



## COURSE OUTLINE: OPA209 - DOCUMENTATION SKILLS

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Approved: Bob Chapman, Chair, Health

<b>Course Code: Title</b>	OPA209: DOCUMENTATION SKILLS FOR OTA/PTA
<b>Program Number: Name</b>	3022: OCCUP/PHYSIO/ASSIST
<b>Department:</b>	OTA/PTA ASSISTANT
<b>Semesters/Terms:</b>	19W
<b>Course Description:</b>	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 and to document appropriately in medical charts/files. Documentation practice takes place in the classroom and during fieldwork experiences.
<b>Total Credits:</b>	2
<b>Hours/Week:</b>	2
<b>Total Hours:</b>	30
<b>Prerequisites:</b>	CMM115, OPA110, OPA115, OPA118
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>3022 - OCCUP/PHYSIO/ASSIST</b>
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Communicate appropriately and effectively, through verbal, nonverbal, written and electronic means, with clients, their families, and significant others, occupational therapists, physiotherapists, other health care providers, and others within the role of the therapist assistant.
	VLO 2 Participate in the effective functioning of interprofessional health care teams within the role of the therapist assistant.
	VLO 5 Practice competently in a legal, ethical, and professional manner within the role of the therapist assistant.
	VLO 6 Document and complete client records in a thorough, objective, accurate, and nonjudgmental manner within the role of the therapist assistant.
	VLO 8 Perform effectively within the roles and responsibilities of the therapist assistant through the application of relevant knowledge of health sciences, psychosociological sciences, and health conditions.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
<b>Course Evaluation:</b>	Passing Grade: 60%. C



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**Books and Required Resources:**

Documentation for Physical Therapist Assistants by Bircher  
 Publisher: F.A. Davis Edition: 5th  
 ISBN: 9780803661141

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
1. Demonstrate an understanding of the organization and presentation of a medical record.	1.1 Review Source Oriented and Problem Oriented formats of medical records 1.2 Review the organization of the documentation content, including SOAP and DARP methods 1.3 Discuss the principles for documenting in a medical record 1.4 Discuss the purpose of the progress note
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
2. Demonstrate knowledge and use of medical terminology used for reporting and recording	2.1 Explain medical vs. rehab diagnosis, impairments and functional limitations 2.2 Explain basic principles of and demonstrate an understanding of the language and terms used in rehabilitation/medicine (prefixes, suffixes etc.) 2.3 Demonstrate proper spelling and pronunciation of medical terms
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
3. Demonstrate knowledge and use of abbreviations for various medical terms used in reporting and recording.	3.1 Explain and understand common medical abbreviations 3.2 Proper use of upper and lowercase letters when using abbreviations 3.3 Understand the use of abbreviations in the medical record
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
4. Demonstrate an understanding of the variations in documentation expectations of the OTA/PTA between agencies/facilities.	4.1 Explain the differences between the documentation responsibilities of the Registered OT/PT vs. the OTA/PTA 4.2 Describe various formats for the presentation of content in a medical record 4.3 Discuss ways to adapt documentation to meet the agency or facility policies, procedures and format 4.4 Explain and list different policies regarding documentation of informed consent 4.5 Describe documentation procedures when a client refuses treatment 4.6 Review documentation procedures for completing an incident report
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
5. Demonstrate skill in applying the principles of documentation.	5.1 Describe the differences between and accurately identify subjective and objective information and document appropriately 5.2 Demonstrate the ability to write a progress note that effectively relates to the information in the Registered OT or PT initial evaluation 5.3 Demonstrate the ability to effectively document data collection during the assessment, intervention and discharge stages of treatment
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>



	6. Demonstrate and apply an understanding of confidentiality as it relates to client information and agency documentation.	6.1 Review the rules of confidentiality 6.2 Describe documentation procedures for releasing information about a clients condition and treatment
	<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
	7. Demonstrate knowledge of the OTA/PTA role within an effective office organization.	7.1 Describe the function of documentation as it relates to clerical, communication, and maintenance skills
	<b>Course Outcome 8</b>	<b>Learning Objectives for Course Outcome 8</b>
	8. Demonstrate and apply consistent use of therapeutic communication skills	8.1 Discuss effective and professional written and verbal reporting skills

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight	Course Outcome Assessed
1. In Class Assignments	40%	All
2. Final Exam	30%	All
3. Assignments	30%	

**Date:**

October 23, 2018

Please refer to the course outline addendum on the Learning Management System for further information.