

**University of Nevada, Las Vegas
School of Allied Health Sciences
Department of Physical Therapy**

Course Number: DPT 772

Course Title: Physical Therapy Administration

Credit Hours: 2

Lecture Hours: 2 hours/week

Weekly Schedule: 8:30-12:00pm; T, Th, F for four weeks

Location:

Instructor(s): Daniel Young, PT, DPT
Office hours: by appointment
Office location: BHS 324
Office telephone: 702-895-2704
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Graduate Assistant(s): N/A

Course Description:

General principles of organization and administration that impact the ethical and legal aspects of physical therapy practice. Topics such as budget development, cost accounting, supervision, communication skills, evaluative techniques, and methods of management and quality assurance.

Course Objectives:

The following objectives are aligned with curriculum content from the Commission on Accreditation in Physical Therapy Education (Evaluative Criteria of PT Programs-updated 11/2012), the APTA Minimum Required Skills of Physical Therapist Graduates at Entry-Level core document content (updated 10/1/27013), and the Normative Model of Physical Therapist Professional Education: Version 2004.

Additionally, this course has been designed to be consistent with the following guidelines and recommendations:

- APTA Neurology Section: Neurologic Entry-Level Curricular Content Integrated with a Normative Model of Physical Therapist Professional Education
- APTA Section on Geriatrics: Essential Competencies in the Care of Older Adults at the Completion of the Entry-Level Physical Therapist Professional Program of Study

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

1. Describe basic principles of supervision of human resources.
2. Articulate important decision-making concepts relating to the supervision and management of employees.
3. Analyze needs for and type of equipment to maximize efficiency, quality, and cost-effectiveness of service delivery.
4. Describe and apply rules and regulations regarding environmental factors and their impact on practice settings.
5. Use standardized accountancy and financial techniques to determine and manage administrative aspects of practice.
6. Justify and modify budget according to changes in practice patterns.
7. Identify strategies for handling sexual harassment situations and its legal ramifications.
8. Describe the basic mechanisms of strategic management planning as it relates to decision-making processes.
9. Articulate the reasons for and procedures for doing quality assurance reviews.
10. Differentiate between policies and procedures.
11. Explain insurance reimbursement terminology and develop strategies for communicating and ensuring appropriate documentation for third party payers.
12. Explain the issues behind the staffing process of an organizational unit to include activities, performance evaluations, and promoting or disciplining employees.
13. Describe practice issues related to delegation of tasks to supportive personnel.
14. Apply the principles learned in the class to a hypothetical clinical scenario.
15. Demonstrate the importance of verbal and non-verbal communication skills in managing others and accomplishing tasks.
16. Describe basic marketing concepts and be able to develop a marketing plan for a physical therapy service.
17. Explain the value of developing outcome studies necessary for communication with third party payers and the necessary steps to initiate such a program.
18. Explain the implications of decision-making concepts relating to individual and cultural differences.
19. Identify the need for demonstrating accountability, cost effectiveness of services provided, and efficacy of treatment.

Course Structure:

The format for instruction is one that combines lecture, discussion, case studies and group projects.

Evaluation Methods:

1. Testing

Written Exams

There will be 2 exams. If any student does not or cannot take the exams due to an emergency, then plans must be made at the discretion of the professor to complete all coursework within a specified time period. Exams will not be comprehensive. Each student must take all exams.

2. Written report

Students will be required to complete a group project entailing establishment of a physical therapy facility. The project will culminate in a group presentation with written business plan.

3. Grading

The final course grade is a letter grade. The course will be based on the following:

Exams	50%
Project	50%

Numeric and Letter Grade Translation (no rounding!)

A	93-100	B-	80-82
A-	90-92	C+	77-79
B+	87-89	C	73-76
B	83-87	F	<73

Instructional Practices:

1. Teaching Methods

- a. Lecture
- b. In class discussion
- c. Reading of text book
- d. Student self-study

2. Teaching Aids

- a. White board
- b. Overheads
- c. Slides (Power Point)

- d. Video
- e. Guest practitioners

3. Student Responsibilities

- a. Attention and active participation are required in all sessions. Each student is expected to prepare for the lecture by reading the required materials prior to that session.
- b. Any student having particular difficulty with material presented in this course should seek direction and/or assistance from the professor as soon as the difficulty is perceived.
- c. Each student is expected to act according to the guidelines of Professional Abilities set forth in the Department of Physical Therapy Student Manual.

4. Course Policies

- a. For general Course Policies see the Department of Physical Therapy Student Manual.
- b. Academic Misconduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at:
<http://studentconduct.unlv.edu/misconduct/policy.html>.
- c. Copyright – The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at:
<http://provost.unlv.edu/copyright/statements.html>.
- d. Disability Resource Center (DRC) – The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-985-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours so that we may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do

- not approach me before or after class to discuss your accommodation needs.
- e. Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably be avoided. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=4&navoid=164>.
 - f. Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.
 - g. Rebelmail – By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.
 - h. Library Resources – Students may consult with a librarian (www.library.unlv.edu/consultation) about research needs. For this class, the subject librarian is Xan Goodman. UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at www.library.unlv.edu/

Required Text:

Askin E, Moore N. (2012). *The Health Care Handbook*. Washington University in St Louis; ISBN-10: 0615650937; ISBN-13: 978-0615650937

http://www.amazon.com/Health-Care-Handbook-Elisabeth-Askin/dp/0615650937/ref=la_B008D96XKQ_1_1?s=books&ie=UTF8&qid=1400696430&sr=1-1