

**Bossier Parish Community College**  
**Master Syllabus**

**Course Prefix and Number:** OCTA 210

**Credit Hours:** 2

**Course Title:** OTA Seminar

**Contact Hours:** 30 hours lecture

**Course Prerequisite:** Enrollment in the OCTA program courses is limited to those students who have been selected and admitted to the OTA program. Program courses are sequenced by semester and must be taken as a group each semester per program requirements and policies.

**Textbooks/ Learning Resources:**

**Required Text:**

Jacobs, Karen; Management and Administration for the OTA: Leadership and Application Skills

**Supplemental text:**

Solomon, Amy; Management Skills for the Occupational Therapy Assistant

Johnson, Caryn; The COTA Examination Review Guide; 2<sup>nd</sup> edition

Fleming-Castaldy, Rita P.; National OTA Certification Exam Review and Study Guide, 2<sup>nd</sup> edition

**Course Description:**

This course will be a review of skills and principles of the occupational therapy assistant to develop competency as an entry level COTA. Topics include field work practicum expectations and behaviors, professional development, resume writing and interview skills, reimbursement and management skills, preparation for the national certification examination and preparation for state licensure.

**Relationship to Curriculum Design:**

The design of this course is to review didactic and psychomotor skills learned in prior classes necessary to function as an entry level OTA. The design of this course is also to develop skills necessary for resume writing, interview skills and preparation for the NBCOT examination.

**Learning Outcomes:**

At the end of this course the student will be able to:

- A. *demonstrate effective computer literacy and oral and written communication skills*
- B. assist in the management of OT services
- C. demonstrate job readiness skills
- D. demonstrate knowledge of the different types of reimbursement systems
- E. demonstrate competency on mock exam questions in preparation for the NBCOT exam
- F. Apply skills or expand knowledge from this course (or concurrent courses) by participating in one or more community service or professional development opportunities.

## Course Objectives

To achieve the learning outcomes, the student will:

1. Identify the impact of contextual factors on the management and delivery of occupational therapy services. **(B.7.1) (B, D)**
2. Identify the systems and structures that create federal and state legislation and regulations and their implications and effects on practice. **(B.7.2) (B, D)**
3. Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws. **(B.7.3) (E)**
4. Demonstrate knowledge of various reimbursement systems (e.g., federal, state, third party, private payer) and documentation requirements that affect the practice of occupational therapy. **(B.7.4) (B,D)**
5. Demonstrate the ability to participate in the development, marketing, and management of service delivery options. **(B.7.5) (A, B)**
6. Participate in the documentation of ongoing processes for quality improvement and implement program changes as needed to ensure quality of services. **(B.7.6) (A,B, D)**
7. Identify strategies for effective, competency-based legal and ethical supervision of nonprofessional personnel. **(B.7.7) (C, E)**
8. Describe the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator. **(B.7.8) (E, F)**
9. Articulate the importance of how scholarly activities and literature contribute to the development of the profession. **(B.8.1) (A)**
10. Identify how scholarly activities can be used to evaluate professional practice, service delivery, and/or professional issues (e.g., Scholarship of Integration, Scholarship of Application, Scholarship of Teaching and Learning). **(B.8.7) (A, C)**
11. Demonstrate the skills to read and understand a scholarly report. **(B.8.8) (A)**
12. Explain and give examples of how the role of a professional is enhanced by knowledge of and involvement in international, national, state, and local occupational therapy associations and related professional associations. **(B.9.2) (A, C)**
13. Promote occupational therapy by educating other professionals, service providers, consumers, third-party payers, regulatory bodies, and the public. **(B.9.3) (A)**
14. Discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards. **(B.9.4) (B, F)**
15. Identify professional responsibilities related to liability issues under current models of service provision. **(B.9.5) (B, E)**
16. Identify personal and professional abilities and competencies as they relate to job responsibilities. **(B.9.6) (C, F)**
17. Identify and appreciate the varied roles of the occupational therapy assistant as a practitioner, educator, and research assistant. **(B.9.7) (B)**
18. Identify and explain the need for supervisory roles, responsibilities, and collaborative professional relationships between the occupational therapist and the occupational therapy assistant. **(B.9.8) (A, C, E)**
19. Identify strategies for analyzing issues and making decisions to resolve personal and organizational ethical conflicts. **(B.9.10) (A, B, C)**
20. Identify the variety of informal and formal systems for resolving ethics disputes that have jurisdiction over occupational therapy practice. **(B.9.11) (A, B, C)**
21. Identify strategies to assist the consumer in gaining access to occupational therapy services. **(B.9.12) (B)**

22. Demonstrate professional advocacy by participating in organizations or agencies promoting the profession (e.g., AOTA, state occupational therapy associations, advocacy organizations). **(B.9.13) (A, F)**
23. Identify the potential impact of current policy issues and the social, economic, political, geographic, or demographic factors on the practice of occupational therapy. **(B.6.2 and B.6.4) (B, D)**
24. Describe the role of the occupational therapy assistant in care coordination, case management, and transition services in traditional and emerging practice environments. **(B.5.27) (A, B)**
25. Articulate to consumers, potential employers, colleagues, third-party payers, regulatory boards, policymakers, other audiences, and the general public both the unique nature of occupation as viewed by the profession of occupational therapy and the value of occupation support performance, participation, health, and well-being. **(B.2.3) (A)**
26. Demonstrate knowledge and understanding of the American Occupational Therapy Association (AOTA) *Occupational Therapy Code of Ethics and Ethics Standards* and *AOTA Standards of Practice* and use them as a guide for ethical decision making in professional interactions, client interventions, and employment settings. **(B.9.1) (B, C, E)**
27. Effectively communicate and work inter-professionally with those who provide services to individuals and groups in order to clarify each member's responsibility in executing an intervention plan. **(B.5.21) (A, B)**
28. Under the direction of an administrator, manager, or OT, collect, organize, and report on data for evaluation of client outcomes. **(B.5.30) (A, B)**
29. Identify professional responsibilities and issues when providing service on a contractual basis. **(B.9.9) (B)**
30. Effectively complete a resume and mock job interview (C)
31. Participate in one or more approved community service or professional development activity during this semester **(F)**

