

I. COURSE DESCRIPTION:

The purpose of this course is to enhance awareness and development of professionalism to prepare for entry into the field of rehabilitation. Included is a review of professional topics covered in the first three semesters with application to clinical fieldwork experiences and opportunities. The students will be expected to provide evidence and demonstrate professional behaviours such as dependability, accountability, initiative and organization. Professional issues such as the scope of practice, the use of title (OTA/PTA) and the role of the professional colleges and associations will be explored. In addition, the student will explore the importance of ethical standards and how individual and professional ethics impact professional behaviours and clinical reasoning. Resources and skills required for entry into the workplace will be discussed, including writing an effective cover letter and resume to prepare for entry in the health care field.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

In general, this course addresses Learning Outcomes of the MTCU Program Standards in: communication skills (1,2,3,8P,8O), interpersonal skills (1,2,3,7), safety (1,2,4,8P,8O), documentation (1,4,5), professional competence (1,2,4,5,7,8P,8O), and application skills (1,2,4,8P, 8O). It addresses all of the Generic Skills Learning Outcomes with the exception of mathematical skills.

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

1. **Demonstrate responsibility in maintaining and applying knowledge, skills and attitudes related to professional behaviours.**

Potential Elements of the Performance:

- Define the meaning of professionalism
- Discuss the importance of first impressions and demonstrate positive professional behaviours
- Review key components of professional behaviour, including dependability, accountability, initiative and organization
- Submit weekly assignments electronically to demonstrate key components of professional behaviors such as: dependability, accountability, initiative and organization; as well as proficiency with electronic technology
- Discuss the relevance of professional behaviours in the clinical environment

2. **Demonstrate an understanding of ethical standards how individual and professional ethics impact professional behaviours and clinical reasoning.**

Potential Elements of the Performance:

- Define Ethics
- Research the "Code of Ethics" for the profession of OT and PT
- Discuss specific clinical examples of how professional behaviours are influenced by ethical standards
- Discuss specific clinical examples of how clinical reasoning is influenced by personal and professional ethics

3. Demonstrate knowledge of OT and PT professional colleges and associations and policies that relate directly to the OTA/PTA.

Potential Elements of the Performance:

- Increase familiarity with the role and the many resources offered by the professional colleges and associations
- Demonstrate an understanding of information specifically related to the OTA/PTA as provided by the professional colleges and associations
- Review specific roles of OTA/PTA in various clinical settings with clients with various clinical conditions (neurological, musculoskeletal, mental health conditions)
- Review the use of the title OTA/PTA

4. Demonstrate effective skills related to their application for seeking employment in the health care field.

Potential Elements of the Performance:

- Review the key components of an effective cover letter
- Review the guidelines for preparing an effective resume
- Discuss how to successfully prepare for an interview
- Demonstrate skills for a successful interview
- Review various resources available for employment preparation
- Discuss the steps and process involved in beginning a job search
- Discuss appropriate ways to deal with ethical dilemmas

TOPICS:

1. **Professional Behaviours**
2. **Ethics**
3. **Clinical Reasoning**
4. **OT and PT Colleges and Associations**
5. **Skills For Seeking Employment**

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Reading material to be provided. Includes readings from the following references:

Kasar, J and Clark, N. (2000). ***Developing Professional Behaviours***. Slack Incorporated.

Npier-Tibere, B and Haroun, L. (2004). ***OT Fieldwork Survival Guide***.. 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. Course Evaluation:

Submission of All Completed Assignments by Due Dates assigned	60%
One Randomly Selected Assignment from #1 - #4	20%
<u>One Randomly Selected Assignment from #5 - #8</u>	<u>20%</u>
Total	100%

2. All tests/exams are the property of Sault College.
3. Students missing any of the tests or exams (written or practical), must notify the professor BEFORE the test or exam. The professor reserves the right to request documents to support the student's request and to determine whether the student is eligible to write the test or exam at another time. Those STUDENTS WHO DO NOT NOTIFY the professor of their absence prior to the test or exam will receive a zero for that test or exam.
4. 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. For example if a written extension was requested, and an extension for 5 school days (1 week) was granted, 5 percentage points will be deducted from the final grade.
5. Supplemental Exams/Assignments are generally not provided in the OTA/PTA program. In the event of a failing grade in the course, however, there may be exceptional circumstances where a supplemental exam/assignment may be considered. In all circumstances, this decision remains at the discretion of the professor and/or coordinator.

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%	3.00
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:

Attendance:

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. *It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivals will not be guaranteed admission to the room.*

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

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.