

POTH 640 ROLE-EMERGING MANAGEMENT

Credits: 3

Course coordinator/

Instructor: Caroline Storr
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Office hours: by appointment.
Please email or call ahead to make appointment.

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 and change 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 manager competencies appropriate for the changing roles that the occupational or physical therapy graduate 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.

Course Structure: This elective course completes a 3-course professional 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 OCC1546/PHTH570 the student will be able to:

1. Evaluate and reflect on his/her own personal entrepreneurial traits and risk tolerance.
2. Understand the ethical responsibilities of a small business owner.
3. Evaluate system opportunities by performing a needs analysis for strategic program development.
4. Evaluate and analyze the components required to facilitate organizational growth and change.
5. Understand and differentiate the legal structures applicable to small businesses.
6. Plan, coordinate and assure quality program development including customer satisfaction.
7. Identify, discuss and apply sound human resource management principles including performance appraisal, mentoring and team motivation.
8. Develop a strategic marketing plan.
9. Plan and monitor the effective use of financial resources including identifying various funding sources through application and understanding of basic financial tools and concepts.
10. Create and present a credible business plan proposal

Course Materials:

Required Texts:

Richmond, T., and Powers, D. (2004). Business Fundamentals for the Rehabilitation Professional. Thorofare NJ: Slack Inc.

Assigned Readings (TBA)

Student Assignment and Evaluation:

Individual Written cultural pamphlet	20%
Individual Class Cases Participation/notes	20%
Individual Critique of Class business plans	10%
Group Clinic projects	25%
Group Oral business plan presentation	25%

A detailed description of these evaluations will be provided as part of the course schedule on the first day of class.

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

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. 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.

Attendance: Students are expected to attend every lecture. Attendance is compulsory for all group presentations and will be marked accordingly.

Plagiarism/Academic Integrity: "McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information.)

"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 (pour de plus amples renseignements, veuillez consulter le site www.mcgill.ca/students/srr/honest/)."

Dress Code: Professionalism with respect to dressing 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.

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.

"Conformément à la Charte des droits de l'étudiant de l'Université McGill, chaque étudiant a le droit de soumettre en français ou en anglais tout travail écrit devant être noté (sauf dans le cas des cours dont l'un des objets est la maîtrise d'une langue)."

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

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 398-6009 before you do this.

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.

Technology in Class: 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 cell-phone for social purposes during class time (e.g. email, msn, sms). Your cell phone should be on silence during class time and phone calls should only take place during the break or after class.