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PT 572.01: Practice and Administration

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PT 572: PRACTICE AND ADMINISTRATION

COURSE SYLLABUS

INSTRUCTOR: DAVE LEVISON MHS, PT

CREDITS: 2

READING MATERIAL:

1. QUICK COPY PACKET
2. Managerial and Supervisory Principles for Physical by Nosse, Friberg and Kovacek

CLASS TIME:

CLASS GENERALLY MEETS 9:10 - 10:00 Tuesdays and Thursdays. We will be meeting on occasion from 8:10 - 10:00 to accommodate guest speakers. (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. A primary goal of the course is to develop your knowledge of past and present events related to our profession that will give you some insight in what the future may bring. The class will also give you working knowledge in the development of a PT department/program and introduce you to practical information on management of finances and personnel. It is also designed to provoke discussion and contemplation of professional issues, career choices and 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	10 (5 @ 2 points each)
• Mid Term	35
• Article Reviews	10 (2 @ 5 points each)
• Final	<u>45</u>
	100 total

Homework: You will be given questions to respond to with various reading assignments throughout the course. Your responses to the questions are to be turned in during the next class. The questions will be designed to help you key into fundamental points of the reading and prepare you to actively participate in class discussion. Late assignments will receive 0 points.

ARTICLE REVIEWS: You are to hand in 2 article reviews (Please include a copy of the article you reviewed). You can select from the topics below or identify your own topics

related to the course. If you choose your own, OK it with me first. You can use articles from trade journals, PT 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, 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.

The reviews should be typed, double-spaced and no more than 2 – 3 pages long. Prior to turning in to me, a draft of your review should be given to one of your peers for critique. The classmate that you choose to critique your review can not use the same article. Your final draft and your peer critiqued draft should both be turned in to me. Consult the course schedule for due dates. Late arrivals will be marked down a point apiece.

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).

Possible Topics:

- Recruitment and retention of staff.
- Medical Insurance benefits to employees: costs and trends.
- Performance appraisal systems.
- Reprimanding staff/ changing behaviors/ terminating staff.
- Managed Care
- Job market for PTs and/or PTAs
- ADA
- Legislation/regulatory issues
- Efficiency in Rehabilitation
- Quality of care issues.
- Clinical Outcomes
- Reimbursement
- Risk Management
- Work Teams and Team work
- Case Management
- Manager/Supervisory skills and responsibility
- Delegation
- Leadership
- Balanced Budget Act
- Ethics in Health Care

Extra Credit: You can turn in one more article review for 5 possible bonus points. (See

above for criteria)

SCHEDULE – 2000: Class dates and times may be changed as needed to accommodate for guest speakers and other events.

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

- Feb. 8 Course introduction: What is it all about?
- 10 Expectation, requirements and schedule
- 15 Health Care and Society: Then and Now – Trends in PT (**HW 1**)
(Chap. 1,5) (FP 1,3,7)
- 17 Con't.
- 22 **8:10 start** - Values and Ethics in Practice: Making Decisions/ Guest
Lecturer – Debra Gorman-Bader PT
(Chap. 2) (FP 2,4)
- 24 Personal Values and the Link to Professionalism
- 29 Organizations: Structure, vision and mission
(Chap. 6,9) (FP 10,11)
- Mar. 2 Markets and Marketing (**HW 2**)
(Chap. 3)
- 7 Leadership and Management: Getting Work Done
(Chap. 4,5)
- 9 Supervision and Delegation (**HW 3**)
(FP 12) (review state practice act and Guidelines for PT Practice)
(First Paper Due)
- 14 Supervision and Delegation con't: Article and Discussion
- 16 Midterm Test
- 20 – 24 Spring Break
- 28 **8:10 start** - Money Matters -Reimbursement (**HW 4**)
(Chap. 8) (FP 8,9)

- 30 Money Matters con't: keeping track
(Chap. 7)
- Apr. 4 **8:10 start** - Outcomes Management and Quality Assurance (**HW 5**)
(Chap. 11) (FP 13)
- 6 BS/BC Guest Speaker
- 11 Risk Management
(Chap 12)
- 13 Jim McLean – Legal Issues (2nd paper due)
- 18 **8:10 start:** John Bartos – Rural Health Care Hospital Administration
- 20 Professional Organization – APTA, Guest
- 25 **8:10 start:** PT Manager's Panel
- 27 *class reassignment - NCUR*
- May 2 **8:10 start:** Article Discussion and
Career Development: What are the options?
- 4 Open
- 8 – 12 Final Review