



HEALTH SCIENCES

CENTER OF EXCELLENCE

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

OTHA 2331: PHYSICAL FUNCTION IN OCCUPATIONAL THERAPY CRN # 40158 & 40160



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LECTURE: TUESDAY 9:00 a.m. to 10: 50 a.m.

RM: 467 Lecture

LAB 1: THURSDAY 11:30 am to 2:20 pm

LAB 2: THURSDAY 3:30 pm to 6:20 pm

RM 445

CREDIT HOURS: 3 semester hours; (2 hour lecture, 3 hour lab) 2 weekly

INSTRUCTORS

Lisa Simon, OTR

Office Location: Coleman, HSC, Room 384 **Office Hours: Wed 3-4 p.m.**
445 Thursday noon to 3:00 p.m.; Friday 11-noon
7073

Email: lisa.simon2@hccs.edu

Telephone: 713-718-7190; Cell 713-689-9814 (Recommended)

Please feel free to contact the instructor concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to the OTA Program.

COURSE DESCRIPTION:

Physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education

PREREQUISITES:

The student has attained mastery of all second semester OTHA courses, including OTHA 1301, and OTHA 1305 and 1309. Also, the student must be in good standing in the OTA program.

REQUIRED TEXTBOOKS/READINGS:

Early, M. B. (2013). Physical dysfunction practice skills for the occupational therapy assistant (3rd ed.). St. Louis, MO: Elsevier/Mosby.

Fairchild, Sheryl L. (2012), Pierson and Fairchild's Principles & Techniques of Patient Care (5th ed.). Elsevier

LAB ASSISTANT

Nichole Harrison

Office Location: Rm
Telephone:713-718-

Email: nichole.harrison@hccs.edu



Smith-Gabai, H. & Holm, S. Occupational Therapy in Acute Care. (2nd ed.) AOTA Press

SUPPLEMENTAL TEXTBOOKS:

Hall, Cheryl A. (2013). Occupational Therapy Toolkit: Treatment Guides and Handouts (6th ed.). www.ottoolkit.com

Borcherding, S., & Morreale, M.J. (2013) OTA's Guide to Documentation: Writing SOAP Notes, (3rd) Thorofare, NJ: Slack Inc.

Jacobs, K., & Simon, L. (2014) Quick Reference Dictionary for Occupational Therapy (6th ed.) Thorofare, NJ: Slack, Inc.

COURSE EXPECTATIONS:

- Read and follow course syllabus and class calendar.
- Purchase required textbooks and download provided articles/handouts.
- Prepare for and participate in ALL assignments, (in and out of class).
- Typewrite ALL out of class assignments.
- Follow classroom, course, program and college policies and procedures.
- Participate in a variety of in/out of class experiences to support learning
- Submit ALL assignments ON DUE DATES for credit.
- Take responsibility throughout the teaching-learning process in course
- Avoid “collusion”, scholastic dishonesty in any form, online & in classroom
- No make-up on quizzes.



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COURSE GRADE REQUIREMENT:

A minimum of 75 = C is required to successfully complete this course. Grades of D are not given in this health science program, therefore, an overall grade of 0 – 74 will result in a letter grade of F.

GRADE PERCENTILE

A 93.0-100

B 84-92.9

C 75-83.9

F 74.9-0

GRADE SOURCES:

Exam 1: 15%

Exam 2: 15%

Final Exam: 20%

Practicals: 20%

Projects: 10%

Quizzes: 10%

Class/Lab Participation: 10%

Your final grade for this class will be determined by your performance on your exams, mid-term, quizzes, class participation, practicum, and your final exam.

REQUIREMENTS FOR EACH GRADING SOURCE FOLLOWS:

Exams:

Exams will consist of multiple-choice questions related to coursework covered. Please note that the final exam will be cumulative. **There will be NO make-up tests on final test offered. If a grade of 77% or below is received on an exam, the student must complete a remediation test. Remediation must be accomplished before proceeding to the next series of examination. A student cannot take another exam without completing remediation to ensure that the student has been provided with content and has understanding of the content reviewed.**

The remediation exam will be scheduled to allow for administration and review in a classroom and/or lab area accessible and available to the instructor as professor deems appropriate. With remediation, instructors would also address referral to Student Success Program to



promote student's academic performance.

