

I. COURSE DESCRIPTION:

This course is designed to prepare the student in the role of an OTA/PTA.. It will introduce the student to important concepts and practical experiences which will assist them to function effectively in rehabilitation settings.

II. LEARNING OUTCOMES:

1. Upon successful completion of this course the student will:
2. Understand the School of Health Sciences Philosophy and the Rehabilitation Assistant Program Policies.
3. Understand and demonstrate application of the principles of medical asepsis.
4. Analyze the concept of confidentiality recognizing the Rehabilitation Assistant's responsibilities and the consequences of breaching confidentiality.
5. Know the Rehabilitation Assistant's responsibilities relating to fire safety.
6. Define medical terms used for recording and reporting.
7. Apply principles of documentation through sample exercises.
8. Demonstrate knowledge of effective office organizational skills.
9. Have increased awareness of personal observational skills.
10. Conduct purposeful interviews utilizing effective interview/communication techniques.
11. Demonstrate the use of audiovisual equipment used in client education (for example; TV, VCR, slide projector, computer projection)
12. Understand and describe professional behaviours expected of an OTA/PTA.

III TOPICS:

- medical asepsis
- medical terminology
- confidentiality
- documentation
- reporting and recording
- organizing and managing a work environment
- observational skills
- purposeful interviews
- fire safety
- professional behaviours

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Lukan, M. (1997). Documentation for physical therapist assistants. Philadelphia: F.A. Davis.

Other related resources are available in the Learning Resource Centre

V. EVALUATION PROCESSES/GRADING SYSTEM:

1. The pass mark for this course is 60%. The course mark is composed of the following:

	Total Marks
4 Tests – 10 % each	40
Documentation Assignments	20
Interview Assignment One	15
Interview Assignment Two	15
Patient Scenario Assignment	<u>10</u>
	100%

Supplemental Exam/Assignment:

A supplemental exam/assignment will be offered at the end of the course for students who meet the following criteria:

- The student received a final grade in this course of no less than 58%
- The student received a final grade of at least 60% in all other courses enrolled in this term
- The student handed in all assignments in this course on time.
- The student attended classes missing no more than 4 hours total, regardless of reason.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	

V. EVALUATION PROCESSES/GRADING SYSTEM:

S	Satisfactory achievement in field placement or non-graded subject areas.
U	Unsatisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.

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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 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 postsecondary 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.