## Topical Outline

- I. Contexts and Healthcare
  - A. Legislation
  - B. Telehealth
  - C. Terminology
- II. Leadership, Advocacy and Management Skills
  - A. Management
  - B. Leadership Styles
  - C. Leadership Characteristics
  - D. Effective relationships
  - E. Advocacy
  - F. The American Occupational Therapy Association and Professional Organizations
  - G. Continuing Competence
  - H. Emotional Intelligence
- II. Marketing and Promoting
  - A. Planning
  - B. Target markets
  - C. Marketing strategies

- D. Execution of marketing plan
- III. Communication Skills: Health Literacy
  - A. Health literacy
  - B. Health environment
  - C. Health activities
- IV. Scholarship and Scholarly Practice
  - A. Purpose of research
  - B. Evidence-based practice
  - C. Role of COTA in research
  - D. Research terminology
  - E. Ethics of research
  - F. Types of research
- V. Reimbursement
  - A. practice settings
  - B. payment systems
  - C. reimbursements
  - D. coding and billing
  - E. documentation
  - F. Affordable Care Act
  - G. Ethics
- VI. Code of Ethics and Core Values and Attitudes of OT practice
  - A. Principles
  - B. Practice standards
  - C. Common ethical issues
  - D. Fostering ethical culture
- VII. Supervision, Roles, and Responsibilities of the OT and OTA
  - A. AOTA Guidelines for Supervision, Roles and Responsibilities
  - B. Model State Regulations for Supervision of OTA and aides
  - C. State OTA Supervision Requirements
  - D. Types of Supervision
  - E. service competency
  - F. continued competency
  - G. settings
  - H. OT and OTA Partnership
- VIII. Documentation and Quality Improvement
  - A. Monitoring and measuring quality
  - B. Quality management
  - C. Case studies
  - D. Role of OTA in documentation and quality improvement
- IX. Job Readiness Skills
  - A. Resume production
  - B. Job Interviews
  - C. Communication Skills
- X. Fieldwork and Academia
  - A. Education programs
  - B. Student responsibilities
  - C. Types, description and supervision requirements for fieldwork
  - D. Steps for successful fieldwork
  - E. Training materials for students and FWEs

## X. Credentialing

- A. What is the NBCOT exam?
- B. Who can take the NBCOT exam
- C. NBCOT candidate handbook
- D. State requirements
- E. Standards of practice
- F. Applying for the exam
- G. Exam format
- H. What does the exam cover?
- I. Day of Exam
- J. What happens after the Exam
- K. Test-Taking Tips
- L. Case Studies
- M. Test Simulations

**Course grade:** The student's grade for this course will be based on:

- Written Exams which comprise 25% of final grade (average of all written exams) and
- Activities, Assignments and Participation which comprise 75% of final grade:
  - OT Promotion and Management Project – 20%
  - Assignments – 50%
  - Community Service – 5%

Instructional methods include lecture, presentation, case studies, role play, and small group activities, and community service.

### Course Requirements:

**In order to receive a grade of “C” the student must earn 70% of the total possible points for the course and achieve all of the course requirement listed below.**

- Satisfactory completion of all course assignments (minimum score of 75%)
- Satisfactory class participation
- Satisfactory community service participation

### Student Expectations:

- a. Course faculty will determine if class absence is excused. Unexcused absences will result in a zero (0) for the exam, assignment, or class participation due on the date of absence.
- b. **One** tardy will be excused per semester. All other tardies will constitute a decrease of one percentage point each in final grade.
- c. Make-up work or exams for excused absences will be given at the discretion and convenience of the instructor.
- d. No late assignments will be accepted. If an assignment is not submitted by due date and time, a grade of zero will be given.
- e. All written work will be typed and produced according to the *APA Publication Manual, 6th edition* unless otherwise indicated in assignment directions.
- f. **Active** participation during class time, community outings, fieldwork experiences, and other professional experiences is mandatory. Passive note taking and silent observation is not considered active participation.

- g. Professional development is an integral part of becoming an Occupational Therapy Assistant. Students are expected to accept constructive criticism from faculty and peers and modify behavior accordingly.
- h. **ALL** appointment requests with faculty must be made in writing via email.

### **Course Grading Scale:**

- A- 90% or more of total possible points satisfactory completion of assignments and activities and/or presentations.
- B- 80% or more of total possible; satisfactory completion of assignments, activities and/or presentations.
- C- 70% or more of total possible points; satisfactory completion of assignments, activities and/or presentations.
- D- 60% or more of total possible points; satisfactory completion of assignments, activities and/or presentations.
- F- Less than 60% of total possible points; or failure to satisfactorily completion of assignments, activities and/or presentations.

Students must have a "C" or better and a semester GPA of 2.5 or better to receive credit toward the OTA program requirements and to move to the next level of coursework

**Attendance Policy:** The college attendance policy, which is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>, allows that “more restrictive attendance requirements may apply to some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses.” The attendance policy of the OTA program is described in the OTA Clinical Handbook.

### **Nondiscrimination Statement**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

### COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111

318-678-6511

[acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources  
Human Resources Office, A-105  
6220 East Texas Street  
Bossier City, LA 71111  
Phone: 318-678-6056  
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

**Reviewed by K. Brandon 4/19**