

This is a SouthArk Master Syllabus. The course syllabus distributed by the instructor may include additional requirements, must be followed by the student in the given term, and is considered to supersede the Master Syllabus.

Course Number

PTAP 2323

Course Title

Principles of Administration and Management

Course Description

Course Description: Principles of Administration and Management focuses on success strategies for PTA students; patient-care issues such as modes of reimbursement, DRG, and hospital organizations. This course also addresses physical therapy professional issues such as the American Physical Therapy Association; the Arkansas and Louisiana State Physical Therapy Practice Acts and Rules and Regulations; ethical conduct; liability / malpractice; and culturally sensitive communication with patients/families, communication with other health care providers, and well as PT/PTA communication.

Lecture hours: 48 contact hours

College Mission

South Arkansas Community College promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

College Wide Student Learner Outcomes

Critical Thinking Responsibility Communication

ACTS Course **Program Course** Physical Therapist Assistant

ACTS Outcomes

NA

Program Goals and Objectives / Outcomes

PTA Program Curriculum Goals: PTAP 2323, Principles of Administration & Management includes preparation in the cognitive, affective and psychomotor domains utilizing critical thinking to become competent entry-level Physical Therapist Assistants. The PTA graduate:

- 1) Works under the supervision of a Physical Therapist (PT) in providing patient care services after the PT performs the initial evaluation and delegates responsibilities to the Physical Therapist Assistant (PTA).
- 2) Defines and applies the scope of practice of PTAs within the team of health care providers.
- 3) Exhibits conduct that reflects a commitment to the profession while safely, ethically, and legally practicing within the field of physical therapy.
- 7) Communicates effectively, verbally, nonverbally and in writing, with patients and their families, the supervising PT, other members of the physical therapy staff, and all members of the health care team.
- 8) Recognizes and responds appropriately to the emotional, psycho-social, economic, and relational aspects of physical therapy care with an appreciation of individual and cultural differences.
- 10) Accepts responsibility for life-long learning including personal and professional growth.

Course Learner Objectives / Outcomes

CLO #	Course Learner Outcomes (CLO)	Unit Outcomes/ Competencies	Program Outcomes	Critical Thinking	Communication	Responsibility	Assessment
CLO 1	PTA education	1,	1, 2			R3 R4	Written examination
CLO 2	Reimbursement Issues	2, 3,	7			R3	Written examination
CLO 3	Ethical and Legal Practice	3, 4, 5, 6, 8, 9	1, 2, 10	CT2 CT3	C1 C2	R1 R3	Written examination

				CT5	C4	R4	
CLO 4	Communication	4, 6, 10, 11, 12	7, 8	CT1 CT3 CT5	C1 C2 C4	R1 R3 R4	Written examination Journal
CLO 5	Professional Responsibility	4, 6, 7,	3, 8, 10			R3 R4	Written examination

Written examinations: 75% of the measures for the above CLO were met on written examination/s.

Unit Objectives / Outcomes / Competencies

Course Objectives: At the completion of this course, the student should be able to:

1. Discuss success strategies for Physical Therapist Assistant education;
2. Describe the various methods of reimbursement used for physical therapy services;
3. Discuss how documentation and reimbursement issues affect the delivery of physical therapy;
4. Describe the structure, roles and responsibilities of all members of the physical therapy department;
5. Describe how the practice of physical therapy is regulated in the states of Arkansas and Louisiana;
6. Define the scope of practice of physical therapy, and the APTA ethical and professional conduct guidelines for PTs and PTAs;
7. Discuss the structure, function, and benefits of the APTA;
8. Discuss medical-legal issues related to physical therapy care (negligence, malpractice, liability);
9. Discuss current ethical issues in health care;
10. Discuss his/her examination of personal communication styles, and how to effectively communicate with the supervising PT, other health care providers, patients and patients' families while minimizing stress and burnout;
11. Identify cultural and individual differences; and respond with culturally sensitive communication; and
12. Recognize the emotional, psycho-social, economic, and relational aspects of injury / pathology on patients and their families.