Quizzes:

Quizzes will be given throughout the semester. Quizzes will be an average of 20 points based on material covered in lecture. Questions may be multiple choice, true/false, and/or fill-in-the blanks. Information on the amount of questions and time allotted will be announced prior to the quiz. Quizzes may be in class and/or online. There will be **NO MAKE UP FOR EXAMS OR QUIZZES.**

At the discretion of the professors, the lowest quiz grade may be dropped prior to the administration of the final exam.

Class Participation:

Class participation will be calculated using class attendance, participation in class discussions, professional dress, and professional conduct. Please refer to the electronic and recording device policy.

Project Presentation and Use of Technology:

Students are required to present a group project.

Practicals:

Display knowledge and application of skills learned in lab with the specific body regions. Manual Muscle Testing and Goniometry require a demonstrated accuracy of 85%. If a student receives below 85% on a lab practical, the student must retake the practical to display proficiency **within 72 hours from the time of notice from professor to ensure that the student has been provided with content and has understanding of the content reviewed.**

The remediation exam will be scheduled to allow for administration and review in a classroom or lab area accessible and available to the instructor.

For purposes of final grading, the initial grade on the practical that is being retaken will be used to calculate the final grade.

CLASS ATTENDANCE PROTOCOL:

The attendance/tardy policies are developed to ensure students demonstrate professional work habits similar to that expected in the health care work force. Failure to adhere to these policies will result in repercussions that can extend to withdrawal from the program.

As stated in the HCC Catalog, all students are expected to be on time and remain present for the entire class. Students are expected to attend ALL classes, labs, and clinical sessions, unless there is an officially excused absence. Official excusal from a class will require supporting documents to professor and approval of the absence is at the discretion of the professor. Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to withdraw a student for excessive absences or failure to participate regularly.

Updated Fall 2017- Coleman faculty will do all they can to assist affected students to make up work that has been missed due to absences. Coleman will adhere to the HCC attendance policy of not exceeding 12.5% of the total hours of instruction. If a student is absent from

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more than 12.5 % of instruction, but has a passing grade, the student will be allowed to continue in the program. The program director will have the student sign a written acknowledgement that they have exceeded their allotted absences and the implications this has to their overall success. If a student misses more than 12.5 % and has a failing grade or is in jeopardy of failing, the program director, in conjunction with the faculty will develop a plan for the student's success. This plan must be implemented as soon as possible after the student exceeds 12.5 % of absences.

The following are expectations with attendance and tardiness-

In this occupational therapy assistant program, each student is expected to:

1. Attend ALL on/off classes, labs, programs and community activities.
2. Report to classes, events and activities on time.
3. Sign in with name, initials and arrival time in classes and events/activities.
4. **Notify instructors (20 minutes) prior to the start of class if arriving late or absent.**
 - a. **leave message per class - include name, day, date and expected time of arrival.**
 - b. **leave message per class -- include name, day, date if absent.**
5. Assume sole responsibility for materials/handouts/information covered when absent.
6. Approach faculty/staff for make-up assignment(s), when applicable.
7. Withdraw from classes for non-attendance or excessive absences.
 - a. Counseled to withdraw from course or program.
 - b. Exercised authority (of faculty) to drop students for excessive absences.
 - c. A grade of "F" posted when withdrawal for course is not official.
 - d. Program dismissal for consistent absent behavior.

