

RARITAN VALLEY COMMUNITY COLLEGE ACADEMIC COURSE OUTLINE

OTAH 270 - OTA MANAGEMENT AND ETHICS

I. Basic Course Information

A. Course Number and Title: OTAH 270 - OTA Management and Ethics

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Fall Year: 2023

D. Effective Term: Fall 2024

E. Sponsoring Department: Health Science Education

F. Semester Credit Hours: 3

G. Weekly Contact Hours: Lecture: 3
 Laboratory: 0
 Out of class student work per week: 6

H. Prerequisites: COMM 110 – Interpersonal Communication
 EXSC 201 – Kinesiology
 SOCI 101- Introduction to Sociology
 OTAH 200 – Psychosocial OTA
 OTAH 221 – Psychosocial Fieldwork I

Co-requisites: OTAH 250 – Adult/Geriatric Physical Rehab OTA
 OTAH 251 – Adult/Geriatric Physical Rehab Fieldwork I
 OTAH 252 – Adult/Geriatric Physical Rehab Clinical Conditions
 for the OTA

I. Laboratory Fees: None

II. Catalog Description:

Prerequisites: COMM 110 – Interpersonal Communication
 EXSC 201 – Kinesiology
 SOCI 101- Introduction to Sociology
 OTAH 200 – Psychosocial OTA
 OTAH 221 – Psychosocial Fieldwork I

Co-requisites: OTAH 250 – Adult/Geriatric Physical Rehab OTA
 OTAH 251 – Adult/Geriatric Physical Rehab Fieldwork I
 OTAH 252 – Adult/Geriatric Physical Rehab Clinical Conditions
 for the OTA

This course focuses on management and ethics in healthcare. Discussed will be management principles in the American health care delivery system (including the roles of patients, third part insurance payers, and health care professionals), contemporary thinking about management skills and competencies (basically “how management gets done” in health care organizations), healthcare rules, laws, and regulations (including but not limited to HIPPA and IDEA), and common management and ethical dilemmas encountered in various public and private healthcare settings. Upon completion of this course the OTA student will be expected to demonstrate an efficient understanding of management and organizational processes which help or hinder successful task completion, methods to improve interpersonal and diagnostic skills, and ways to develop an understanding of theoretical knowledge related to organizational design and behavior.

III. Statement of Course Need:

- A. This course is integral for the OTA student’s base of knowledge. OTA students, and all healthcare providers, must have an understanding of the legislature, laws, rules, and regulations that guide their profession and ability to practice, and must be competent in the aspects that are involved in managing a department and/or unit, including supervision and leading a team of professionals.
- B. There is no lab in this course.
- C. This course is not designed for transfer.

IV. Place of Course in College Curriculum:

- A. Free elective
- B. This course meets a program requirement for the AAS in Occupational Therapy Assistant.

V. Outline of Course Content

- A. Foundations of Ethics and Ethical Conflict
- B. Basic Principles of Ethics
- C. Legal Issues in Ethical Decision Making
- D. Ethics in the Health Care System- Medicare, Managed Care, HIPAA, IDEA
- E. Ethics and Research in Health and Rehabilitation
- F. Ethics and the Law
- G. Ethical Dilemmas
- H. Understanding Evidenced-Based Practice
- I. Understanding Research
- J. Understanding Effective Documentation
- K. Levels of Supervision
- L. Understanding the Role of a Director
- M. Program Management and Staffing Needs
- N. Coordination of Services
- O. Management Issues
- P. Reimbursement systems
- Q. Regulatory Agencies, Accreditation
- R. Process of Obtaining OTA License
- S. Team building and motivating staff
- T. Management styles
- U. Hierarchy of management
- V. Project management

