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### 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. QUICK COPY PACKET
2. Managerial and Supervisory Principles for Physical by Nosse, Friberg and Kovacek
3. The Guide To PT Practice

**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, 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 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 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        | 10        | (5 @ 2 points each) |
| • Quizzes                      | 10        | (2 @ 5 points each) |
| • Clinical Competency          | 15        | Group               |
| • Marketing Project            | 15        | Group               |
| • Portfolio                    | 10        |                     |
| • Final                        | <u>40</u> |                     |
|                                | 100 total |                     |
| • Extra credit - May only do 1 |           |                     |
| • Article Review               | 5         |                     |
| • Prevention and Wellness      | 10        |                     |

**Homework:** You will be given questions to respond to that are related to various reading assignments and other topics covered in the course. The assignments are to be turned in during the next class. Late assignments will receive 0 points.

**Quizzes:** 2 quizzes will be given during the semester. Questions will be based on the reading, class lecture and discussion.

**Clinical Competencies:** Accreditation bodies require that employees develop and maintain competencies in their area of practice to improve patient outcomes. To maintain accountability for this, learning and testing modules are developed and updated periodically for various "skill" areas. Your group assignment will be to identify a "skill", develop the learning options and assessment techniques. More information will be provided in class.

**Marketing Project:** You will work in groups for this project also. More information will be provided in class.

**Portfolio:** Please review PT 503 syllabus for overview of Academic Portfolio.

PT 587 requirements for Academic Portfolio include (To be assessed by assigned faculty):

1. Career goals (revise as appropriate)
2. Updated generic abilities assessment.
3. Statement of professional philosophy (revise as appropriate)
4. Reaction paper: Activity/event written about is related to goals; It adequately summarizes the activity/event; Student's opinions/perspective is articulated clearly; conclusions are understandable; value of experience on student's professional growth are articulated.
5. Reflective essay connected to each clinical experience that includes discussion of how the experience related to the progression of overall career goals.
6. Evidence of coursework from each semester classes that demonstrate writing, organizational, reasoning and other skills.

**Employment Portfolio:** In class we will discuss how to adjust you're the contents of your academic portfolio to prepare it to be a tool to gain employment and ensure a good match with a prospective employer. In this process you will also have responsibility to review and assess one of your peer's portfolio and provide them feedback.

### **Extra Credit -**

**Individual Prevention and Wellness Assignment:** If you choose this assignment, you will be randomly assigned to someone in your class to interview and examine and be interviewed and examined for the purpose of collaborating and determining a

prevention/wellness plan. The plan should recognize any chronic or acute physical problems for primary prevention purposes and consider secondary prevention issues as well. For this assignment, you will write up a **summary** of the prevention and wellness plan that includes specific goals and interventions. This is due **March 1**. A status report of the progress made and any adjustments that may be determined necessary and reflections on what you learned about yourself from a health perspective and about yourself from a professional Health Care Provider perspective is **due May 2**.

**ARTICLE REVIEW:** (Please include a copy of the article you reviewed). Appropriate topics may include any of the areas covered in class. Please OK 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, 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).

**SCHEDULE – 2000:** 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 given the day they are listed and due the next class date unless otherwise informed.

- Feb. 8      **8:10-10:** Course introduction: What is it all about?
- 13-T      **8:10-10** Health Care and Society: Then and Now – Trends in PT **(HW1)**  
(Chap. 1, 15)
- 15      No Class (CSM)
- 20-T      **8:10 start** - Values and Ethics in Practice: Making Decisions  
Review Code of Ethics (Chap. 2)
- 22-Th **8:10** - Personal Values and the Link to Professionalism
- Organizations: Structure, vision and mission
  - Matching your values and skills with that of the organization - use of the portfolio. **(HW 2)**

- Mar. 1-Th 8:10 - Markets and Marketing (Chap. 3)  
 - Leadership and Management: Getting Work Done (Chap. 4)  
 - **(HW 3)**
- 8-Th 8:10 - Supervision and Delegation  
 - (Review state practice act and Guidelines for PT Practice)
- 15-Th 9:10 - Negotiation and Conflict Management (Chap 5) **(HW 4)**
- 19 – 23 Spring Break*
- 29-Th 8:10 - Money Matters -Reimbursement (Chap. 8)
- 30-F 9:10 - Money Matters: SNF and In-Pt Rehab PPS (Steve Fehrer)
- Apr. 5-Th 8:10 - Money Matters: Keeping track (Chap. 7) **(HW 5)**
- 6-F 9:10 - Outcomes Management and Quality Assurance (Chap. 11)
- 10-T 9:10 - Risk Management (Chap 12)
- 12-Th 9:10 - Jim McLean – Legal Issues
- 17-Th 8:30-10: John Bartos – Rural Health Care Hospital Administration
- 19-Th 8:10 - Assessment of Resumes and Portfolios  
 - Interviews  
 - Professional Development
- 26-Th 8:10 - **Guest Lecturer** - Perspectives on being a Physical Therapist.
- May 3-Th 8:10 Presentations
- 4-F 9:10 Presentations
- 10-Th 8:10 Presentations
- 16 8-10 Final Review