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Spring 1-2003

### PT 572.01: Practice and Administration

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# PT 572: PRACTICE AND ADMINISTRATION

## COURSE SYLLABUS

**INSTRUCTOR:** DAVE LEVISON, PT, MHS

**CREDITS:** 2

**READING and COURSE MATERIAL:**

1. Managerial and Supervisory Principles for PT by Nosse, Friberg and Kovacek
2. The Guide To PT Practice
3. Supplemental Reading in Learning Support Services SB 219, APTA web site, server, and other assignments.

**CLASS TIME:**

CLASS GENERALLY MEETS 11:10 - 12:00 Mondays and 8:10 - 9 on Thursdays. On occasion we will have variable meeting times to accommodate guest speakers, etc. (See schedule).

**COURSE DESCRIPTION:** This class is designed to give the student an overview of issues related to the practice and administration of physical therapy. The course is designed to expand your knowledge of past and present events related to our profession that will give you some insight in what the future may bring. The course also hopes to stimulate personal and professional growth by having the student assess his or her own values, goals and identity. To meet the objectives of the course, we will use lecture, small and large group discussion, role-play and presentations during class time. The class will also provide you with basic knowledge on the management of finances and personnel. It is also designed to provoke discussion and contemplation of professional issues, career choices and professional development.

Be mindful of Physical Therapy Generic Abilities in your approach and participation in this class. It is expected that you will attend and be on time to class.

**GRADING:**

• Home work assignments	15	(5 @ 3 points each)
• Quiz	14	
• Coding - Web course exam	6	
• Competency Project	20	(Groups of 2)
• (Portfolio	(10)	MS students only)
• ( 2 Article Reviews	(10)	DPT students only)
• Final	35	
Total	100	
• Extra credit - May only do 1		
• Article Review	5	

**Homework:** You will be given questions to respond to that are related to various reading assignments

and other topics covered in the course. Homework assignments that are complete, thoughtful and turned in during the assigned class will receive full credit.

**Quiz:** A quiz will be given during the semester. Questions will be based on the reading, class lecture and discussion.

**Portfolio (MS students):** This is a continuation of the Portfolio project from past semesters. This semester, the portfolio should evolve from an academic record of your work and accomplishments and transition to an employment or professional portfolio. The student is required to reflect and assess his/her strengths, weaknesses and interests as a professional for developing a career plan and achieving a successful employment match. Depending on your career goals and positions you may be seeking post graduation, you will want to work with your advisor and with classmates and instructor of this course to learn how to modify your academic portfolio and create a portfolio that becomes an organized collection of items that provide evidence of relevant skills, knowledge, attitudes and capabilities for the position or positions you will be seeking. **Portfolio is to be completed by May 1.**

PT 587 requirements for Professional Portfolio include:

1. Updated career goals and action plans
2. Values assessment
3. Updated generic abilities assessment.
4. Statement of professional philosophy
5. Sample resume and cover letter
6. Evidence of skills, knowledge, abilities, etc developed through coursework and other life experiences. May include content that demonstrates writing, organizational, reasoning and clinical knowledge base.

Content examples include:

- Reaction Paper: summarizes the activity/event; describe how an activity/event is related to your goals; Student's opinions/perspective is articulated clearly; conclusions are understandable; value of experience on student's professional growth is articulated.
- Presentations given.
- Papers written
- Case reports
- Literature reviews
- Courses attended
- Certificates earned
- Honors awarded
- Electives taken
- Positions held: responsibilities and accomplishments

The idea is to match the content of the portfolio with the needs and expectations of a potential employment situation.

7. Reflective essay connected to Clinical Internship II, PT 588, that includes discussion of how the experience related to the progression of overall career goals and how you will prepare for PT 589 and 590.

**Competency Project:** Done by group.

Competency defined: the ability to perform the task or procedure safely, correctly, effectively, consistently

and legally without prompting.

Components of competency: Knowledge, Skill, and Behavior/Attitude

Core Competency: Those tasks and procedures routinely performed by all individuals in the designated position. You may also consider developing competency for tasks that have relatively higher risks associated with them (ex. wound care, cervical manipulation, etc).

1. Decide within your group a competency to work on and notify me by email by **February 24<sup>th</sup>**.
2. Determine competency criteria. (This should be done through literature review, interviews, and other research. Competency criteria should include elements described in the definition above, i.e. safety, correctness, legally, etc.)
3. Determine teaching and learning components.
4. Determine assessment components.

