

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: OTA 212

Course Title: Management and Legal Issues in Occupational Therapy

Division:     Applied Science (AS)     Liberal Arts (LA)     Workforce Development (WD)  
                  Health Care (HC)     Lifetime Learning (LL)     Nursing     Developmental

Credit Hour(s): Two (2)

Effective Date: Summer 2017

Assessment Goal Per Outcome: 80%

**COURSE DESCRIPTION**

A study of management issues with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics covered include program planning, advocacy and standards of practice. Documentation, ethical and legislative issues will be addressed. This class will review requirements for clinical experiences and expectations, certification and licensure.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

Admission to OTA program and completion of OTA 100- Introduction to Occupational Therapy

**TEXTS**

The official list of textbooks and materials for this course is found on [myNeosho](http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx).

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
    - listing factors associated with a healthy lifestyle and lifetime fitness,
    - identifying the importance of lifetime learning,
    - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
  3. Communicate effectively through:
    - developing effective written communication skills,
    - developing effective oral communication and listening skills.
  4. Think analytically through:
    - utilizing quantitative information in problem solving,
    - utilizing the principles of systematic inquiry,
    - utilizing various information resources including technology for research and data collection.

### **COURSE OUTCOMES/COMPETENCIES** (as Required)

By the end of the course, the student will be able to:

1. Identify the roles and responsibilities of the OTA and OT in management, practice, and education and the importance of collaboration. B.3.4, B.4.5, B.5.25, B.5.27, B.9.6, B.9.7, B.9.8
2. Understand the effects and implications of state and federal regulations and laws and legislative bodies. B.6.2
3. Analyze the history, theories, models of practice and sociopolitical factors that impact OT practice. B.3.4
4. Identify professional responsibilities related to liability issues under current models of service provision. B.9.5
5. Demonstrate a comprehensive understanding of the American Occupational Therapy Association (AOTA) Code of Ethics and Standards of Practice as a guide for professional interactions, in client treatment and employment settings including awareness of credentialing requirements under state laws and professional advocacy. B.9.1, B.9.2,
6. Articulate the importance of professional development and scholarly activities for evaluating professional practice, service delivery, and/or professional issues. B.8.7
7. Identify the informal and formal ethical dispute-resolution systems that have jurisdiction over occupational therapy practice. B.9.11
8. Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services, adhering to applicable facility, local, state, federal, and reimbursement agencies services (need and rationale appropriate to the context of service provision). B.4.10, B.5.21, B.5.32.
9. Understand the role of the occupational therapy assistant in service systems and in the intervention process in traditional and emerging practice settings, e.g., collaboration, when to refer to a specialist, case management. B.4.9, B.5.21, B.5.22, B.5.25, B.5.27, B.5.29, B.5.30

10. Demonstrate knowledge of various reimbursement systems (e.g., federal, state, third-party, private-payer) and documentation requirements that affect the practice of occupational therapy. B.7.4
11. Demonstrate professional advocacy through communication and participation in organizations or agencies that promote the profession (AOTA, state and community organizations). B.6.4, B.9.4, B.9.13
12. Identify principles of management and systems that impact occupational therapy service provision. B.7.1,2,3,5,6,7,8
13. Articulate professional ethics, values, and responsibilities in occupational therapy for educating other professionals, service providers, consumers, third-party payers, regulatory bodies, and the public. B.2.3, B.2.8, B.9.3,6,7,8,9,10

## **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

### COURSE OUTLINE

- Unit 1. AOTA Occupational Therapy Code of Ethics, Core Values and Attitudes of Occupational Therapy Practice and AOTA Standards of Practice
  - A. Guides for ethical decision making
  - B. Advocacy through involvement in international, national, state, and local organizations
- Unit 2. Roles and Responsibilities of the Occupational Therapy Assistant in Management
- Unit 3. Change Management
- Unit 4. History, theory and sociopolitical climate and influence on practice
  - A. Geographic and demographic factors
- Unit 5. Credentialing, Ethics, and Legalities of Practice
  - A. Supervision requirements
    1. Importance of relationships and collaboration between the occupational therapist and occupational therapy assistant
  - B. Dispute-resolution systems that have jurisdiction over occupational therapy practice
  - C. Documentation
    1. Ensuring accountability of service provision and meeting standards for reimbursement of services, adhering to applicable facility, local, state, federal, and reimbursement agencies.
    2. Effective communication through documenting the need and rationale for occupational therapy services.
- Unit 6. Contexts of health care, education and community and systems that influence practice
  - A. Reimbursement and Finance
- Unit 7. Personnel Considerations and Supervision
- Unit 8. Communication Skills
- Unit 9. Continuous Quality Improvement
- Unit 10. Utilizing and contributing to research

- A. Evidence based practice: Understanding research for the continued development of the profession

## Unit 11. Occupational Therapy and Entrepreneurship

### **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

#### **INSTRUCTIONAL METHODS**

For specific instructional methods see the syllabus supplement on the syllabus page for this class on Inside NC.

#### **GRADE SCALE**

90%-100%, A

80%-89%, B

70%-79%, C

60%-69%, D

Below 60% F

#### **ASSESSMENT OF STUDENT GAIN**

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

#### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**

Additional textbook resources & materials for this course are listed on the supplemental syllabus.