LBCC Occupational Therapy Assistant Program  
Course Syllabus  
OTA 118 Documentation

Winter Term 2019

***Changes in Red***

**Day/Time:**      Wednesdays, 11:00am - 11:50am

**Location:**          Online (Synchronous)

Zoom Link for Class - <https://linnbenton.zoom.us/j/503321216>

**Instructor:**

· Name: Mashelle K. Painter, MEd, COTA/L, CLA

· Office Hours: Wednesdays, 1:00pm – 3:00pm

· Office Location: HOC 215

· Phone Number: (541) 918-8834

· Virtual Office: After scheduling an appointment, please log into Moodle to access link <https://linnbenton.zoom.us/j/2929641181>

· Email Address: [paintem@linnbenton.edu](mailto:paintem@linnbenton.edu)

**Resource(s):**

· Required:

Sames, K. (2015). Documenting Occupational Therapy Practice, 3rd Ed., Pearson

**Course Prerequisite(s):** Admission into OTA Program

**Course Description:** This course provides an introduction to documentation for the occupational therapy assistant. It examines purposes of documentation, guidelines for documentation, and a variety of documentation types and styles. Students will develop knowledge and skills for reading and writing SOAP notes and narrative notes. Students will incorporate prior knowledge from technical writing and medical terminology courses.

**ACOTE Standards:** This course meets the following ACOTE standards: B.1.8, B.4.10, B.5.21, B.5.32

**Course Learning Outcomes:**

1. Demonstrate an understanding of general purposes of documentation, including those related to quality of care, financial reimbursement, and legal proceedings
2. Demonstrate an understanding of general guidelines for documentation, including those related to accuracy, clarity, and timeliness
3. Compare and contrast select types and styles of documentation commonly seen in occupational therapy practice settings
4. Use a SOAP note format to write a daily/weekly note for a client in an inpatient or outpatient setting
5. Use a narrative note format to write an observation note for a client in a school or community-based setting.

**Learning Activities:** Completing reading and writing assignments. Listening to lectures. Participating in group discussions and activities.

**Assessment Tasks:** Achieving passing grades on written examinations and on oral and/or written assignments.

**Grading Criteria:**

· Quizzes (4 @ 5% ea.)               20%

· Discussion Boards (5 @ 5% ea.) 25%

· Assignments (4 @ 5% ea.) 20%

· Final Paper & Timed Assessment 35%

**Grading Scale:**

· A = 90% to 100%

· B = 80% to 89%

· C = 75% to 79%

· Fail = < 75%

Class Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Date | Topic/Reading | Assignment | Assessment |
| 1 | 1/9/19 | Use of Language  Read Introduction pgs. xvii-xx and Ch 1-3 | Week 1 Discussion Board  **\*Initial post due by 11:00am on 1/11/19**  **Replies due by 11:00am on 1/16/19** |  |
| 2 | 1/16/19 | Use of Language cont.  Read Ch 4-6 | Assignment #1  **\*due by 11:00am on 1/23/19** |  |
| 3 | 1/23/19 | Ethical and Legal Considerations  Read Ch 7-8 | Week 3 Discussion Board  **\*Initial post due by 11:00am on 1/25/19**  **Replies due by 11:00am on 1/30/19** | **Quiz 1 (Ch 1-6)** |
| 4 | 1/30/19 | Ethical and Legal Considerations cont.  Read Ch 9-10 | Assignment #2  **\*due by 11:00am on 2/6/19** |  |
| 5 | 2/6/19 | **MIDTERM WEEK**  Clinical Documentation  Read Ch 11-14 | Week 5 Discussion Board  **\*Initial post due by 11:00am on 2/15/19**  **Replies due by 11:00am on 2/20/19** | **Quiz 2 (Ch 7-10)**  **Opens 2/8/19**  **9am-11:59pm** |
| 6 | 2/13/19 | Clinical Documentation  Read Ch 15-18 | Assignment #3  **\*due by 11:00am on 2/20/19** |  |
| 7 | 2/20/19 | School System Documentation  Read Ch 19-20 | Week 7 Discussion Board  **\*Initial post due by 11:00am on 2/22/19**  **Replies due by 11:00am on 2/27/19** | **Quiz 3 (Ch 11-18)**  Final Paper  **\*due by 11:00am on 3/13/19** |
| 8 | 2/27/19 | School System Documentation cont.  Read Ch 21-22 | Assignment #4  **\*due by 11:00am on 3/6/19** |  |
| 9 | 3/6/19 | Administrative Documentation  Read Ch 23-25 | Week 9 Discussion Board  **\*Initial post due by 11:00am on 3/8/19**  **Replies due by 11:00am on 3/13/19** | **Quiz 4 (Ch 19-22)** |
| 10 | 3/13/19 | Administrative Documentation cont.  Read Ch 26-29 |  |  |
| 11 | 3/20/19 | **FINALS WEEK** | **Timed Assessment** |  |

**Diversity Statement:**

The LBCC community is enriched by diversity.  Each individual has worth and makes contributions to create that diversity at the college.  Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill.

