

OTA 245
PROFESSIONAL SKILLS III

COURSE DESCRIPTION:

Prerequisites: OTA 240

Corequisites: None

This course provides preparation for Fieldwork II experiences using skills and knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, résumé production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to complete independently employment-seeking activities and provide in-service training. Course Hours Per Week: Lab, 3. Semester Hours Credit, 1.

LEARNING OUTCOMES:

At the completion of this course the student will be able to:

A. Function effectively on the job

1. Manage time effectively
 - a) Participate in a job interview in a timely manner
 - b) Conduct an in-service in the time allotted
 - c) Complete activity related to research in specified time frame
2. Identify personal and professional goals
 - a) Select two employment options based on goals
 - b) Compare two employment options based on goals
 - c) Contribute to continuing education effort based on goals
 - d) Establish personal goals for in-service training
3. Complete work in a timely fashion
 - a) all assignments will completed in established time frames
 - b) all aspects of the job selection and interview will be completed within preset time limits
4. Accept direction and supervision willingly
 - a) work with instructor to plan and implement a poster session
 - b) integrate instructor feedback into in-service programming a constructive and positive manner
5. Maintain records consistent with requirements of ethical and legal research

B. Communicate effectively

1. Express ideas clearly in oral presentations
 - a) conduct an in-service training program
 - b) complete research presentation
 - c) participate in an employment interview

2. Ask questions to gain appropriate information
 - a) Participate effectively in a job interview
 - b) Formulate an appropriate research question based on research review and occupational therapy practice
3. Express ideas clearly in written reports
 - a) produce a resume
 - b) produce correspondence appropriate for the employment process
 - c) complete an advocacy project report
4. Use therapeutic communication techniques
 - a) during the interview process
 - b) during the in-service activity
 - c) during the process of policy and procedure discussion
5. Identify barriers and facilitators of communication and intervene to overcome blocks during the in-service activity
6. Evaluate the effectiveness of communication
 - a) evaluation of in-service and interview
 - b) comparison of self-evaluation with feedback
7. Communicate professionally with peers, supervisors, instructors, and other health care team members

C. Demonstrate professionalism

1. respect clients' rights and values during research activities
2. following established guidelines and policies for:
 - a) the continuing education activity
 - b) the in-service activity
 - c) the policy and procedure discussion
3. function within the ethical and legal scope of occupational therapy practice
 - a) while conducting research activities
 - b) while conducting in-service training
 - c) during the development of policies, procedures and group protocols
 - d) while engaged in employment interviews and activities
4. Offer assistance to colleagues during activities
5. Recognize own strengths and weaknesses
 - a) during presentations
 - b) during interactions
 - c) during group planning and implementation activities

6. Maintain confidentiality of information
 - a) during course activities
 - b) during employment activities and simulations
 7. Maintain a professional appearance and attitude
 - a) dress and properly prepare for employment activities
 - b) maintain a professional demeanor during the in-service training activity
 - c) conduct self professionally during negotiations for policy and procedure changes
 8. Participate in professional and community services in the planning and implementation of the continuing education activity
 9. Function according to the AOTA ethical code and standards of the profession during the course of all activities and inquiries
- D. Assist in the management of Occupational Therapy services
- a) Assist with data collection in the course of researching a topic for advocacy
 - b) Perform program evaluation and continuous quality assurance activities under the guidance of more experienced therapists and other professionals
 - c) Develop and conduct an in-service to meet identified needs
 - d) Collaborate to develop policies and procedures necessary to the proper conduct of occupational therapy services
 - e) Educate others in the area of established service competency under the supervision of an OT/L

OUTLINE OF INSTRUCTION:

- I. Employment Options
 - A. Identify options
 - B. Investigate options
 - C. Participate in interview
 - D. Determine employment option to be selected
 - E. Notification of potential employers
- II. Resume Production
 - A. Content
 - B. Appearance
 - C. Purpose
 - D. Cover letter
- III. Job Interviews
 - A. Initial contact
 - B. Setting up the interview
 - C. Appearance
 - D. Timeliness

- E. Preparation
 - F. Seeking information
 - G. Giving information
 - H. Concluding the interview
 - I. Follow up contact
 - J. Paperwork completion
- IV. Reading and Understanding Topic for Advocacy
- A. Sources of information
 - B. Value of research and advocacy in practice
 - C. Evaluating published research and information
 - D. Applying results and findings to the practice setting
- V. Developing Practice Oriented Research Questions
- VI. Understanding and Participating in the Research Process
- A. Review of the research process
 - B. Options for participation
 - C. Responsibilities
 - D. Rights
- VII. Participation in Organizations
- A. Types of organizations
 - B. Options for participation
 - C. Preparing and presenting an educational program
- VIII. Providing an In-service
- A. Determine topic
 - B. Negotiate for the in-service
 - C. Research topic
 - D. Determine critical information to present
 - E. Organize information
 - F. Identify experiential sharing
 - G. Develop pre-test
 - H. Offer in-service
 - I. Evaluate the presentation and reception of information
 - J. Conduct follow-up review of the results of the in-service
- IX. Developing Programs
- A. Identify group/program
 - B. Identify target audience
 - C. Set goals for group/program
 - D. Set up group/program format
 - E. Set up group/program process
 - F. Develop additional supportive procedures/policies as needed

- X. Developing Policies and Procedures
 - A. Identify policy or procedure needs
 - B. Consult with others on the issues
 - C. Arrange and conduct meetings of interested parties
 - D. Help formulate procedures
 - E. Test out possible options
 - F. Finalize procedures or policies
 - G. Review & revise policies and procedures on a regular basis
- XI. Program Evaluation (QA, QI, & TQI)
 - A. Researching an area
 - B. Using different programs
- XII. Professional Development
 - A. Internal
 - B. Local
 - C. Regional
 - D. National
 - E. Sources of funding
 - F. Developing supportive documentation

REQUIRED TEXTBOOKS AND MATERIALS:

To be determined by the instructor.

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 536-7207, ext. 1413 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.