

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Workplace Skills for the Occupational Therapy Assistant

OTHA 2230

Kristy Stead, COTA

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Fall 2020

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

Course Description:

Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment; application of didactic coursework to the clinic; and test-taking strategies for the certification exam.

Course Credit: 2 Semester Hours

Clock Hours: 1 lec hr/wk; 16 lec hrs/semester

4 lab hrs/wk; 64 lab hrs/semester

Prerequisites and/or Corequisites:

Admission to the Occupational Therapy Assistant Program. Concurrent enrollment in OTHA 2266 and 2267 Level II Fieldwork Experiences required.

Course Notes and Instructor Recommendations:

Course meeting days and times:

Online: Weekly Modules Due

Instructor Information:

Instructor Name: Kristy Stead

MCC E-mail kstead@mcclennan.edu (response will be within 2-3 business days)

Office Phone Number: 254-299-8525 (response to messages left will be within 2-3 business days)

Office Location: CSC C113

Office/Teacher Conference Hours: T and Th 9:00 a.m. to 11:00 a.m.

Additional Hours by Appointment

Other Instructor Information: If you need to ensure personal contact during office hours, be sure to schedule an appointment to avoid conflicts with other student meetings, professional meetings, or clinical visits.

Required Text & Materials:

AOTA's NBCOT Online Exam Prep Subscription (instructor will assist with obtaining)

Title: Occupational Therapy Fieldwork Survival Guide

Author: Napier

Edition: 1st edition

Copyright Year: 2011

Publisher: AOTA

ISBN: 978-1-56900-292-6

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

Title: Occupational Therapy Practice Framework: Domain and Process (*Provided to the Student in OTHA 1305*)

Author: AOTA

Edition: 3rd edition

Copyright Year: 2014

Publisher: AOTA

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)

(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy

(<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

The material will be presented in an online format. Educational methods will include online discussion forums, individual projects and assignments, written reports, and practice certification examinations. Guest lecturers and audiovisual materials may be incorporated to enhance student learning.

Student learning outcomes will be measured by quizzes, written assignments, discussion participation, and practice certification exams (basic knowledge/comprehension, professional

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

communication, and higher level/critical thinking).

Course Objectives and/or Competencies:

1. Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws.
2. Discuss the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator.
3. Critique personal and professional abilities and competencies as they relate to job responsibilities.
4. Critique readiness for successfully completing fieldwork and taking the NBCOT exam.
5. Discuss the NBCOT certification exam including format, process and testing procedures scoring, scaling, cost, reporting results, retaking the exam and relationship to the state licensing agency.
6. Discuss the technical aspects of successfully completing the computerized national certification exam, NBCOT certification application, and the state license application.
7. Identify the licensing requirements for the first 3 years of practice and methods to fulfill educational requirements.
8. Discuss collaboration in a supervisory situation as is required in the OTA and OTR relationship.

Course Objectives:

1.	B.3.3.	Explain to consumers, potential employers, colleagues, third-party payers, regulatory boards, policymakers, and the general public the distinct nature of occupation and the evidence that occupation supports performance, participation, health, and well-being.	Scholars Day Presentations
2.	B.5.7.	Participate in the documentation of ongoing processes for quality management and improvement (e.g., outcome studies analysis and client engagement surveys) and implement program changes as needed to demonstrate quality of services.	Quality Initiative Assignment
3.	B.5.8.	Define strategies for effective, competency-based legal and ethical supervision of occupational therapy assistants and non-occupational therapy personnel.	Napier Ch. 7
4.	B.6.1.	<ul style="list-style-type: none">• Locate and demonstrate understanding of professional literature, including the quality of the source of information, to make evidence-based practice decisions in collaboration with the occupational therapist.• Explain how scholarly activities and literature contribute to the development of the profession.	Scholar's Day Presentations

Course Outline or Schedule:

COURSE OUTLINE: Order will vary to accommodate schedule

- I. NBCOT OTA Certification Exam Preparation
- II. Licensure Preparation
 - A. Jurisprudence Exam

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

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- B. Rules Review
 - III. Employment Preparation
 - A. Working as a Team Member
 - B. Transitioning from Student to Clinician
 - IV. Workplace Ethics
 - V. Professionalism
 - A. Behaviors
 - B. Boundaries
 - C. Development and Life-Long Learning
 - D. Teamwork and Team Roles
 - E. Managing Caseload and Productivity
 - VI. Professional Associations
 - VII. Program Review


Students are expected to prepare for class according to the topic of discussion.