HCCS Policy : Student may be dropped for excessive absences. Absences that equals to (or) > 12.5% of the hours of instruction is excessive! **Late to class X 4 times = 1 day absent. Withdrawals per class:**

Course	Absences	Tardy
1309	> 3 (class or lab)	>15 min. per class/lab

Tardy x 4 of (15 minutes +) = 1 (one) day absence (in academic/lab courses



LEARNING OUTCOMES:

As referenced in HCC OTA manual,

1. Prioritize frames of reference to promote physical function
2. Administer occupational therapy assessment procedures for physical function
3. Implement intervention strategies
4. Assess client factors that influence occupational performance

COURSE OBJECTIVES:

To master this course, students are expected to perform on assignments, assessments and class activities to a minimum of 75% mastery. Students will:

	ACOTE Standards: Assessment Measures 1 Assignment 5 Project 2 Lab Test 6 Presentation 3 Objective Test 7 Demonstration 4 Essay Test 8 Other: specify	Learning Outcomes referred from HCC OTA manual (as above)	Assessment Measure (s)
B. 1.7. Articulate the importance of using statistics, tests, and measurements for the purpose of delivering evidence-based practice.	Demonstration (7), Objective Test (3),	2,4	Open lab Skills Check Practicals
B. 2.4. Articulate the importance of balancing areas of occupation with the achievement of health and wellness for the clients.	Demonstration (7), Objective Test (3),	1,3,4	Role play and skits Open lab



	ACOTE Standards: Assessment Measures 1 Assignment 5 Project 2 Lab Test 6 Presentation 3 Objective Test 7 Demonstration 4 Essay Test 8 Other: specify	Learning Outcomes referred from HCC OTA manual (as above)	Assessment Measure (s)
B.2.5. Explain the role of occupation in the promotion of health and the prevention of disease and disability for the individual, family, and society	Demonstration (7), Objective Test (3),	3,4	Role play and skits
B.2.7. Demonstrate task analysis in areas of occupation, performance skills, performance patterns, activity demands, context(s) and environments, and client factors to implement the intervention plan.	Demonstration (7)	3,4	Open Lab Role play and skits Practicals
B.2.8. Use sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process as appropriate to the setting and scope of practice.	Demonstration (7)	1,2,3,4	Role play and skits Practicals



	ACOTE Standards: Assessment Measures 1 Assignment 5 Project 2 Lab Test 6 Presentation 3 Objective Test 7 Demonstration 4 Essay Test 8 Other: specify	Learning Outcomes referred from HCC OTA manual (as above)	Assessment Measure (s)
B.2.10. Explain the need for compensatory strategies when desired life tasks cannot be performed.	Assignment(1), Demonstration (7)	1,2,3,4	ADL training and adaptive equipment DIY Assign
B.2.11. Identify interventions consistent with models of occupational performance.	Assignment (1), Objective Test (3), Demonstration (7)	1,2,3,4	Open lab; Role Play ; Practicals
B. 4.1 Gather and share data for the purpose of screening and evaluation using methods including, but not limited to, specified screening tools; assessments; skilled observations; occupational histories; consultations with other professionals; and interviews with client, family, and significant others.	Assignment (1), Objective Test (3), Demonstration (7)	1,2,3,4	Open lab; Role Play; Practicals
B. 4.2. Administer selected assessments using appropriate procedures and protocols (including standardized formats) and use of occupation for the purpose of assessment.	Assignment (1), Objective Test (3), Demonstration (7)	1,2,3,4	Role play and skits Open lab Practicals

	ACOTE Standards: Assessment Measures 1 Assignment 5 Project 2 Lab Test 6 Presentation 3 Objective Test 7 Demonstration 4 Essay Test 8 Other: specify	Learning Outcomes referred from HCC OTA manual (as above)	Assessment Measure (s)
B.5.3. Provide therapeutic use of occupation, exercises, and activities (e.g. occupation-based intervention, purposeful activity, preparatory methods)	Assignment (1) Demonstration (7)	1,2,3,4	ADL training Practicals
B.5.8. Implement intervention strategies to remediate and/or compensate for cognitive deficits that affect occupational performance.	Assignment (1) Demonstration (7)	1,2,3,4	Role play and skits ADL training DIY Assign
B.5.9. Adapt environments (e.g, home, work, school, community) and processes, including the application of ergonomic principles.	Assignment (1) Demonstration (7)	1,2,3,4	DIY Assign
B.5.10. Articulate principles of and demonstrate strategies with assistive technologies and devices (e.g. electronic aids to daily living, seating, and positioning systems) used to enhance occupational performance and foster participation and well-being	Assignment (1), Project(5) Demonstration (7)	3,4	Role play and skits ADL training DIY Assign

