

OTA 240
PROFESSIONAL SKILLS II

COURSE DESCRIPTION:

Prerequisites: OTA 140

Corequisites: None

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles and responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan and implement a professional activity, and perform routine clinic management tasks. Course Hours Per Week: Lab, 3. Semester Hours Credit, 1.

LEARNING OUTCOMES:

Upon successful completion, the student will be able to:

- A. Work effectively with close supervision of an OT/L.
 - 1) Demonstrate ability to accept close supervision
 - 2) Demonstrate appropriate professional work behaviors:
 - Punctuality/Dependability
 - Professional Appearance and Attitude
 - Initiative
 - Empathy
 - Effective communication during group-work with peers and the OT community
 - Organization
 - Time Management
- B. Communicate effectively in order to function as a member of the health care team
 - 1) Demonstrate ability to express self effectively in verbally, non-verbally and in written contexts
 - 2) Demonstrate ability to give and receive constructive feedback
 - 3) Evaluate effectiveness of own behavior. Identify when to change behavior and adjust behavior as needed.
 - 4) Demonstrate effective conflict resolution skills.
- C. Manage time effectively to function on the job
 - 1) Demonstrate ability to plan and organize assignments and activities
 - 2) Demonstrate ability to manage time to meet pre-scheduled deadlines
 - 3) Demonstrate ability to prioritize schedule to meet predetermined requirements
- D. Participate in professional and community activities
 - 1) Network with community and professional organizations during planning and participation in a professional activity
 - 2) Demonstrate effective written communication skills, effective telephone skills, and effective personal communication skills
 - 3) Use Public Relations to Promote OT
- E. Assist in the Clinic Management of Occupational Therapy
 - 1) Demonstrate ability to perform inventory and organization of equipment, supplies and professional files.

OUTLINE OF INSTRUCTION:

- I. Review of Professional Skills
 - A. Work Behaviors
 - 1) Punctuality/Dependability
 - 2) Professional Appearance and Attitude
 - 3) Initiative
 - 4) Supervisory Relationship
 - 5) Effective group work with peers and the OT community
 - B. Time Management
 - 1) Organization
 - 2) Scheduling
 - 3) Personal time management
 - 4) Daily prioritization
 - 5) Professional responsibilities
 - C. Communication Skills
 - 1) Personal and professional communication goal setting
 - 2) Documenting Outcomes (data collection for goal achievement and supervisory logs)
 - 3) Giving and receiving feedback
 - 4) Using feedback to change behavior
 - 5) Verbal/Non-Verbal Communication Skills
 - 6) Conflict Resolution Skills
 - 7) Assertive, Passive, Aggressive Communication styles
 - 8) Communicating in a group
 - D. Professional Development
 - 1) Networking with community and professional organizations
 - a. Effective written communication skills
 - b. Effective telephone communication skills
 - c. Effective personal communication skills
 - 2) Planning and participation in a professional activity
 - 3) Using Public Relations to Promote OT
 - E. Clinic Management
 - 1) Inventory and Organization
 - 2) Equipment and Supplies
 - 3) Scheduling

REQUIRED TEXTBOOKS AND MATERIALS:

None required. Articles and resources are identified by the instructor and students during the course.

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.