Course Description: This course presents an introduction to the theories and application of effective administrative and management strategies including topics such as health care delivery systems, social and public policy, values/motivations, marketing strategies, financial analysis, account management, expense control, financial performance, financial management, management/leadership styles, human resource management, organizational design and structure, organizational diversity, conflict resolution, business structures, health care payers and reimbursement methods, productivity performance and accountability. The course includes lectures, experiential and group case study learning activities.

COURSE COORDINATOR:  Dr. Robert Wierzowiecki, PT, MPT, DPT
Adjunct Faculty
Senior Care Center 325-227-7295
Email: rwierzowiecki@srs4rehab.com

OFFICE HOURS:  By appointment

CLASS SCHEDULE:  Dr. Robert Wierzowiecki, PT, MPT, DPT
Wednesday  3:00 pm – 6:00 pm

INSTRUCTOR:  Dr. Robert Wierzowiecki, PT, MPT, DPT
Part Time Lecturer

LOCATION:  Science III – Room 213

CLOCK HOURS:  48 Lecture hours
OBJECTIVES:

At the completion of this first in a series of management of Physical Therapy courses the student physical therapist will:

- Develop a basic understanding of effective communication, ethics, values, and law – 7B
- Develop basic knowledge to adhere to legal practice standards, including federal, state, and institutional regulations related to patient/client care and fiscal management – 7D1
- Develop basic knowledge to practice in a manner consistent with the APTA code of ethics and core values – 7D4-5
- Develop basic knowledge that will contribute to effective communication with a stakeholder – 7D7
- Develop basic knowledge that will contribute to professional judgement the patient/client perspective, the environment, and available resources – 7D10
  - Develop and implement time/task management strategies skills
  - Develop problem-solving skills and study the issues associated with facility, departmental, and personnel problems
- Participate and implement activities that will promote community involvement, volunteerism, advocacy, and leadership – 7D13
- Develop basic knowledge that will contribute to advocacy for the profession and the healthcare needs of society through the legislative and political processes – 7D14
- Develop basic knowledge in preparation for participation in practice management, including marketing, public relations, regulatory and legal requirements, staffing, and continuous quality improvement – 7D43

TEACHING METHODS/LEARNING ACTIVITIES:

Lecture, discussion, small group case work, field investigation, reading assignments, and Blackboard.

SUPPORTING TEXT:

EVALUATION METHODS:

<table>
<thead>
<tr>
<th>Graded Activities</th>
<th>Weight</th>
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<tr>
<td>Personal Roadmap</td>
<td>10%</td>
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<tr>
<td>Delivery of Healthcare Project</td>
<td>10%</td>
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<td>Average of Pop Quizzes (3)</td>
<td>10%</td>
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<tr>
<td>Test I</td>
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<td>Test II</td>
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<td>Final Test</td>
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<td><strong>Total</strong></td>
<td>100%</td>
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Grading criteria to be used in the course: (Minimal passing grade is 80%) Students achieving less than 80% will be referred to the Academic Committee (See Student Handbook for Policy).

Course grades will be assigned based on the cumulative percentage of points earned during the course as follows:

- **A** = 100 – 90
- **B** = 89 – 80
- **C** = 79 – 70
- **F** = 69 or less

Appropriate professional behaviors are required, and if not demonstrated will affect your grade. Professional behaviors include contributing to group activities and participating in preparation activities and scheduled class sessions.

**HONOR CODE STATEMENT**

Our students believe that ASU students should maintain complete honesty and integrity in their academic pursuits.

The Honor Code at ASU describes expected academic behavior of both faculty and students, and it consists of an agreement between the student and the academic community to foster academic integrity, to value student educational goals, and to maintain the positive academic reputation of ASU. Angelo State University expects all students and faculty to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom.

ASU students and faculty will not participate or condone

- Plagiarism
- Cheating
- Fabrication of data
- Misrepresentation of information
- Misuse of library materials
- Misuse of technology
- Conspiring with others to commit these acts

ASU students are responsible for understanding the Honor Code as well as the individual academic requirements and stipulations for each course. This includes carefully reading the *Angelo State University Student Handbook* and reading the syllabus of each course. Students should ask for clarification of any ambiguous aspect of the syllabus.

To facilitate this code of ethical conduct, ASU has an Academic Integrity Committee, a committee composed of both students and faculty, which has the responsibility of reviewing cases of suspected academic dishonesty, which may be brought to it. The committee’s membership of students and faculty reinforces ASU’s commitment to academic integrity in and out of the classroom.

**STUDENTS WITH DISABILITIES** - University Statement on Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing ADA@angelo.edu, or by contacting:

Mrs. Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
When a student states he or she could meet the program's technical standards with accommodation(s), the Office of Student Affairs will confirm that the stated condition qualifies as a disability under applicable laws. If the condition qualifies as a disability, the University will determine if it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether or not the accommodation requested is reasonable, taking into account whether or not the accommodation would jeopardize clinician/patient safety or the educational process of the student or the institution, including all course work, clinical educational experiences and internships deemed essential to graduation. Students are required to read and sign the DPT program’s technical standards (DPT Program Student Handbook Appendix I) form and to update their responses on this form if their health status changes.

A student who requires accommodation to meet the technical standards must obtain verification by the Office of Student Affairs that proper reasonable accommodation is available for the student to meet the standard. The program will not provide accommodation without such written verification.

Attendance/Tardiness Policy
Attendance and promptness to classes, meetings, and future work obligations are considered professional behaviors. As this department is preparing potential professionals in the area of physical therapy, it is part of our expectation that student presence and timeliness will be held in highest regard. Tardiness is a disruption to the instructor and fellow students. A student is considered tardy if he/she arrives for class after the instructor has begun class activities. Please see the following related to implications from excessive lateness or absences without a reasonable excuse:

a. First offense - verbal warning  
b. Second offense - second verbal warning, initiation of Disciplinary Tracking Form.  
c. Third offense - 1% off final course grade  
d. 1% off final course grade for each additional unexcused tardy or absence

Per the student handbook, 2 or more occurrences combined or mixed will result in the initiation of a Disciplinary Tracking Form.

If a student has an unexcused absence during integrations it may lead to the removal of that student from that clinical environment. It is the responsibility of the student to contact the clinical site and give notice if they are ill, or have transportation issues.

If the student is unable to attend class, it is the student's responsibility to either call the PT office at 942-2545 or the office of the professor of the class directly. This notification should be made prior to commencement of said class.

Continued issues with tardiness/attendance across all courses will result in disciplinary probation and will be referred to the PT faculty for consideration of options, including program dismissal.

The PT faculty is not oblivious to doctor’s appointments and other potential hazards and emergencies in daily life. Simply taking responsibility to notify the office or the professor if issues arise is considered professional behavior. Please do not rely on a classmate or other form of notification, as these have proven unreliable in years past.

**ATTENDANCE AT ALL SCHEDULED EXAMINATIONS IS MANDATORY.** Any unexcused absence from an examination will automatically result in a score of ZERO for that examination. Any student absent from examinations due to illness or injury must have a written justification from their physician. **Absence from an examination for any other reason must be excused before the time of the scheduled examination** or brought about by a very serious circumstance. For excused absences only, make-up examinations must be taken no later than one week after the student returns to class. Extended absences must be approved by the Program Director of Physical Therapy.