	ACOTE Standards: Assessment Measures 1 Assignment 5 Project 2 Lab Test 6 Presentation 3 Objective Test 7 Demonstration 4 Essay Test 8 Other: specify	Learning Outcomes referred from HCC OTA manual (as above)	Assessment Measure (s)
B. 5.12. Provide training in techniques to enhance functional mobility, including physical transfers, wheelchair management, and mobility devices.	Assignment (1), Demonstration (7)	1,2,3,4	Open lab Assignment
B.5.15. Recognize the use of superficial thermal and mechanical modalities as a preparatory measure to improve occupational performance. On the basis of the intervention plan, demonstrate safe and effective administration of superficial thermal and mechanical modalities to achieve established goals while adhering to contraindications and precautions.	Assignment(1)Demonstration(7)	1,2	Modality project Lab practice

LAB REQUIREMENTS/MAINTENANCE/SAFETY

The OT lab should remain clean throughout lab session and this is everyone's responsibility. Before students exit for the day from scheduled lab session, all work areas must be clean. All students are responsible for adequate and sanitary work conditions. Students will be assigned specific duties in the lab on a rotating basis.

Throughout the course, students will be instructed on safety, hand washing, professional introductions, body mechanics, accessibility, tool/equipment usage, patient assessment and handling. Student performance is monitored during lab sessions by instructors. Lab skill practice will be stopped immediately if student and/or students are in danger of injury to themselves/others.

Lab Dress Requirements:

Throughout the course, student will be required to work with peers to develop patient care, handling and interpersonal skills. Every student will use positioning and handling skills in treatments and assessment with assigned peer "patient", and take role of "patient" for all lab activities and /or assignments including practical in this course. Professionalism will be demonstrated at all times.

Students will be notified by professors via course schedule and verbal notifications to wear loose clothing, preferably, undershirt and shorts for muscle grade assessment and handling sessions. The student must be in lab clothes PRIOR to start of lab.

All students with loose long hair must pull it back or pin it up during lab.

All cell phones and electronic devices must be put away and turn off completely. With lab practicals/exams, all students dressed in scrubs and lab coat for video.

During lab practicals/exams, professors will be recording. Recording will be used by the professor as evaluation and feedback methods throughout the curriculum. Students are required to provide a memory card to professor with his or her name on case to record all practicals.

Goniometers used during the lab are provided by OTA Program. If a student would like to purchase for further use, professor will provide information upon request.

**Please put cell phones, beepers, and other electronic devices on vibrate during class, and quietly walk outside if you need to answer a call or text if emergency while in lecture/lab.

Also, there is to be no texting during class. If notified by professor regarding issue, may reflect on classroom participation grade.

In addition, please make sure that your cell-phones, beepers, and all other electronic devices are turned completely off during exams (this means that you should not even have them on vibrate). If emergency, cell phone can be placed on vibrate on professor's desk to notify student if event arises.

If student needs to record for learning preferences, permission must be requested prior to each lecture/lab and device must be visible to professor. The recordings are to be used for HCC educational purposes only and under no condition posted to social media. Guest lecturers will be handled in similar fashion; however, professor will approach guest for permission.

SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands.

Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call workplace know-how defines effective job performance today. This know-how has two elements: competencies and a foundation. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace contexts in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

Resources—An ability to identify, organize, and allocate time, materials, space, and people. Emphasize planning skills in relation to preparing, working, and completing assignments.

Interpersonal—Skills to participate as a member of a team, teach others, exercise leadership, negotiate, and work with others possessing

diverse backgrounds.

Information—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information.

Systems—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems

Technology—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware.

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills—Reading, writing, listening, and speaking.

- Independently read assignments, chapter units from textbook and reference materials as required in this course. Read all lectures, oral instructions, assignments, role-play instructions and participate in small and large group activities.

- Independently write joint range of motion and manual muscle testing results accurately. Type out of classroom assignments as provided to display knowledge of the application of anatomical information discussed.

