SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	Documentation Skills		
CODE NO. :	OPA209	**SEMESTER:**	4
PROGRAM:	Occupational Therapist Assistant/Physiotherapist Assistant		
AUTHOR:	Andrea Sicoli/Joanna MacDougall		
DATE:	Jan 10	**PREVIOUS OUTLINE DATED:**	Jan 09
APPROVED:		"Marilyn King"	Dec/09

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CHAIR OF HEALTH PROGRAMS   **DATE**

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

I.   COURSE DESCRIPTION:

The purpose of this course is to prepare the student for 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. Documentation practice takes place in the classroom and during fieldwork experiences.

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 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
7.   The Role of the OTA/PTA and Documentation

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Lukan, Marianne. Documentation for Physical Therapist Assistants 3ʳᵈ ed. Philadelphia: F.A. Davis Company.

V.   EVALUATION PROCESS/GRADING SYSTEM:

Students in the OTA/PTA program must successfully complete this course with a minimum C grade (60%) as partial fulfillment of the OTA/PTA diploma.

1.	**In Class Assignments 4x5%**	**20 %**
	Quizzes	**20%**
	Final Exam	**30%**
	Assignment 1	**10%**
	Assignment 2	**10%**
	Assignment 3	**10%**
	Total	**100%**

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 passing grade in this course is 60%. There are no supplemental exams for final grades below 60%.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI.   SPECIAL NOTES:

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.

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 postsecondary institutions.

<u>Prior Learning Assessment</u>**:**
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

<u>Disability Services</u>:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

<u>Communication</u>:
The College considers *WebCT/LMS* as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the *Learning Management System* communication tool.

<u>Plagiarism</u>:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.* A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:
  (i) issue a verbal reprimand,
  (ii) make an assignment of a lower grade with explanation,
  (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C",
  (iv) make an automatic assignment of a failing grade,
  (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.
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.

<u>Student Portal</u>:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

<u>Electronic Devices in the Classroom:</u>
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

<u>Attendance:</u>
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.