Compile all of the above in a binder to turn into me **by May 1**.

Please feel free to schedule an appointment to meet with me at anytime to discuss if need be.

Ways to assess competence:

- Knowledge based testing
- Performance based testing
- Skills laboratories
- Observation
- Chart reviews
- Outcomes monitoring

Consider self-assessment, peer assessment, supervisor assessment, and/or multi rater assessment (360-degree assessment).

Examples of teaching/learning

- Self-paced modules
- Simulations
- Continuing education/in-services

Example of general categories to assess competency:

- Patient education
- Documentation
- Equipment use
- Patient care/Interventions
- Ethics and Compliance
- Diagnostic testing/evaluation procedures

Outline of an example: Competency - CPR

Teach Skill - Demonstration and Practice

Validate Skill - pass CPR skills test with specific criteria

Refine Skill - simulations with more practice

Challenge Skill - unannounced mock crisis/ Code review

Expand Skill - Become CPR trainer/ACLS certification

**ARTICLE REVIEW (DPT students and 1 extra credit opportunity for all):** (Please include a copy of the article you reviewed). Appropriate topics may include any of the areas covered in class. Please consult with me first if you have a question on the appropriateness of an article. You can use articles from trade journals, PT or other professional publications, business or industry magazines, etc.

The reviews should begin with the article's title, author, date and source. Give a brief overview of the article's content, highlighting the salient points and relating it to PT. Include in your discussion the importance and/or value the article has for you, our profession and /or consumers of PT; how you might utilize the information; what questions, concerns, ideas the article provokes, etc; and solutions to any of the problems brought up. **I want to hear your opinions in the review and they should be grounded in facts and logic.** I encourage you to use references to support your ideas and arguments. You will be assessed on the article chosen (quality of publication, depth and thoroughness of the article, etc.), your summary (concise, captures relevant points), writing ability (presentation, organization, spelling, grammar, etc) and critique (logical, discerning, ability to relate to profession and/or self, supported by references, etc).

### **Coding – APTA Web Based Course**

We have arranged for each student to register and take the APTA web based course: **Reimbursement for Physical Therapy Services in the Outpatient Setting** by Helene Fearon, PT. You will receive a "coupon number" from me that will allow you to register for the course. You must complete the course and take the test by March 3. The course is a series of lectures that total approximately 3 hours. After having your test scored by APTA, provide me with a copy no later than March 3. A score of 18 – 20 will receive 6 points, 16-17 will receive 5 points, 14-15 will receive 4 points. A score of 13 or less will need to do a retake and then receive 4 points. We will have time in class to discuss and clarify the concepts.

**SCHEDULE – 2003:** Class dates, times and topics may be changed to accommodate for needs of the class, guest speakers and other events.

Book Chapters and Fac/Pac articles are to be read in preparation for the class date with which they are listed. Homework (HW) assignments are due the day they are listed.

- Jan. 27 Course introduction and preview  
 30 Course introduction con't
- Feb. 3 Health Care and PT (ppt 1, Chap 1 and 15) **(HW1)**  
 6 Health Care Reform and Managed Care (ppt2, managed care paper)  
 10 Personal Values and the Link to Professionalism  
 Organizations: Structure, vision and mission. (Chap. 2 pp. 36-41)  
**13 Class rescheduled due to CSM**  
**17 Holiday**  
 20 Ethics: Review Code of Ethics and Guide for Professional Conduct  
 24 Markets and Marketing (Chap. 3, **HW2**)  
 27 Marketing con't.
- Mar. 3 Money Matters – Practice and Reimbursement Overview (chap. 8, **HW3**)  
 6 Reimbursement and documentation, con't  
 10 Reimbursement con't  
 13 Money Matters: Keeping track (Chap. 7)  
 17 Money Matters: con't.  
 20 Quiz

**24-28 Spring Break**

- Apr. 31 Resumes, cover letters  
 3 Improving Practice - CQI and Outcomes Management  
 7 Outcomes Management con't **(HW4)**  
 10 Outcomes Management con't  
 14 Leadership and Management: Getting Work Done (Chap. 4)  
 17 Supervision and delegation con't **(HW5)**  
 21 Supervision and delegation  
 (Review state practice act and Guidelines for PT Practice)  
 24 Risk Management  
 28 **Meet in 336 10 – noon.** Legal System and PT – Guest Jim McLean
- May 1 Getting the right job  
 5 Professional Career Development  
 8 Open