POTH 602 ADVANCED EDUCATIONAL AND MANAGEMENT STRATEGIES

Credits: 3

Prerequisites: None

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Access to the Instructors: Please make appointments **by email** to see the instructors.

Guest Lecturers: Various clinical experts.

Course Content: This course includes three components. The first component reinforces the previously acquired theoretical principles of adult learning and education, and presents their applications to advocacy for the profession, knowledge translation and leadership. Students will also practice their teaching skills using microteaching vignettes and simulated clients (**12 hours**). The second component prepares students to operate effectively and efficiently within the comprehensive healthcare system by introducing them to theories and competencies used in practice management across Canada. The study of management, business practice and entrepreneurship principles will facilitate the student acquiring the fundamental skills necessary for career development, such as: setting-up a physiotherapy department or a private practice, and managing resources in the public/private sector. This component includes a review of relevant human resource policies and regulations (rights and workplace conditions), as well as professional obligations and practice standards (OPPQ regulations). It will also introduce students to resilience, employment/contract negotiation, scheduling, responsibilities, accountabilities, working with a physiotherapy assistant or physiotherapy support personnel, categories of permits issued by the regulatory body (i.e., OPPQ's regulation 94m), business, accounting, and financial concepts, and resource management (space and equipment) (**21 hours**). The third component re-examines the concepts of cultural competence, professionalism, role identity, intraprofessional and interprofessional education and practice (IPEP) (**6 hours**).

Course Structure: This course will incorporate sessions of 2 x 2.5 hours a week over 8 weeks (lectures/seminars and panel presentations). This course is offered in the M1 winter term.

Purpose: The overall intent of this course is to provide a venue in which the student who is becoming an entry-level practitioner will be able to advocate for his/her clients and apply practice management principles required to set up or manage his/her public or private practice anywhere in Canada. In addition, this course will allow the student to revisit the significance of intraprofessional and interprofessional education and practice and respond to his/her role as a leader, a knowledge broker, and as an educator to the population it serves.

Learning outcomes by Domains and Milestones. <u>By the end of this course students will</u>:

Domain 2: <u>Communication</u>	Milestones
2.1 Use oral and non-verbal communication effectively.	
Learning objectives	
o Speak clearly and concisely.	2.1.1
o Listen actively, to build trust and foster exchange of information.	2.1.2
o Use and respond to body language appropriately	2.1.3
o Give and receive feedback in a constructive manner.	2.1.4
2.3 Adapt communication approach to context.	
Learning objectives	
o Use appropriate terminology	2.3.2
o Apply the principles of adult learning and teaching to microteaching.	
o Demonstrate the ability to write learning objectives that corresponds to the needs of the patient and address the knowledge and the cognitive process dimension.	2.3.1
o Adjust communication based on level of understanding of recipient.	2.3.3
o Share information empathetically and respectfully.	2.3.5
o Use appropriate terminology	
o Apply the principles of adult learning and teaching to microteaching.	2.3.1
2.4 Use communication tools and technologies effectively.	
Learning Objectives	
o Use electronic technologies appropriately and responsibly.	2.4.2
o Use images, videos and other media to enhance communication.	2.4.3
Domain 3: <u>Collaboration</u>	**Milestones**
3.1 Promote an integrated approach to client services	
Learning objectives	
o Engage client as a team member	3.1.1
3.2 Facilitate collaborative relationships	
Learning objectives	
o Share information about physiotherapist's role and knowledge	3.2.2
o Negotiate shared and overlapping roles and responsibilities	3.2.3
o Maintain mutually supportive working relationships	3.2.4
o Interact with others in a manner that promotes inclusion	3.2.5
3.3 Contribute to effective team work	
Learning Objectives	
o Participate in shared leadership	3.3.2
o Share relevant information with Team	3.3.3
o Participate and be respectful of all members' participation in collaborative decision-making	3.3.4
o Participate in team evaluation and improvement initiatives	3.3.5
3.4 Contribute to conflict resolution	
Learning objectives	
o Recognize conflict or potential conflict, and respond constructively	3.4.1
o Apply conflict resolution principles in a structured fashion	3.4.2