Fall 2020 Schedule

Course: 2230 Workplace Skills for the Occupational Therapy Assistant		
Week 1	August 24 - August 30	Napier Chapter 1: Making the Transition from Student to Clinician AOTA OPTF-3 Review Licensure Rules Review
Week 2	August 31- September 6	Napier Chapter 2: Becoming Familiar with Your Fieldwork Setting
Week 3	September 7 - 13	Napier Chapter 3: Goal Setting Productivity and Caseload Management Certification Exam Review 1 Due
Week 4	September 14 -20	Napier Chapter 4: Time Management and Personal Organization Techniques
Week 5	September 21 - 27	Napier Chapter 5: Learning Styles and Teamwork
Week 6	September 28- October 4	Napier Chapter 6: Professional Behaviors and Expectations; Professional Boundaries
Week 7	October 5 - 11	Napier Chapter 7: Legal, Ethical, and Educational Issues: Why Supervision is Required and How It Can Help You Certification Exam Review 2 Due

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

Week 8	October 12- 18	Napier Chapter 8: Working as a Team Member Assignment: Academic Preparation for Fieldwork Assignment: Quality Initiative Study Due
Week 9	October 19 - 25	Napier Chapter 9: OT Frames of Reference, Clinical Settings, and Clinical Applications Quiz: Licensure Jurisprudence Exam
Week 10	October 26- November 1	Napier Chapter 10: Reimbursement for OT Services Assignment: OT/OTA Partnerships
Week 11	November 2 - 8	Napier Chapter 11: When You Finish Fieldwork Certification Exam Review 3 Due
Week 12	November 9 - 15	Napier Chapter 12: Making Clients Your Priority; Developing Therapeutic Relationships
Week 13	November 16 - 22	Napier Chapter 13: Documenting Therapy and Staying Focused on the Client Scholar's Days Presentations (On Campus)
Week 14	November 23 - November 29	Napier Chapter 14: Tracking Clients 
Week 15	November 30- December 6	Certification Exam Review 4 Due
Week 16	December 7 - 11	Assignment: Academic Preparation for Fieldwork

Schedule is subject to change and students will be notified on D2L/Brightspace as well as in class.

Course Grading Information:

Practice Certification Exams	30% <i>*Must receive a passing score by 4th exam</i>
Mock Jurisprudence Exam	10%
Discussion Boards	30%
Academic Preparation Forms	10%
Quality Initiative Study	5%
OT/OTA Partnerships Assignment	5%
Scholar's Day Presentation	<u>10%</u> 100%

The following percentage system for letter grade assignment will be utilized for reporting grades: A=90-100%; B=80-89.99%; C=75-79.99%; D=65-74.99%; F=below 64.99%.

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

A student must receive a "C" or above for successful completion of an OTA course or science course. Any student receiving a "D" or "F" must withdraw from the OTA program, but may reapply for admission the following year following failure of only one OTA course if there are no documented counseling's due to professional behavior issues (including such items as attendance, generic professional abilities, etc.). Refer to the student handbook.

There will be no make-up exams for written exams or skills practicals except with permission from the instructor for excused absences only (i.e., death in family, illness with note from MD, acts of God, etc). *Minor illnesses do not constitute excused absences.* When make-up exams are granted, they will be scheduled at the instructor's convenience. Absence or tardiness for a make-up exam will result in a grade of "zero". In general, work "re-do's" will not be allowed. If, at the discretion of the instructor, a re-do is permitted, a maximum grade of 75% will be given.

Discussion Boards (30% of grade): Students are required to make at least one original posting and respond to at least two postings per thread such that there will be postings on a minimum of two days per week. *Students who do not participate in the weekly discussion board will be considered absent from class.* Since discussion boards happen in real time, they cannot be made-up. Each student will be graded on the depth of content/insights/knowledge reflected in the postings and on their contributions to meaningful discussions.

Late Work, Attendance, and Make Up Work Policies:

ATTENDANCE:

Attendance is essential for attainment of course objectives and skills competencies. A student who is not present at the scheduled start time of class is considered tardy (this includes start of day as well as return from breaks and return from lunch). A student who misses more than 50% of a class period, whether it is due to late arrival or early departure, will be counted as absent. ***Three (3) tardies will constitute one absence.*** At the instructor's discretion, the door may be locked at the beginning of class with the late student being denied entry.

- Two (2) absences: verbal warning
- Three (3) absences: written warning
- Four (4) absences or one no call/no show: program probation
- Five (5) absences or two no call/no show's: ***withdrawal from program***

Additionally, the third absence, and each additional absence, will result in a reduction of the ***final course grade*** by two points.

Students must notify the instructor in advance via e-mail or phone message whenever tardiness or absence is unavoidable. Failure to notify the instructor will result in program probation.

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

Make-up work may be required for absences in order to ensure that students acquire information and skills presented during their absence.

Students should not schedule travel events during any class day from the first day of the semester to the last day of finals per the college calendar. Students who plan travel and miss course content or exams will receive a grade of 0 unless *prior* written approval is given by the faculty for an excused reason (i.e., death in the family, approved professional conference, etc.). It is the *student's* responsibility to attain the information that is missed due to his/her absence.

STUDENT RESPONSIBILITIES:

It is the responsibility of the student to come to class having read the assigned material and ready to participate in discussion and activities. This will provide a more positive learning experience for the student. It is also the responsibility of the student to turn in assignments on time.

