

The University of Texas at El Paso

**OT 5316 Leadership in Occupational Therapy
Spring Semester 2019**

SYLLABUS

Instructor: Cecilia Fierro, OTR, OTD
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Office hours: Monday and Wednesday 1:00-3:00pm or by appointment
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Course Hours: 3 hours lecture, 0 hours lab per week, or equivalent (3-0) Mondays 9:00am-12:00am.

Course Location: 203

Office Hours: Monday and Wednesday 1:00-3:00pm or by Appointment

Course Description: Trends and influences that affect the delivery, evaluation and outcome of occupational therapy and the management skills needed for practice.

Relationship to curriculum design: The knowledge of basic management skills are essential to understanding how any occupational therapy department operates. Managing a department requires leadership skills, interpersonal skills, self knowledge and strong clinical skills in the evidence-based practice environment of today. Fundamentals of this course can be applied to each course in the curriculum.

General and specific course outcomes addressed through ACOTE standards:

ACOTE assigns 18 mandatory objectives to this course, which indicate the key role and value of this course in overlapping all settings of OT: They are: 1) general concepts of management, leadership, and team relationships 2) examination of regulatory factors impacting the profession, 3) importance of advocacy for clients, for supervisees and the

profession, 4) the need for evidence-based practice and quality assurance measures to promote the continuity and growth of the profession.

***Assessment Measures:**

1	Assignment	5	Project
2	Lab Test	6	Presentation
3	Objective test	7	Demonstration
4	Essay test	8	Other – please specify

The Student will:

1. Identify, analyze, and evaluate the contextual factors; current policy issues; and socioeconomic, political, geographic, and demographic factors on the delivery of occupational therapy services for persons, groups, and populations to promote policy developments and social systems as they relate to the practice of occupational therapy. (ACOTE: B.5.1) [1,7]
2. Identify, analyze, and advocate for existing and future service delivery models and policies, and their potential effect on the practice of occupational therapy and opportunities to address societal needs. (ACOTE: B.5.2) [1, 5]
3. Demonstrate knowledge of and evaluate the business aspects of practice including, but not limited to, the development of business plans, financial management, program evaluation models, and strategic planning. (ACOTE: B.5.3) [1, 5]
4. Identify and evaluate the systems and structures that create federal and state legislation and regulations and their implications and effects on persons, groups, and populations, as well as practice. (ACOTE: B.5.4) [1, 3, 5]
5. 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: B.5.5) [1,3, 5]
6. Demonstrate the ability to plan, develop, organize, and market the delivery of services to include the determination of programmatic needs and service delivery options, and formulation and management of staffing for effective service provision. (ACOTE: B.5.6) [5]

7. Demonstrate the ability to design ongoing processes for quality management and improvement (e.g., outcome studies analysis and client engagement surveys) and develop program changes as needed to demonstrate quality of services and direct administrative changes. (ACOTE: B.5.7) [1, 5]
8. Develop strategies for effective, competency-based legal and ethical supervision of occupational therapy and non-occupational therapy personnel. (ACOTE: B.5.8) [1,3,5]
9. Demonstrate an understanding of the process of locating and securing grants and how grants can serve as a fiscal resource for scholarly activities and program development. (ACOTE: B.6.4) [1]
10. 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: B.7.1) [1, 3]
11. 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: B.7.2) [3]
12. Promote occupational therapy by educating other professionals, service providers, consumers, third-party payers, regulatory bodies, and the public. (ACOTE: B.7.3) [1,5]
13. Identify and develop strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards. (ACOTE: B.7.4) [1, 6]
14. Demonstrate knowledge of personal and professional responsibilities related to:
 - Liability issues under current models of service provision.
 - Varied roles of the occupational therapist providing service on a contractual basis. (ACOTE: B.7.5) [3]

Learning experiences: Lectures, team-based learning discussions, group activities, learning activities, and valuing activities, reading, short assignments, reading checks (quizzes), large project, and two minute reflections.

Goals associated with learning experiences:

1. Foundational knowledge: To master basic factual information for the NBCOT examination.
2. Application: To be able to find resources, and apply management theories to solve management problems.
3. Integration: To make connections between the information within this course and those other courses in the curriculum, and among material in this course and the students' own persona, social, and/or work life.

4. Human Dimension: Appreciate supervisor/supervisee roles and interactive professional relationships as complex interactions. Appreciate the challenges and burdens that supervisors face. Develop self-awareness regarding personal leadership qualities and supervisory styles.
5. Caring: Appreciate the importance of personal advocacy for the profession in the public arena.
6. Learn how to learn: Developing an agenda of what you need/want to learn, a problem solving approach and a plan for future self- direction.

Student Responsibilities:

1. Regular class attendance is expected. A student with more than three absences is subject to withdrawal from the course in accordance with university policy as described in the graduate catalogue. As a future professional, you must notify instructor prior to class time if you are unable to attend. Anyone who does not attend/participate in class or respond to Discussion Board Posts will also be considered to have withdrawn from the course.
2. There are no make-up quizzes. **No exceptions.** Please refer to the course outline for dates. All assigned written work will be completed and turned in on scheduled days and time. After that time, the **assignment grade will be reduced 5 points immediately and 10 additional points for each subsequent day.**
3. Discussion based learning requires diligence in advance preparation for classes. To assure that reading is done prior to this theory class, quizzes should be expected.
4. The student should be an important member of a team. If there are problems within a team, it is appropriate to ask for help from the instructor.
5. The instructor would appreciate course feedback throughout the semester, and a thoughtful course critique completed at course completion.
6. All assignments must be completed before a final grade will be issued for the course.
7. Students are expected to be active members in the Texas Occupational Therapy Association (TOTA) and American Occupational Therapy Association (AOTA) in order to complete Leadership course and MUST show proof of membership.
8. Professional/business dress is a requirement for presentations.

Notice of Policy on Cheating:

Policy on Cheating: Students are expected to be above reproach for scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and submission

for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts” (Regents’ Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22). Since scholastic dishonesty hams the individual, all students, and the integrity of the university, policies on scholastic dishonesty will be strictly enforced.

Special Needs: If you have or suspect a disability and need accommodations, you should contact the Center for Accommodations and Support Services (CASS) at 747-5148.” You can also e-mail the office at cass@utep.edu or go by their office in Union Building East. For additional information, visit the CASS website at <http://sa.utep.edu/cass/>

The Occupational Therapy Program is committed to assisting students with disabilities in accomplishing the academic requirements. Students who believe they are entitled to accommodations under the Americans with Disabilities Act.

Disclaimer:

The class schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.

Assignments	Percentage
ECPOTE presentation	5%
Mock Interview	5%
Resume/Professional Presentation Dinner	5%
Reading Quizzes	10%
Class Assignments	20%
Business/Marketing Plan	20%
Continuing Education Presentation	20%
Discussion Boards	10%
Attendance/Participation	5%
Total	100%

Grade Equivalents

- A=90-100
- B=80-89
- F= <89

Students will also be evaluated on classroom and professional behavior. Students are required to demonstrate appropriate professional behaviors both inside and outside the classroom, in clinic, or community representing the university. Any student who does not respond to written, constructive feedback according to the Professional Behavior Action Plan developed with the instructor and advisor, will be referred to the Chair of the Department and /or Dean for problem resolution.

Required Textbooks:

Jacobs and McCormack. (2011). *The Occupational Therapy Manager 5th ed.* AOTA Press.

Richmond, T. & Powers, D. (2004). *Business fundamentals for the rehabilitation professional.* Thorofare, N.J.: Slack Inc.

