

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Documentation Skills  
**CODE NO. :** OPA209 **SEMESTER:** 4  
**PROGRAM:** Occupational Therapist Assistant/Physiotherapist Assistant  
**AUTHOR:** Andrea Sicoli/Joanna MacDougall  
**DATE:** January 2005 **PREVIOUS OUTLINE DATED:** NA  
**APPROVED:**

	_____ DEAN	_____ DATE
<b>TOTAL CREDITS:</b>	2	
<b>PREREQUISITE(S):</b>	CMM110, CMM215, OPA200, OPA201, OPA202, OPA203, OPA204, OPA205, OPA206	
<b>HOURS/WEEK:</b>	30 Hours Total	

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*For additional information, please contact the Dean,  
School of Health and Human Services  
(705) 759-2554, Ext. 603/689*

**I. COURSE DESCRIPTION:**

The purpose of this course is to prepare the student in the documentation responsibilities of the OTA/PTA. It will prepare them for their fieldwork experiences by providing them with the necessary skills to read medical charts and documents and to document appropriately in medical charts/files.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

In general, this course addresses Learning Outcomes of the Program Standards in: communication skills (1, 2, 6), safety (1, 2), professional competence (1, 2, 6, 7 8P), documentation skills (1, 5, 6) and application skills (1, 2, 6). It addresses all of the Generic Skills Learning Outcomes with the exception of mathematical skills(4).

Upon successful completion of this course, the student will demonstrate the ability to:

**1. Demonstrate an understanding of the organization and presentation of a medical record.**

Potential Elements of the Performance:

- Review "Source Oriented" and "Problem Oriented" formats of medical records
- Review the organization of the documentation content, including SOAP method
- Discuss the principles for documenting in a medical record
- Discuss the purpose of the progress note

**2. Demonstrate knowledge and use of medical terminology used for reporting and recording.**

Potential Elements of the Performance:

- Explain medical vs. rehab diagnosis, impairments and functional limitations
- Explain basic principles of and demonstrate an understanding of the the language and terms used in rehabilitation/medicine (prefixes, suffixes etc.)
- Demonstrate proper spelling and pronunciation of medical terms

**3. Demonstrate knowledge and use of abbreviations for various medical terms used in reporting and recording.**

Potential Elements of the Performance:

- Explain and understand common medical abbreviations
- Proper use of upper and lowercase letters when using abbreviations
- Understand the use of abbreviations in the medical record

**4. Demonstrate an understanding of the variations in documentation expectations of the OTA/PTA between agencies/facilities.**

Potential Elements of the Performance:

- Explain the differences between the documentation responsibilities of the Registered OT/PT vs. the OTA/PTA
- Describe various formats for the presentation of content in a medical record
- Discuss ways to adapt documentation to meet the agency or facility's policies, procedures and format
- Explain and list different policies regarding documentation of informed consent
- Describe documentation procedures when a client refuses treatment
- Review documentation procedures for completing an incident report

**5. Demonstrate skill in applying the principles of documentation.**

Potential Elements of the Performance:

- Describe the differences between and accurately identify subjective and objective information and document appropriately
- Demonstrate the ability to write a progress note that effectively relates to the information in the Registered OT or PT initial evaluation
- Demonstrate the ability to effectively document data collection during the assessment, intervention and discharge stages of treatment

**6. Demonstrate and apply an understanding of confidentiality as it relates to client information and agency documentation.**

Potential Elements of the Performance:

- Review the rules of confidentiality
- Describe documentation procedures for releasing information about a client's condition and treatment

**7. Demonstrate knowledge of the OTA/PTA's role within an effective office organization.**

Potential Elements of the Performance:

- Describe the function of documentation as it relates to clerical, communication, and maintenance skills

**8. Demonstrate and apply consistent use of therapeutic communication skills.**

Potential Elements of the Performance:

- Discuss effective and professional written and verbal reporting skills

**III. TOPICS:**

1. The Medical Record
2. Medical Terminology
3. Use of Abbreviations
4. Documentation Formats
5. Documentation Skills
6. Informed Consent and Confidentiality
6. The Role of the OTA/PTA and Documentation

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

*Lukan, Marianne. Documentation for Physical Therapist Assistants (second edition). Philadelphia: F.A. Davis Company.*

**V. EVALUATION PROCESS/GRADING SYSTEM:**

1. A combination of tests and assignments will be used to evaluate student achievement of the course objectives. A description of the evaluation methods follows and will be discussed by the teacher within the first two weeks of class.
2. All tests/exams are the property of Sault College.
3. Students missing any of the tests or exams because of illness or other serious reason must notify the professor **BEFORE** the test or exam. The professor reserves the right to request documents to support the student's request.
4. Those students who have notified the professor of their absence that day will be eligible to arrange an opportunity as soon as possible to write the test or exam at another time. Those students who **DO NOT NOTIFY** the professor will receive a zero for that test or exam.
5. For assignments to be handed in, the policies of the program will be followed. For assignments not handed in by the due date, the mark received will be zero. Extensions will be granted if requested in writing at least 24 hours before the due date. There will be a deduction of one percent per day for every school day late with the permission of an extension. This means that if you requested an extension for 5 school days (1 week), 5 percentage points will be deducted from the final grade.
6. A supplemental exam may be written by students who meet the following criteria. The student must achieve at least a grade of 45% in the course. The student must have attended at least 80% of the classes. The supplemental exam will then cover the entire course and will be worth 100% of the student's final mark.

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.