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

1. Gather, organize, refine, analyze, and critically evaluate information and ideas that identify managerial and ethical issues pertaining to occupational therapy. (GE-IL *)
2. Analyze personally and socially relevant problems pertaining to occupational therapy and present reasonable solutions to those problems. (GE- 1,)*)
3. Identify relevant information sources on managerial and ethical issues pertaining to occupational therapy, make reasoned choices among those sources, and open-mindedly follow where those sources lead.(GE- IL, ER *).
4. Express themselves clearly and appropriately in writing on a range of social, academic, and professional contexts pertaining to managerial and ethical issues in occupational therapy and use appropriate writing technologies. (GE-NJ 1)
5. Write about managerial and ethical issues pertaining to occupational therapy with a clear focus on the assigned tasks that align with audience, purpose, and context including organization, content, presentation, and stylistic choices. (GE- 1)
6. Listen critically and speak thoughtfully, clearly, and appropriately to a variety of social, academic, and professional audiences conveying the central message on managerial and ethical issues pertaining to occupational therapy clearly and consistently, using supporting material. (GE 1)*
7. Explain the role of sociocultural, socioeconomic, and diversity factors, as well as lifestyle choices in contemporary society to meet the needs of persons, groups, and populations. **(ACOTE 2018- B.1.2)****
8. Demonstrate knowledge of the social determinants of health for persons, groups, and populations with or at risk for disabilities and chronic health conditions. This must include an understanding of the epidemiological factors that impact the public health and welfare of populations. **(ACOTE 2018- B.1.3)****
9. Identify occupational needs through effective communication with patients, families, communities, and members of the interprofessional team in a responsive and responsible manner that supports a team approach to the promotion of health and wellness. **(ACOTE 2018- B.4.23) ****
10. Understand and articulate care coordination, case management, and transition services in traditional and emerging practice environments. **(ACOTE 2018- B.4.20)****
11. Identify and communicate to the occupational therapist the need to design community and primary care programs to support occupational performance for persons, groups, and populations. **(ACOTE 2018- B.4.27) ****
12. Explain the role and responsibility of the practitioner to advocate for changes in service delivery policies, effect changes in the system, recognize opportunities in emerging practice areas, and advocate for opportunities to expand the occupational therapy assistant's role. **(ACOTE 2018- B.5.2)****
13. Demonstrate knowledge of the American Occupational Therapy Association (AOTA) Occupational Therapy Code of Ethics and AOTA Standards of Practice and use them

- as a guide for ethical decision making in professional interactions, client interventions, employment settings, and when confronted with personal and organizational ethical conflicts. **(ACOTE 2018- B.7.1)****
14. Explain an understanding of the business aspects of practice including, but not limited to, financial management, billing, and coding. **(ACOTE 2018- B.5.3)****
 15. Provide care and programs that demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration consistent with federal and state laws. **(ACOTE 2018- B.5.5)****
 16. Demonstrate knowledge of various reimbursement systems and funding mechanisms (e.g., federal, state, third party, private payer), treatment/diagnosis codes (e.g., CPT®, ICD, DSM® codes), and coding and documentation requirements that affect consumers and the practice of occupational therapy **(ACOTE 2018- B.4.29)****
 17. Define strategies for effective, competency-based legal and ethical supervision of occupational therapy assistants and non-occupational therapy personnel. **(ACOTE 2018- B.5.8)****
 18. Demonstrate knowledge of how the role of a professional is enhanced by participating and engaging in local, national, and international leadership positions in organizations or agencies. **(ACOTE 2018- B.7.2)****
 19. Promote occupational therapy by educating other professionals, service providers, consumers, third-party payers, regulatory bodies, and the public. **(ACOTE 2018- B.7.3)****
 20. Demonstrate knowledge of personal and professional responsibilities related to Liability issues under current models of service provision and varied roles of the occupational therapy assistant providing service on a contractual basis. **(ACOTE 2018- B.7.5)****

*embedded critical thinking

**represents ACOTE Standards required for accreditation

C. Assessment Instruments

1. Demonstrations
2. Essays & papers
3. Journals
4. Tests & Quizzes
5. Presentations
6. Discussion
7. Case studies
8. Class participation
9. Online Forums
10. Assigned readings
11. Observational opportunities

VII. Grade Determinants

- A. Essays & papers
- B. Journals
- C. Tests & Quizzes
- D. Presentations
- E. Class participation
- F. Professional conduct
- G. Online Forums

Given the goals and outcomes described above, LIST the primary formats, modes, and methods for teaching and learning that may be used in the course:

- A. Lecture/discussion
- B. Small group work
- C. Guest speakers
- D. Student oral presentations
- E. Student collaboration
- F. Independent study
- G. Case studies
- H. Audiovisual (DVD's, YouTube)
- I. Online Forum assignments
- J. Assigned readings
- K. Observational opportunities

VIII. Texts and Materials

- A. Required textbooks

American Occupational Therapy Association. (2020). Exploring the Occupational Therapy Practice Framework Domain and process, 4th ed. American Journal of Occupational Therapy

Jacobs, Karen. (2016). Management and Administration for the OTA: Leadership and Application Skills. Thorofare, NJ: Slack Inc. ISBN: 978-1-63091-065-5

Kornblau, B. L. & Burkhardt, A, (2012). Ethics in Rehabilitation A Clinical Perspective (2nd ed.) Thorofare, NJ: Slack Incorporated ISBN: 978-1-61711-037-5

*Please note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

IX. Resources

- A. Library
- B. Computer/computer lab

X. Check One: ☐ Honors Course ☐ Honors Options ☒ N/A