

OCTA 240

Professional Skills and Literature

3 Credits

Community College of Baltimore County Common Course Outline

Description

OCTA 240 - Professional Skills and Literature: students develop the professional skills necessary for success in Level II Fieldwork. Students explore the parameters and criteria for determining relevant evidence based research and develop the skills required to critically analyze literature reviews in order to support clinical decisions. Students demonstrate the use of teaching and learning strategies incorporating Bloom's Taxonomy. Students learn the impact that billing and coding has on the financial management of occupational therapy services.

Pre-requisites: Permission of Program Coordinator

Co-requisites: OCTA 227 and OCTA 236

Overall Course Objectives

Upon completion of this course, students will be able to:

1. discuss the role of the Occupational Therapy Assistant (OTA) in the research process;
2. differentiate among quantitative research, qualitative research, and levels of evidence;
3. demonstrate use of online and print databases for conducting a literature review to support evidence based practice;
4. apply critiquing criteria to the evaluation of literature reviews in research studies;
5. identify three teaching and learning strategies found to be effective in the classroom;
6. develop a PowerPoint for use in a professional presentation;
7. apply Bloom's Taxonomy to classroom teaching and learning process;
8. discuss how financial management, billing, and coding impact the business aspects of occupational therapy practice;
9. define the major reimbursement systems at the federal, state, third party, and private payer level;
10. demonstrate appropriate use of Current Procedural Techniques (CPT) and International Classification of Diseases (ICD) codes for billing purposes;
11. identify process for appealing a denied therapy bill;
12. organize strategies for successful Level II fieldwork;
13. construct a time management and organizational plan for Level II fieldwork;
14. manage the policies and procedures for Level II fieldwork;
15. evaluate the professional behavioral expectations in the clinical arena; and
16. describe the legal and ethical issues surrounding documentation and supervision while on Level II fieldwork.

Major Topics

- I. Overview of the research process
- II. Qualitative and quantitative research
 - a. Characteristics of each
 - b. How to critically critique
- III. Literature review
 - a. How to do a web based literature review
 - b. Levels of evidence
 - c. How to do a critical journal review
- IV. Teaching learning process
 - a. Adult learning theories
 - a. Bloom's Taxonomy
 - b. Construction of rubrics
 - c. How to use PowerPoint
- V. Reimbursement systems
 - a. Review of major federal, state, and third party reimbursement systems
 - b. CPT and ICD codes used to bill for therapy
 - c. Appeal mechanism when therapy coverage is denied
- VI. Business aspects of practice
 - a. Financial management of a practice
- VII. Strategies for transitioning from student to clinician
 - a. Organizational skills
 - b. Time management
 - c. Professional behaviors
 - d. Working as a team member
 - e. Conflict resolution
- VIII. Review of OTA fieldwork manual
- IX. Process for certification and license
- X. Client success strategies
 - a. Practicing as a client centered therapist
 - b. Therapeutic use of self
 - c. Legal and ethical issues in health care

Course Requirements

Grading is determined by the individual faculty member, but shall include the following, at minimum:

Exams & Quizzes

- Midterm examination
- Final examination
- 3 critical journal reviews
- Literature review write-up
- Time management/organizational plan
- Oral presentation of literature review with use of PowerPoint

The Common Course Outline (CCO) determines the essential nature of each course.

For more information, see your professor's syllabus.

Written Assignments and Projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

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