

POTH 640 Role-Emerging Management

Credits: 3

Course Instructor: Barbara Shankland, MSc, OT (C), erg.
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Access to the Instructor:

Office: Hosmer House room 307.

Office hours available by appointment, in person or on Zoom.

Course Times and location:

Course times: Mondays and Wednesdays; 8:35am-11:25am

Location: Hosmer Room 105

Course Description: This course is designed to incorporate business administration and management principles as it pertains to the health field to support entrepreneurial, professional practice both in the public and the private sector. It incorporates an understanding of organizational theory, human and fiscal resource planning, team building as well as marketing and entrepreneurial strategies.

These skills and behaviours in administration and management are developed and refined with experience gained following graduation and are not expected to be well developed in the entry-level practitioner.

Thus, the skills and behaviours anticipated in the new graduate will involve knowing where and how to obtain the supports, mentoring and resources to fulfill the responsibilities related to administration and management functions which may be required in the work situation. Life-long learning in the area of administration/management is an anticipated outcome balancing cost-effective, innovative services delivered according to ethical and legal guidelines providing optimal client outcomes within the changing healthcare landscape.

The goal of this course therefore is to address practice competencies appropriate for the changing roles that the occupational therapy graduates will have in the years to come in order to support career planning and growth. The goal of this advanced elective is to support the development of existing and/or new programs within public institutions, services in the private sector and/or new emerging areas of practice for the rehabilitation therapist. Leadership and communication will be applied through a collaborative business plan project.

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Course Structure: This elective course completes an OT program course sequence that offers students the foundational knowledge and skills for developing, leading and managing rehabilitation services in public, private and/or role-emerging areas of OT/PT practice. The course will be taught for 4-6 hours weekly throughout M1 term B and will consist of seminars, clinical reasoning workshops and site visits to private clinics. Group discussions will be based on selected readings, concepts and specific topics related to the group business plan projects.

Learning Outcomes: Building on knowledge of organizational theory, management, health care systems and human resource issues as taught in POTH563, the student will be able to:

Excellence in Practice

1. Evaluate and reflect on his/her own personal entrepreneurial traits and risk tolerance.

Culture, Equity and Justice

1. Evaluate and analyze the components required to facilitate organizational change including diversity, equity and inclusion.

Professional Responsibility

1. Understand the ethical responsibilities of a small business owner.
2. Understand and differentiate the legal structures applicable to small businesses.

Communication and collaboration

1. Identify, discuss and apply sound human resource management principles including performance appraisal, mentoring and team motivation.

Occupational Therapy Expertise

1. Create and present a credible business plan proposal
2. Evaluate system opportunities by performing a needs analysis for program development.
3. Plan, coordinate and assure quality program development including customer satisfaction.
4. Develop a strategic marketing plan.
5. Plan and monitor the effective use of financial resources including identifying various funding sources through application and understanding of basic financial tools and concepts.

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Course Materials:**Required Texts:**

- No textbook is required for this course.
- A list of required readings, handouts and lecture notes will be posted on MyCourses.

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.

Student Assignment and Evaluation:

Business model canvas and needs assignment	25%
Individual Critique of Class business plans	10%
Group clinic visit project	20%
Individual response to private practice scenario	10%
Group business plan presentation	35%

A detailed description of these evaluations will be provided on MyCourses.

https://www.mcgill.ca/secretariat/files/secretariat/policy_on_assessment_of_student_earning.pdf

Special Requirements for Course Completion and Program Continuation: This course comprises of both individual and group evaluation components and each student must achieve a passing grade of B-(65%) in each of these components, as well as in the overall course, in order to receive a passing grade for the course.

This course falls under the regulations concerning individual and group evaluation. Please refer to the section on marks in the Rules and Regulations for Student Evaluation and Promotion.

Plagiarism/Academic Integrity: McGill University and the Faculty of Medicine and Health Sciences value academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under

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the [McGill University Code of Student Conduct and Disciplinary Procedures](#) and the [Faculty of Medicine and Health Sciences Code of Conduct](#)

L'université McGill et Faculté de Médecine et des Sciences de la Santé attachent une haute importance à l'honnêteté académique. Ils incombent 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 [Université de McGill Code de conduite de l'étudiant et des procédures disciplinaires](#) et [Faculté de médecine et des sciences de la santé](#).

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.

Attendance: Students are expected to attend every lecture. Attendance is compulsory for all group presentations.

Consequences of not completing assignments as requested: Late submissions will be penalized 5% per day, including weekends.

Professional Conduct: Professionalism and accountability are expected throughout the course of the semester. This includes the on-going respectful nature of teacher-student as well as student-student interactions.

Accessible Learning Environment: *As the instructors of this course we endeavor to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with us and the [Student Accessibility and Achievement](#), 514-398-6009.*

Attire: Professionalism with respect to attire is encouraged throughout the course of the semester. It is each student's responsibility to have appropriate attire during all class assignments and learning activities.

Statement regarding mobile computing and communication devices: Your respectful attentive presence is expected, therefore while you are permitted to use your laptop in class, it is understood that you will not be using your laptop or cellphone for social purposes during class time (e.g. email, msn, sms). Your cell phone should be on silent mode during class time and phone calls should only take place during the break or after class.

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Course Evaluation: End of course evaluations are one of the ways that McGill works towards maintaining and improving the quality of courses and the student's learning experience. You will be notified by email when the evaluations are available on Mercury, the online course evaluation system. Please note the minimum number of responses must be received for results to be available to students.

Diversity Statement: The Occupational Therapy Program recognizes our responsibility to foster a learning environment where students and instructors can engage in dialogue and exchange ideas without being made to feel unwelcome or disrespected in view of their identity or beliefs. The Program intends that the instructional design of all courses minimize any barriers to participation, particularly barriers based on age, biological sex, disability, gender identity or expression, indigenous ancestry, linguistic and cultural background, race/ethnicity, religion, sexual orientation, political views/opinions/ideologies, and any other aspect integral to one's personhood. We therefore recognize our responsibility, both individual and collective, to strive to establish and maintain a respectful environment that is free from discrimination.

Generative AI: For this course, it is strongly recommended that you produce all written work and answers on your own. Generative AI (GenAI) should only be used to assist with the correction of spelling and grammar. Producing your own work is a chance for you to develop professional skills such as analysis, and writing, which are essential in physical and occupational therapy. Caution is urged since GenAI has been known to provide factually inaccurate statements, implicit bias, misinterpretation of published data and references that might not exist. Any use of GenAI should be declared at the bottom of the assignment, in a format such as: *ChapGPT Accessed 2023-12-03. Prompt: "Review this assignment to improve grammar"*.

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

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