Domain 4: <u>Management</u>	Milestones
4.1 Support organizational excellence	
Learning objectives	
o Support organizational mission and vision	4.1.1
o Follow proper business practices	4.1.4
4.2 Utilize resources efficiently and effectively	
Learning objectives	
o Provide services that balance client needs and available resources	4.2.1
Manage own time effectively	4.2.3
4.5 Supervise others	
Learning objectives	
o Assess the competence of personnel involved in physiotherapy service delivery prior to assigning care	4.5.1
o Assign care to personnel involved in physiotherapy service delivery, and monitor delivery	4.5.2
o Provide guidance and feedback to personnel involved in physiotherapy service delivery.	4.5.4
4.6 Manage practice information safely and effectively.	
Learning objectives	
o Maintain comprehensive, accurate and timely records of client and practice management	4.6.1
o Manage health records and other information in paper and electronic format	4.6.2
o Ensure secure retention, storage, transfer and destruction of documents	4.6.3
o Maintain confidentiality of records and data, with appropriate access	4.6.4
Domain 5: <u>Leadership</u>	Milestones
5.3 Contribute to leadership in the profession.	
Learning objectives	
o Promote the value of physiotherapy to client health.	5.3.1
o Engage in activities to support advancement of the physiotherapy profession	5.3.2
o Contribute to leadership activities in the workplace	5.3.3
Domain 7: <u>Professionalism</u>	Milestones
7.1 Comply with legal and regulatory requirements	
Learning objectives	
o Comply with applicable federal and provincial / territorial legislation	7.1.1
o Comply with regulatory requirements	7.1.2
o Maintain confidentiality and privacy as appropriate	7.1.3
7.2 Behave ethically	
Learning objectives	
o Use an ethical framework to guide decision-making	7.2.1
o Address real, potential or perceived conflicts of interest.	7.2.2
o Promote services in an ethical manner	7.2.3

7.4 Act with professional integrity	
Learning objectives	
o Behave with honesty and respect for others	7.4.1
o Behave in a manner that values diversity.	7.4.2
o Work within physiotherapy scope of practice and personal level of competence	7.4.3
o Accept accountability for decisions and actions	7.4.4
o Maintain professional deportment*	7.4.5
o Maintain professional boundaries.	7.4.6
o Respond constructively to changes affecting the workplace	7.4.7

* Deportment refers to presentation, behaviour, manner of speaking, appearance, grooming and personal hygiene.

Domain 6: Scholarship	Milestones
6.3 Integrate self-reflection and external feedback to improve personal practice	
Learning objectives	
o Seek feedback from others on personal performance and behaviour	6.3.1
o Identify learning needs based on self-reflection and external feedback	6.3.3
o Develop and implement a plan to address learning needs.	6.3.4
6.5 Contribute to the learning of others.	
Learning objectives	
o Contribute to the education of peers and other healthcare providers	6.5.2
o Assess effectiveness of learning activities	6.5.4

Evaluation Methods:

Assignment and Exams	Value	Due date
See more specific assignment descriptions and evaluation rubrics on MyCourses		
Mid-Term Exam (completed during class time)	<mark>30%</mark> Multiple choice and Short answers	<mark>April 2nd 2020</mark>
Final Exam (completed during class time)	<mark>30%</mark> Multiple choice and Short answers	<mark>May 7th, 2020</mark>
Assignment #1: **Part I:** Submit a 2-page summary, point-form written report **(10%)** **Part II**: Microteaching Session **(15%).**Using Case Vignettes - 5 minutes per student for an individual Session with a standardized patient.	<mark>25%</mark> total Students only attend their own group time and date	**In Class** 9 students x 1h15, Rooms 202 & 206/7 in McIntyre, 2nd floor April 16th **or** April 21st (depending on group) Detail of requirements for this summary is on MyCourses.
Assignment #2: Submission of a self-reflection paper following the cultural competence workshop (15%)	<mark>15%</mark> for the Submission of two reflective assignments	Due the following day at midnight. The guidelines for the assignment and the evaluation rubric will be posted on MyCourses.

Course Material: Required readings are available on Desire2Learn. The Desire2Learn environment allows for exchanging views, developing joint resources and the conceptual integration of assigned readings.

Communication process: Under normal circumstances, all E-mail correspondence between professor and students will be answered within 48 hours.

Copyright of course materials: Instructor generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures.

Special Requirements for Course Completion and Program Continuation: In order to pass the course, a grade of at least B- (65%) must be obtained as a total course mark.

Plagiarism/Academic Integrity: McGill University and the Faculty of Medicine value academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the [McGill University Code of Student Conduct and Disciplinary Procedures](#) and the [Faculty of Medicine Code of Conduct](#).

L'université McGill attache une haute importance à l'honnêteté académique. Il incombe par conséquent à tous les étudiants de comprendre ce que l'on entend par tricherie, plagiat et autres infractions académiques, ainsi que les conséquences que peuvent avoir de telles actions, selon le [Code de conduite de l'étudiant et des procédures disciplinaires](#).

Right to submit in English or French written work that is to be graded: In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded, except in courses in which acquiring proficiency in a language is one of the objectives.Knowledge of a language is not an object of this course.

 *"Attendance is recommended for all classes, but the Cultural Awareness Workshop (CAW) is **mandatory** for this course. A reflective assignment to be completed offsite is linked to the CAW. An individual who does not complete a required assignment and who does not have a university-recognized reason for deferral of that assignment will receive an incomplete for this course."*

Consequences of not completing assignments as requested: Assignments submitted late will be graded but will receive a deduction of **2% per day**, including week-ends.

Disability: If you have a disability please contact the instructor to arrange a time to discuss your situation. It would be helpful if you contact the [Office for Students with Disabilities](#) at 514-398-6009 before you do this.

Dress Code: Professionalism with respect to dressing is encouraged throughout the course of the semester.

Additional policies governing academic issues which affect students can be found in the [Academic Rights and Responsibilities](#)

In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.