PT 522: ADMINISTRATION in PHYSICAL THERAPY

DESCRIPTION: Lecture/discussion, and seminar formats used to explore concepts in administration procedures as applied to physical therapy and the health care delivery system.

DEPARTMENT OF PHYSICAL THERAPY
INSTRUCTORS: Emily Henneman, PT, DPT, GCS & David Relling, PT, PhD

CREDIT HOURS: Three (3) credit hours

CLOCK HOURS: Tuesdays and Thursdays 10-noon.

BEHAVIORAL OBJECTIVES:
Building on objectives of previous courses including clinical education by the end of this course the student will be able to:
1) Discuss the U.S health delivery system and analyze future trends in health care considering health care policies and their potential impact on the healthcare environment and practice.
2) Utilize the components of professional development and be able to apply them to the development of a personal financial plan, resume, cover letter, career plan, and a personal leadership development plan.
3) Discuss and analyze the legal practice standards, including all federal, state and institutional regulations related to patient/client care and fiscal management considering all reimbursement models including direct reimbursement.
4) Incorporate professionalism/core values to promote effective communication with all stakeholders including patients/clients, family members, caregivers, practitioners, interprofessional team members, consumers, payers, and policymakers.
5) Identify the scope of their abilities and responsibilities and determine those components of the plan of care that may, or may not be directed to the physical therapist assistant (PTA) based on the needs of patient/client, PTA's ability, jurisdictional law, practice guidelines/policies/codes of ethics, and facility policies.
6) Discuss the security protections such as access control, data security and data encryption related to information management and information technology in clinical practice.
7) Utilize the tools of Health Care management to design, develop, and present a proposal for therapy program/service. The student will work as part of a team and will be expected to incorporate at least one example of utilizing health informatics (within one of the subsets (A-J) and expected to include:

   A. parameters to be considered to justify potential need for service.

   B. vision statement for the program and how the program fits the philosophy and mission/vision of the facility

   C. marketing and public relations plan

   D. projected needs in space (following ADA guidelines), equipment, personnel, and budget

   E. program details including services included and return on investment for the facility

F. program/departmental records. (May include referral mechanism, patient intake, progress report, risk management, grievance procedure, opinion surveys, outcome measures, maintenance schedule for equipment.)

G. personnel management system. (May include basic objectives, affirmative action/equal opportunity statements and policies, work assignment/supervisory responsibilities, work performance appraisal, personnel grievance procedure, and staff development policy and procedure.)

H. a mechanism for continuous quality improvement

I. a system for fiscal management to include:
   1. budget development, including fee schedule determination and justification.
   2. documentation of revenue, cash flow, and expenses.
   3. assessment of treatment and service outcomes.

J. a self-reflection (including your participation and contribution to the project) and assessment of each team member's participation and contribution to the project.

8) Discus, compare and contrast the medicolegal implications of the practice of physical therapy including litigation terminology and procedures, fraud and abuse, negligence/malpractice, and risk management.

COURSE PREREQUISITES: Registered in Professional Physical Therapy curriculum

TEACHING METHODS AND CURRICULUM PRACTICE MODEL: Teaching methods in this course include lecture, seminar, small group activities and discussion. The above objectives contribute to the Practice Model Component, primarily administration and secondarily communication, education, and clinical practice.

METHODS FOR EVALUATION: Written examinations may include true/false, multiple choice, short answer, and/or essay questions. To answer both multiple choice and written questions you will need to draw from previous coursework and clinical information.   Two exams, final and projects/assignments all must be completed with a minimum score of 76%.   See grading criteria below. Please note 30% of your grade is a group project putting together a business plan for a project (guidelines for project are posted in Black Board).   You will be asked to select your top three program choices and will be placed in a small group to complete the project. Some of the components will be worked on in class as the information is being presented.

OUTLINE OF CONTENT AND REQUIRED/RECOMMENDED READINGS:
See attached course schedule

ATTENDANCE: Class attendance is expected 100% of the time. Students must first attempt to notify the instructor by phone or in person for any absences. The student must also contact the instructor directly through e-mail or written documentation for any absences.

MAKE UP WORK/EXAMINATIONS: If an absence is anticipated, make up examinations should be completed **prior** to the absence. If an absence is unanticipated, arrangements for make-up examinations must be made **by the student within three days** of the student's return to classes. **Students may be assigned additional coursework for all absences.** Students will not be allowed to make-up in-class quizzes/projects due to an absence.

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GRADING

07% - Budget Project   90-100 = A
15% - Exam I   80- 89 = B
30% - Class Presentation and Project (Includes Peer Review)   76- 79 = C
15% - Exam II $\downarrow$76 = Unsatisfactory
18% - Final Exam
10% - Resume and Cover letter assignments
05% - Other assignments

*Short projects will be assigned throughout the semester related to resumes/cover letters, supervisory skills and professional development, financial management, and reimbursement. **Failure to submit all required documents with an assignment will result in forfeiture of the grade for that assignment.**

Assignment Due Dates – See schedule

ACADEMIC INTEGRITY: In accordance with the rules concerning scholastic dishonesty in the *Code of Student Life** at the University of North Dakota, I affirm that I understand these rules and I agree to comply with them.

I will not:
a) receive any additional information or assistance for any exam other that what was provided during class or approved tutor sessions
b) copy from another student's test
c) collaborate with or seek aid from another student who may have previously taken the exam
d) knowingly use, buy, sell, steal, or solicit in whole or in part the contents of any exam
e) bribe another person to obtain information about any exam

DISABILITY ACCESS STATEMENT: Contact me, Emily Henneman (office 777-3673, email emily.henneman@und.edu or visit Rm E341 UND SMHS) to request disability accommodations, discuss medical information, or plan for an emergency evacuation. To get confidential guidance and support for disability accommodation requests, students are expected to register with DSS at www.UND.edu/disabililty-services/, 180 McCannel Hall, or 701.777.3425.

NOTICE OF NONDISCRIMINATION: It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and

Title IX Coordinator, 401 Twamley Hall, 701.777.4171, und.affirmativeactionoffice@UND.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

REPORTING SEXUAL VIOLENCE: If you or a friend has experienced sexual violence, such as sexual assault, domestic violence, dating violence or stalking, or sex-based harassment, please contact UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; donna.smith@UND.edu or go to UND.edu/affirmative-action/title-ix.

FACULTY REPORTING OBLIGATIONS REGARDING SEXUAL VIOLENCE: It is important for students to understand that faculty are required to share with UND's Title IX Coordinator any incidents of sexual violence they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been the victim of sexual violence, you can find information about confidential support services at UND.edu/affirmative-action/title-ix.

Ensure Accessibility

To comply with the latest accessibility guidelines, documents posted online, including, but not limited to, Adobe PDF files, Microsoft Word documents, Microsoft PowerPoint presentations, and online flipbooks, must be screen-reader friendly.
For directions on how to make your syllabus and other course materials accessible, go to Blackboard > Services > Atomic Learning > Creating an Accessible Syllabus (for technical assistance with Atomic Learning, contact UND Tech Support at UND.edu/tech-support).

UND CARES RESPONSE TEAM: The UND Cares Response Team is available to assist with incidents involving UND students 24 hours a day, seven days a week. They respond to incidents such as major accidents, missing students, sickness that interferes with attending classes, death, suicidal ideations, situations involving self-harm, psychological trauma and sexual violence. Contact directly at 701.777.2664 during regular business hours OR 701.777.3491 after hours.
If problems occur, students are required to work through channels of communication to resolve the problem before going to the chair or dean. The channel is student, instructor, chair, associate dean *health sciences,* ***and dean.***