Course Outline:

- I. Success Strategies
 - A. Content and extent of Physical Therapist Assistant education
 - B. Managing learning
 - C. Student performance
- II. Mechanisms for reimbursement of health care
 - A. History of medical insurance
 - B. Types of medical insurance: similarities and differences
 - 1) Indemnity
 - 2) HMO
 - 3) PPO
 - 4) Medicare
 - 5) Medicaid
 - 6) Worker's Compensation
 - C. Effects of reimbursement on delivery of physical therapy services
 - 1) DRG; RUG
 - 2) Capitation
 - 3) Prospective payment systems
 - 4) Authorization for treatment
 - 5) Documentation for reimbursement
- III. Structure and function of physical therapy department
 - A. Levels of authority and responsibility (Director, PT, PTA, aide)
 - B. Boundaries, scope of practice, and delegation
- IV. Regulation of physical therapy practice
 - A. Arkansas and Louisiana Physical Therapy Practice Acts, and Rules and Regulations
 - B. Introduction to procedures of licensure application
- V. American Physical Therapy Association
 - A. APTA Standards of Practice
 - B. APTA ethical and conduct guides for Physical Therapists and Physical Therapist Assistants
 - C. Structure of APTA
 - D. Function, purpose, and objectives of APTA
 - E. Services provided by the APTA
 - F. Benefits of membership for PTs and PTAs
- VI. Ethical and medical-legal issues affecting the practice of physical therapy
 - A. Negligence, liability, and malpractice

- B. Civil and criminal laws, and administrative actions
- C. Rights and responsibilities of patients
- D. Rights and responsibilities of PTs and PTAs
- E. Common management problems and strategies to protect patients and staff
- F. Role playing of various ethical dilemmas

VII. Sexual Harassment

VIII. Child Maltreatment

IX. Communication Strategies

- A. Basic awareness of self
- B. Exploration of value system
- C. Communication and emotions: how to balance effectively
- D. Communication strategies to address the emotional, psycho-social, economic, and relational aspects of injury / pathology on patients and their families, including cultural and individual sensitivity
- E. Assertive behaviors / communication
- F. Communication between PT and PTA
- G. Communication with other members of the health care team
- H. Communication with patients and their families
- I. Communicating with the “difficult patient”
- J. Communicating with the dying and their families

X. Stress Management

- A. Time management / priorities
- B. What is stress? What is burnout?
- C. What can be done to minimize stress and lessen the chances of burnout?

Assessment Description(s)

Written examinations are criterion referenced scored.

Class participation activities are scored based upon department developed rubric.

Materials and Technological Requirements

The Patient Practitioner Interaction, 5th edition, by Davis, Slack Publishing, 2011.

The PTA Handbook: Keys to Success in School and Career for the Physical Therapist Assistant, 2nd edition, by Curtis & Newman, Clack Publishing, 2015.

Class Attendance Policy

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student’s responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of “WE” if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Regular Semester

- Courses which meet once a week.....2 absences
- Courses that meet twice per week3 absences
- Courses that meet four times per week.....5 absences

Summer Session

- Courses that meet four times per week in a five week session3 absences
- Courses which meet two evenings per week in a 10 week session.....3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

Jury Duty/Military/Official School Function

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is

notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor.

In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
- 2) Receive appropriate accommodations related to coursework (i.e., excused from labs with potentially harmful chemicals, have a larger desk, etc.)
- 3) Resume their studies where they left off once they return to classes
- 4) Be allowed to make up any missed work related to medical leave
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract.
- 6) Be given a reasonable time frame in which to complete missed coursework

Academic Honesty Policy

Students enrolled at South Arkansas Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a Student Academic Misconduct Form, written report of the incident, to the appropriate dean.
- The dean will submit form to Vice President for Learning to determine disciplinary action.
- The Vice President for Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college's academic appeals procedure.

Equal Opportunity-Affirmative Action Statement

South Arkansas Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

Library Services

Library Homepage: <http://southark.libguides.com/homepage> Library Contact: LibraryStaff@southark.edu or 870.864.7115

Procedures to Accommodate Students with Disabilities:

If you need reasonable accommodations because of a disability, please report this to the Vice President of Student Services with proper documentation. . VPSS Contact: 870.875.7262

The Early Alert System

In an effort to ensure student retention and success, South Arkansas Community College employs an Early Alert System to identify and support at-risk students as soon as possible in a given semester. The intent of Early Alert is to provide this assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans. Students referred through the Early Alert System will be required to work on a corrective action plan with their student advising coach and to include attendance accountability and mandatory academic tutoring either in the academic division or in the Testing and Learning Center (TLC).

Once the Student Advising Coach has met with the referred student, and again when the student has met the prescribed corrective actions, the coach will update the Early Alert System so that the instructor is kept informed of the progress in resolving issues.

Behavioral Review Team

At South Arkansas Community College (SouthArk), we are committed to proactive leadership in student wellbeing and campus safety. By focusing on prevention and early intervention with campus situations that involve any person experiencing distress or engaging in harmful or disruptive behaviors, the BRT will serve as the coordinating hub of existing resources to develop intervention and support strategies and offer case management. Students, faculty, staff, and campus guests are encouraged to report any person on campus who is a concern. BRT Contact: 870.875.7262
BRT@southark.edu

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