Assignments are due at the beginning of the class day or as stated in each assignment in D2L. Late assignments will not be accepted unless it is due to a documented excused absence (i.e., death in family, illness with note from MD, acts of God, etc). *Minor illnesses do not constitute excused absences.*

The following are not acceptable forms of assignments:

- assignments in other than "Word" or pdf format
- hard copy of assignments that were to be uploaded
- illegible assignments
- emailed assignments that were to be uploaded
- jpg. or other digital formatting
- assignments sent through text message
- handwritten assignments unless specified as such by the instructor (must be in blue or black ink)
- assignments with unprofessional presentation including being incomplete
- assignments with extensive grammatical errors will not be graded and will receive a "zero"
- assignments that use identifying information of a subject/supervisor/facility (must use initials only) will receive a "zero".

In-class assignments, including but not limited to quizzes, presentations, and lab activities, missed due to an absence, late arrival, or leaving class early will be awarded an automatic "zero" and cannot be made up. Arriving to class after the morning quiz or exam has started will result in an automatic grade of "zero".

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

Student Behavioral Expectations or Conduct Policy:

Generic Abilities & Professional Behaviors:

Students are expected to maintain a professional classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity. Likewise, all communications with the instructor are to be professional (**e-mails that are discourteous, use improper grammar, and/or simulate a text message will not be responded to**).

Students in the Occupational Therapy Assistant program have willingly applied for, and entered into, a professional degree program. Implicit in professional degree programs is the need to develop the student's professional behaviors as well as minimum basic entry level competencies. The tool utilized in the OTA Program is the Generic Abilities assessment tool. Students will be evaluated on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of the generic abilities, the student will be called in by the faculty member who will fill out the form and review any deficiencies.

The faculty member, and if deemed necessary the program director, will then discuss with the student a plan of action to assist the student in development in the areas that have been deemed deficient. Any student who persists with the same deficiencies with no improvement in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. It will also be at the faculty member's discretion to take 2 points from the student's final grade for each documented episode related to unprofessional behavior.

Concerns regarding academic and/or clinical advising or instruction should be first addressed to the Faculty Member in question within five (5) working days from the time of occurrence. If the student feels that a problem has not been resolved, then the student should present the issue to the Program Director. If no resolution is reached at this level, in accordance with the McLennan Student Grievance Procedure, the student may discuss the issue with the Dean of Health Professions. If resolution is still not reached, then the Vice President of Instruction is contacted. A formal grievance may be initiated by submitting a request in writing to the President of the College to have the issue considered by a formal grievance committee. This procedure is outlined in the Highlander Guide, available at www.mclennan.edu.

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230 – Fall 2020

Attachment #10 Generic Abilities

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at the University of Wisconsin at Madison in 1991-1992. The ten abilities and definitions developed are:

	<i>Generic Ability</i>	<i>Definition</i>
1	Commitment to learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2	Interpersonal skills	The ability to interact effectively with patient, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3	Communication skills	The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.
4	Effective use of time and resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5	Use of constructive feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6	Problem-solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7	Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8	Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
9	Critical thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

10	Stress management	The ability to identify sources of stress and to develop effective coping behaviors.
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May W, Morgan BJ, Lemke J, Karst G, Stone H. Model for ability based assessment in physical therapy educatee;
Journal of Physical Therapy Education 1995;91:3-6.

Technology Devices:

Personal Computer/Electronics Use: Computer use is expected throughout the Program. The MCC library has computer availability for after class hours if necessary. Access to library search engines is required and will be a part of the student's required class participation.

Students are not to use laptop computers, smart phones, iwatches/smart watches, or other electronic devices in the classroom unless prompted by the instructor. These devices are to remain stored in the student's backpack during class.

Students are not to post any classroom materials on any internet or social media site without the express written consent of the faculty.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

Video & Tape Recordings: Students may only tape record or video class activities and instructors with permission of the instructor and in no circumstance are allowed to post recordings on any internet site or social network site. The recording may only be utilized by the individual. Students who do not remain in compliance with this policy will be written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded.

Beepers, cellular telephones, text, and personal telephone calls. Students are NOT to receive or place telephone calls/beeper calls/texts during class. Beepers, smart watches, and cellular telephones are to be turned off or set to vibrate before entering the classroom and stored in backpack during class. Messages may be left with the Health Professions executive secretary at 299-8568. Messages for a student during an emergency will be delivered immediately. At the discretion of the instructor, students may be asked to leave cell phones and electronic devices in a box during class.

Additional Items:

- ✓ **Verbal, non-verbal, and written communications** are to be polite and respectful at all times

WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT

OTHA 2230- FALL 2020

- ✓ **Food** is not allowed in class
- ✓ **Children** are not allowed in class
- ✓ **Sleeping** is not allowed in class
- ✓ **Drinks** with screw-on lids are permitted if the student leaves the lid in place
- ✓ **Smoking, vaping, using tobacco**, using simulated tobacco or similar products are not allowed in class
- ✓ **Alcohol and drugs are not allowed** in the classroom and students should not attend class under the influence of them nor with the smell of any of them

Any of the above will result in being asked to leave the classroom and receiving an absence for the day at a minimum but could result in being written up, put on probation, or potentially dismissed from the program based upon the extent to which the policy has been disregarded.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

*** [Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*