and influence of OT and other professional associations. (B.7.3) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Describe how to use the consultative process where appropriate with specific consumers or consumer groups as directed by the occupational therapist. (B.4.5, B.5.21, B.5.22) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Know the governmental and policy issues, including knowledge and implications of current statutes and regulations that affect OT services. (B.7.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Define the ongoing professional responsibility for providing fieldwork education and supervision. (B.7.10) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Use a variety of sources including a computer to find evidence for a common OTA intervention. (B.1.3, B.8.2) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Propose solutions for ethical dilemmas, which may impact clinical practice and research. (B.9.10, B.9.11) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |

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| Apply the Core Values and Attitudes of Occupational Therapy and AOTA Standards of Practice. (B.9.1) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Practice Advocacy for the consumer and promote OT by educating other professionals, consumers, and the public. (B.9.3) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate responsibility for planning ongoing professional development, including developing mentoring relationships with professional role models. (B.9.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Identify personal knowledge and skills that need further development and direct further learning and growth. (B.9.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Develop personal and professional abilities, competencies, and behaviors in the classroom and in fieldwork. (B.9.6) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Identify interest areas for further fieldwork, research, and practice. (B.9.4, B.9.6, B.9.7) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Know the role of other professionals on a multi-disciplinary team at fieldwork sites. (B.5.7, B.9.7, B.9.8) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Discuss professional responsibilities related to liability concerns. (B.9.5) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Discuss the importance of professional relationships between the OT and the OTA. (B.9.8) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate an understanding of the organizational structure (scheduling, record keeping, policies, and procedures) of specific health care systems. (B.6.1, B.6.2, B.7.1) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Identify various models of service delivery and how documentation for reimbursement changes across them. (B.6.1, B.6.2, B.7.1) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate an understanding of accreditation/regulation standards as they apply to facilities, educational programs, and clinical practice. (B.7.1, B.7.2, B.7.3, B.7.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Explain the supervision requirements for engaging in the OT process for the COTA. (B.4.4, B.5.20, B.5.25, B.9.8) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate understanding of Medicare and Medicaid and other health care payment structures, accepted terminology, and reimbursement considerations. (B.4.6, B.5.27, B.7.5) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Explain and give examples of how the role of the OT professional is enhanced by the knowledge of and involvement in international, national, state, and local OT associations and related professional associations. (B.9.2) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |

III. OUTLINE OF TOPICS

- A. Standards of Occupational Therapy Practice
- B. Professional Development and Competency
 - 1. Preparing for Level I Fieldwork
 - 2. Competency Document and Fieldwork Experiences
 - 3. Development of a Professional Resume
- C. Legal and Ethical Components of Practice
 - 1. Issues for Practitioners and Students
 - 2. Common Practice Errors and Preventative Strategies
 - 3. Combating Moral Distress
 - 4. Certification and Licensure Requirements
 - 5. Principles of Conduct in OT
 - 6. Guidelines for Supervision
 - 7. Standards of Practice
 - 8. Ethics of Productivity
 - 9. State Practice Acts
 - 10. Jurisdiction and Disciplinary Action
 - 11. Special Topics for Ethical Consideration
- D. Reimbursement and Finance
 - 1. Types of Reimbursement and payment systems
 - 2. Terminology
 - 3. Guidelines for Reimbursement
 - 4. Medicare and Medicaid
 - a. Documentation and Medicare
 - b. Accepted Terminology
 - 5. State Regulations
 - 6. Workers' Compensation
 - 7. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
 - 8. Reimbursement and Documentation
 - 9. Funding Sources
 - 10. Budgets
- E. Professional Organizations and Political Advocacy
 - 1. American Occupational Therapy Association (AOTA)
 - 2. Missouri Occupational Therapy Association (MOTA)
 - 3. Occupational Therapy Political Action Committee (OTPAC)
 - 4. State, Federal, and International Organizations
 - 5. Community Partners
- F. Evidence-Based Rehabilitation
 - 1. Controversy in Evidence-Based Rehabilitation
 - 2. Myths Surrounding Evidence-Based Practice
 - 3. Finding Evidence for Practice
 - 4. Ethics and Research
 - 5. Critical Concepts in Evidence-Based Rehabilitation
 - a. Awareness
 - b. Creativity

- c. Judgment
- d. Consultation
- 6. Development of Evidence-Based Knowledge
- 7. Clinical Questions and Searching for Evidence

IV. METHOD(S) OF INSTRUCTION

- A. Lecture
- B. Readings from textbook
- C. Supplemental handouts
- D. Classroom activities
- E. Participation in active learning by computer programs, games, and internet-based activities.
- F. Peer interactive activities, group projects, and discussions in classroom and online

V. REQUIRED TEXTBOOKS

Moyers, P., & Dale, L. (2007). *Guide to occupational therapy practice* (2nd ed.). Bethesda, MD: AOTA Press.

VI. REQUIRED MATERIALS

- A. Course homepage available Blackboard/WebCT or Luminis Platform.
- B. A computer with internet access (available through the Jefferson College Labs).
- C. Paper, notebooks, pens, pencils with erasers.

VII. SUPPLEMENTAL REFERENCES

- A. Class Handouts
- B. Current Library Resources
 - 1. Books
 - a. Yarett Slater, D. (2010). *Reference guide to the occupational therapy code of ethics and ethics standards* (2010 ed.). Bethesda, MD: AOTA Press.
 - b. Solomon, A., & Jacobs, K. (2003). *Management skills for the occupational therapy assistant*. Thorofare, NJ: Slack Inc.
 - c. World Health Organization. (2001). *International classification of functioning, disability, and health*. Geneva: World Health Organization.
 - d. Law, M., & MacDermid, J. (Eds.). (2008). *Evidenced based rehabilitation, a guide to practice*. (2nd ed.). Thorofare, NJ: Slack Inc.

2. Periodicals
 3. Videos
- C. Current internet resources
1. On-line reference materials
 2. Textbook companion web-site
 3. American Occupational Therapy Association (AOTA) web-site

VIII. METHOD OF EVALUATION (basis for determining course grade)

- A. Written Projects or Papers will equal 20% of total course grade. Consisting of 1-5 assignments focused on application of occupational therapy theory and principles.
- B. Summative Written Examinations – 3-5 examinations worth up to 60%.
- C. Attendance/Participation grade will equal 10% of total course grade.
- D. Additional Credit – Additional activities, community service, or exemplary professional behaviors as assessed by a professional behaviors checklist will equal 10% of total course grade.
- E. Grading Scale:
A = 90-100%
B = 80-89.9%
C = 70-79.9%
D = 60-69.9%
F = 0-59.9%

IX. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services located in the library. (Phone: 636-797-3000, ext. 169.)

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Occupational Therapy Assistant program and will be referred to the college for disciplinary action. (See College website, <http://www.jeffco.edu>).

XI. OUTSIDE OF CLASS ACADEMICALLY-RELATED ACTIVITIES

The US Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.