Course Description

Presents principles and techniques of management appropriate to the occupational therapy assistant. Includes roles and functions of the supervisor and the supervisee, scheduling, billing, quality improvement. Issues relevant to professional practice and patient care will be discussed with similarities and differences between various facilities highlighted. Lecture 3 hours per week.

General Course Purpose

The purpose of this course is to introduce students to the roles and responsibilities of OTAs in management and leadership under the ethical guidelines set forth by the American Occupational Therapy Association (AOTA). The students in this course will gain an understanding of current reimbursement systems and related documentation, supervisory guidelines, program development and entrepreneurship, quality improvement, effective communication skills and team building, impact of policies/accreditations and various contexts on OT practice, and will understand professional responsibilities across various service delivery models.

Course Prerequisites/Corequisites

Prerequisite: Completion of OTA program semester 1, 2 and 3 coursework.

Course Objectives

Upon completing the course, the student will be able to:

- Identify the impact of contextual factors on the management and delivery of occupational therapy services.
- Articulate basic management functions, program development and the differences between a leader and manager.
- Identify and explain the supervisory roles, responsibilities, and the collegial relationship between an OTA and an OT and other disciplines.
- Demonstrate knowledge and understanding of various reimbursement systems and documentation requirements that impact occupational therapy practice.
- Participate in the promotion of OT and in the development, marketing, and management of service delivery options, particularly in emerging areas of practice.
- Reflect on and identify strategies for effective, competency-based legal and ethical supervision of nonprofessional personnel.
- Participate in the collection of, organization and reporting of data and the documentation of ongoing processes for quality improvement and determine when to implement programmatic changes to ensure quality of services and client outcomes.
- Demonstrate knowledge and understanding of the AOTA Occupational Therapy Code of Ethics, AOTA Guidelines for Supervision, Roles and Responsibilities During the delivery of Occupational therapy services, and AOTA Standards of Practice and how they guide clinical and ethical decision making in professional interactions, clinical interventions, and employment settings.
- Identify conflict resolution strategies, analyze issues and probable solutions to resolve personal and organizational ethical conflicts.
- Identify formal and informal systems for resolving ethical disputes that arise in occupational therapy practice.
Identify professional responsibilities and issues when providing service on a contractual basis.

Identify the professional responsibilities related to liability issues under current models of service provision.

Identify the potential impact of current policy issues and the social, economic, political, geographic, or demographic factors on the practice of occupational therapy.

Articulate and understand the role and the professional responsibility to be an advocate of change in service delivery policies, to effect changes in the system, and to identify opportunities as they surface in emerging areas of practice.

Discuss strategies for ongoing professional development and competencies.

Effectively communicate (e.g. written, verbal, nonverbal), in a professional manner, and work interprofessionally with others to meet the goals.

Demonstrate knowledge of applicable national requirements for credentialing, licensure, certification and registration under state laws.

Identify the systems and structures that create federal and state legislation and regulations and their implications and effects on OT practice.

Demonstrate knowledge of global social issues and prevailing health and welfare needs of populations at risk for disabilities and chronic health conditions.

**Major Topics to be Included**

- Roles and responsibilities of OTA as a manager and as a leader.
- Supervisory roles and responsibilities of OT practitioners and nonprofessional personnel.
- Ethics and ethical dispute resolution in OT practice
- AOTA Official Documents as applied to practice.
- Introduction to program development and management skills
- Effective communication, team building, and conflict resolution with clients, colleagues, and public
- Reimbursement systems and related documentation
- Professional responsibilities across models of service provision
- Impact of current policies and contexts on OT practice.
- OTA as an entrepreneur in emerging areas of practice and traditional service delivery settings