

# **OCTA 240**

## **Professional Skills and Literature**

3 Credits

Community College of Baltimore County  
Common Course Outline

### **Description**

**OCTA 240 - Professional Skills and Literature:** introduces students to the professional skills necessary for success in Level II Fieldwork. Students explore the parameters and criteria for using evidence-based research to analyze literature reviews to support clinical decisions. Students demonstrate the use of teaching and learning strategies incorporating Bloom's Taxonomy. The impact that billing and coding has on the fiscal management of occupational therapy services is also covered.

**Pre-requisites:** Permission of the program coordinator

### **Overall Course Objectives**

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

1. discuss the role of the occupational therapy assistant in the research process;
2. differentiate among quantitative research, qualitative research, and levels of evidence;
3. demonstrate use of resources and 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 professional presentation with consideration of Bloom's Taxonomy and the teaching and learning process;
7. discuss how fiscal management, billing, and coding impact the business aspects of occupational therapy practice;
8. identify the major reimbursement systems at the federal, state, third party, and private payer levels;
9. demonstrate appropriate use of Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) codes for billing purposes;
10. explain the process for appealing a denied therapy bill;
11. identify strategies for successful Level II fieldwork;
12. explain the policies and procedures for Level II fieldwork;
13. describe the professional behavioral expectations in the clinical arena; and
14. 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. Define
  - b. Compare and contrast
- III. Literature review
  - a. Levels of evidence
  - b. Implementation of a critical journal review
  - c. Implementation of a web-based literature review
- IV. Teaching learning process
  - a. Adult learning theories
  - b. Blooms taxonomy
  - c. Construction of rubrics
  - d. Strategies to engage learners
- V. Reimbursement systems
  - a. Review of major federal, state, and third-party reimbursement systems
  - b. Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) codes used to bill for therapy
  - c. Appeal mechanism for denial of therapy coverage
- VI. Business Aspects of practice
  - a. Fiscal management of a practice
  - b. Management of service delivery options
- 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
  - f. Professional development plan
- VIII. Review of occupational therapy assistant fieldwork manual
- IX. Process for certification and licensure
- X. Professional success strategies
  - a. Practicing as a patient/client centered trauma informed occupational therapy practitioner
  - 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:

- one professional development plan
- one literature review
- three critical journal reviews
- one oral presentation

The Common Course Outline (CCO) determines the essential nature of each course.  
For more information, see your professor's syllabus.

- one small group project
- one

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.

Date Revised: 02/21/2023