

JEFFERSON COLLEGE

COURSE SYLLABUS

OTA220

PROFESSIONAL PRACTICE AND MANAGEMENT III

1 Credit Hour

Prepared by:

Lisa Martin MS, OTR/L

Occupational Therapy Assistant Program Director

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Elizabeth Check, Dean, Career and Technical Education
Mary Beth Ottinger, Division Chair

OTA220 Professional Practice and Management III

I. CATALOGUE DESCRIPTION

- A. Prerequisite: OTA140 Professional Practice & Management II with a grade of “C” or better.
- B. Credit hour award – 1
- C. Description - Professional Practice & Management III includes integration of research and evidence for practice, program development, quality assurance and treatment outcomes, national and state credentialing requirements, preparing to sit for the National Board Certification Exam, professional organizations and political advocacy. Students will finalize a competency document, professional resume, and cover letter for employment. This course also prepares students for Level II fieldwork. (S)

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 professionals in group and individual settings. (B.1.1, B.5.6) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Analyze 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 |
| Employ client observational skills. (B.4.1) | 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 |
| 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 |
| Demonstrate adherence to the AOTA Code of Ethics during classroom and fieldwork education. (B.9.1) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Define and demonstrate 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 |
| Demonstrate responsibility for planning ongoing professional development. (B.9.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |

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| Describe the role of the OTA as director of an activity program and how it differs from other roles of the OTA. (B.6.1, B.9.7) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate an understanding of the management functions of the OTA as a director of an activity program. (B.9.6, B.9.7) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate personal and professional abilities, competencies, and behaviors in the classroom and in fieldwork. (B.9.1, B.9.6) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate the ability to collect, organize, and report on data for evaluation of practice outcomes under the direction of an administrator, manager, or occupational therapist. (B.5.25) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Describe the role of the OTA as director of an activity program in relation to assessment, treatment planning, and treatment implementation needs. (B.4.1, B.4.2, B.4.3, B.5.1, B.5.2, B.5.7, B.7.1) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Explain the process of providing advocacy services for the benefit of the consumer and the profession. (B.9.12, B.9.13) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Describe the skills needed to follow a research protocol including accurate and confidential collection of data and related documentation. (B.8.3) | 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 |
| Identify acceptable data sources for and demonstrate an understanding of the value of quality assurance. (B.7.8, B.8.2) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Describe the professional responsibility of the OTA for professional development to ensure that practice is consistent with current and accepted standards. (B.9.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Demonstrate appreciation for involvement in professional organizations, governmental bodies, and human service organizations. (B.9.2, B.9.13) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Know the process for obtaining national and state credentialing and outline the necessary steps and timeline. (B.7.3, B.7.4) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |
| Compile a professional competency document and prepare a resume for employment. (B.9.6) | Class Discussion/Activity Formative Assessment Written Project/Paper Summative Examination |

III. OUTLINE OF TOPICS

- A. Professional Development and Competency
 - 1. Preparing for Level II Fieldwork
 - 2. Preparation to Sit for the National Board Certification Exam
 - 3. Navigating the National and State Credentialing Process

4. Professional Identity through Professional Organizations
 5. Political Advocacy
 6. Finalization of Competency Document, Resume, and Cover Letter for Employment
- B. Occupational Therapy and Entrepreneurship
1. Program Development
 2. Personnel Considerations and Supervision
 3. Continuous Quality Improvement
 4. Quality Assurance
 5. Treatment Outcomes
- C. Utilizing and Contributing to Research
1. Integration of Research and Evidence for Practice
 2. Ethics and Research
 3. Becoming an Evidence-Based Practitioner
 4. Strategies to Becoming an Evidence-Based Practitioner
 - a. Finding Time for EBP
 - b. Developing Skills and Knowledge
 - c. Staying Focused
 5. Incorporating Outcomes Measures into Evidence-Based Practice
 - a. Types of Measures Based on Intended Purpose
 - b. Identifying Outcome Measures for Use in Clinical Practice
 - c. Evaluating Outcome Measures

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 through 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. Fleming-Castaldy, R. (2010). *National OTA certification exam: Review & study guide* (2nd ed.). Evanston, IL: TherapyEd.

- 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 = 93-100%

B = 84-92.9%

C = 76-83.9%

D = 66-75.9%

F = 0-65.9%

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.