Thinking Skills—Creative thinking, decision making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning.

- Determine long and short term goals/objectives based on physical limitations as described by a disease process presented in the classroom. Make necessary conclusions of the best methods to assess a patient's physical abilities based on the provision of information regarding a patient's physical limitation.

Personal Qualities—Responsibility, self-esteem, sociability, self-management, and integrity.

Complete all assignments, independently, unless otherwise instructed.

Apply teaching and learning principles, demonstrating therapeutic applications.

Demonstrate through application an assisted teaching activity. Engage in peer teaching in classroom setting.

Demonstrate created activities; evaluate and obtain feedback.

Cite actual sources and resources, giving credit for work appropriately by adding written reference pages to assignments. Provide construction feedback to group members. Be willing to introspectively look at oneself during completion of interpersonal relationship/therapeutic use of self-activities. Document independent study activities, factually.

WITHDRAWAL/INCOMPLETES

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary.

If a student decides to withdraw, he or she should also verify that the withdrawal is submitted **before the FINAL WITHDRAWAL DATE**. The student is also strongly encouraged to retain their copy of the withdrawal form for their records. **For the Fall 2017 semester, the final date to withdraw is November 3rd. It is the student's responsibility to ensure that the withdrawal process is completed in a timely manner and is completed by the deadline as indicated by Student Services and the Registration Departments.**

Please note the OTHA's Program's policy on the completion of classes with your admitted cohort. Withdrawal from a course will indicate that a course within your cohort's course sequence has not been completed. Therefore, continuation in the Program cannot occur. Readmission to the Program following withdrawal from classes is at the discretion of the Program Director and readmission is not guaranteed.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawal automatically counts towards this limit.

Details regarding this policy can be found in the HCC college catalog.

Incompletes are not provided in this course.

ACADEMIC HONESTY

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Academic (scholastic) dishonesty includes but is not limited to:

- Plagiarism and collusion
- Cheating on a test
- Videotaping or taking pictures of any exam
- In possession of a cell phone during a test
- Cueing a student during a lab test while patients
- Sharing information about how you or someone else performed on a lab test BEFORE ALL lab tests are fully completed is considered cheating.

Possible punishments may include a grade of 0 or F on the particular assignment, failure of the entire course, and dismissal from the program

and/or dismissal for the college system.

**Please refer to the HCCS Student Handbook for the complete policy.

ADA STATEMENT:

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

ADA counselor: Brandwyn Lerman Phone: 713-718-7376 email: brandwyn.lerman@hccs.edu

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

COURSE EVALUATION:

EGLS-3-Evaluation for Greater Learning Student Survey System

At HCC, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time indicated by the college, students will be asked to answer a short online survey of research based questions related to instruction. The anonymous results will be made available to professors and division chairs within a year from the completion for continual improvement of instruction. Professors will notify students when designated times to access survey.

Completion of EGLS 3 evaluation will be considered bonus points for the entire class for final examination with a completion recorded 90% or greater.



Please Initial Each Item

___ All policies as noted in the OTHA Student Handbook have been reviewed.

___ I have reviewed and understand the guidelines and procedures for attendance in the OTHA Program.

___ I understand the policy that no late assignments will be accepted (this includes extra credit).

___ I understand and will abide the policy for electronic devices, specifically cell phone usage during lecture, lab and exams.

___ I have read, reviewed, and understand the policy on tests and examinations.

___ I have read and reviewed policy on scholastic honesty and will abide.

___ I have read and reviewed recommended policy on permission to record and video other students, instructors, presenters (including HCC and non HCC employees) and will abide by procedures.

“Lectures recorded for this reason may not be shared with other people without written consent of the lecturer. Recorded lectures may not be used in any way against the instructor, other lecturers, or students whose classroom comments are recorded as part of the class activity. The student is aware that the information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer.”

___ I have read and understand the policies on safety with instructional tasks/activities.

I have read, understand, and agree to abide fully by the parameters set in this syllabus.

Student Print Name: _____

Student Signature: _____ Date: _____



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