**Services to Students with Disabilities Statement:**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class.  If you have not accessed services and think you may need them, please contact Center for Accessibility Resources, (541) 917-4789.  If you have documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

**Philosophy on Attendance and Participation:**

See Occupational Therapy Assistant Student Manual

**Policy on Late Assignments and Missed Examinations:**

See Occupational Therapy Assistant Student Manual

**Policy on Academic Integrity:**

See Occupational Therapy Assistant Student Manual

**This syllabus is subject to change.**

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**General Course Expectations**

**Course Questions:** General questions pertaining to the course should be posted in ***The Office*** forum in Moodle, in case there are other students with the same question. This allows the instructor to answer the question one time for everyone instead of multiple times. If you have a personal question or one that does not pertain to the course, please contact the instructor via email for the timeliest response as **email is the instructor’s preferred method of communication**. Please allow 24-48 hrs. for the instructor to respond to email.

**Preparation:** Students are expected to attend class on time and be prepared. Additionally, **all students** (both traditional and DE) are expected to have the required technology in place and in good working order at the beginning of each term, per the OTA bulletin. Frequently tardiness or absence due to chronic technology issues could negatively impact your overall grade in this course.

**Cell phones:** Cell phones must be turned off, silenced or set to “vibrate” during lecture. If there is an emergency and you need to take a call, please excuse yourself from class so as to not distract your classmates.

**Assignments:** All written assignments for this course must be submitted electronically to the corresponding assignment link in Moodle on or before the due date listed for each particular assignment, ***unless otherwise noted***. A template has been provided for your convenience, following the format outlined below:

* **All assignments** must have the student’s name, course number and course name, and term in the ***upper left hand corner*** of the document.
* **All assignments**  must be saved and named according to the following example: Lastname\_Firstname\_Nameofassignment\_W19 (i.e. Painter\_Mashelle\_Assignment1\_W19)
* The required format for written assignments is MS Word (97 or higher) to enable the instructor to make comments directly into the document. Assignments submitted in all other formats (PDF, Google Docs, JPEG, OpenOffice, RTF, WordPad, Pages, etc.) are unacceptable and will be returned to the student.
* The required font size for all written assignments is 12pt. Arial or Calibri with 1” margins and double-spaced, ***unless otherwise noted***. Assignments that are not correctly formatted will be returned to the student and subject to an automatic grade reduction of 10%. Late assignments will not be accepted per the OTA Student Manual.
* Research papers (if assigned) are to be formatted in accordance with APA guidelines. Students are encouraged to utilize resources such as the Publication Manual of the American Psychological Association, online writing labs or the Learning Center to assist them with these assignments.
* This course uses Turnitin plagiarism checker. Assignments must be submitted to Turnitin prior to submission to the instructor. Turnitin reports must be kept under 15% - it is your responsibility to make adjustments if necessary BEFORE your assignment is due - if the score is too high the paper will be returned for revision and late penalties may apply.

**Discussion Board:** Initial posts to the Discussion Board are due by Friday at 5:00pm of the week it is assigned and responses to classmates’ posts are due by the following Wednesday at 11:00am. There will be a 10% per day penalty for every day your DB posts are late so make sure they are posted on time. Initial posts may require a citation or a minimum word count so please read the Discussion Board prompt carefully. You are expected to post **a minimum of three responses** each week to classmates, unless otherwise instructed. These posts should use correct spelling and grammar and be a substantive response - posts that simply say “I agree” or “nice post” are not considered substantive. All responses should be related to the reading, contribute to the ongoing dialogue, and not merely a reworded response of the classmates’ posts.

**Zoom Video Conferencing:** Use of the chat window in Zoom during lecture is **not allowed**, as it is distracting to the instructor. However, the instructor will monitor the chat window in the event that there are technical issues or if there is an emergency that the instructor needs to be aware of. Persistent use of the chat window during lecture may result in the chat window be disabled by the instructor for the duration of the term. Students must also stay on camera during class, unless otherwise instructed.