

**ELIM OUTREACH TRAINING CENTER**  
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**“WE ARE MAKING A DIFFERENCE”**



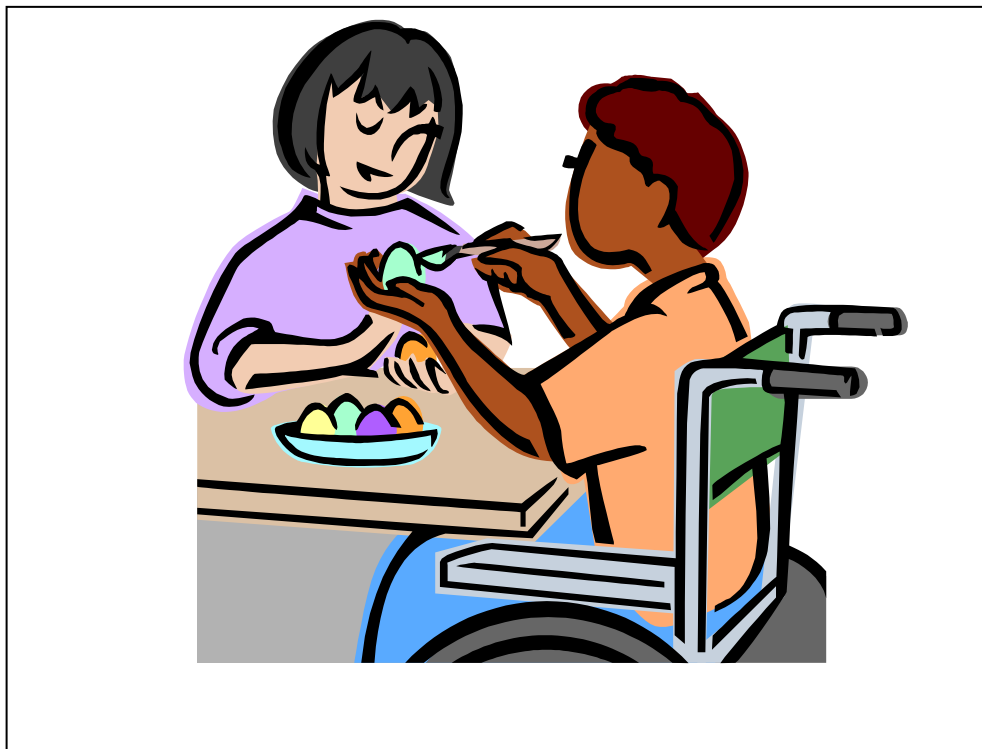
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PAGE 1

# OCCUPATIONAL THERAPY AIDE PROGRAM

## OTA



This student catalog is a statement by ELIM Outreach Training Center, Inc. It is for informational purpose and does not represent or mean a contractual agreement. At the time of publication, all material enclosed herein is current, true, and correct and represents policies of ELIM Outreach Training Center, Inc. All curriculums offered at ELIM are for those who desire to enter into an Allied Healthcareer or those who are seeking a career change.

## MISSION STATEMENT

**The mission statement of ELIM is to enlist ambitious students into teaching them, and instructing them to competently provide services with knowledge, expertise, and compassion.**

**The ELIM graduate will facilitate practical and trust-worthy partnership with the patient and his or her family, other health care professionals or affiliated organization and social services in an environment conducive to the comfort and well being of others.**

# WELCOME

**Please answer the following questions:**

**1. What are your ten most important reasons for taking this course?**

- |    |    |
|----|----|
| A. | F. |
| B. | G. |
| C. | H. |
| D. | I. |
| E. | J. |

**2. How much medical experience/education do you have?**

**3. What is your purpose for taking this course?**

**4. What do you see yourself doing five years from today?**

**5. List four characteristics you have that will make you a “good” Occupational Therapy Aide.**

- A.
- B.
- C.
- D.

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Name \_\_\_\_\_ Date \_\_\_\_\_

## GRADING METHODOLOGY.....

A=	93-100%
B=	86-92%
C=	80-85%
F=	79-70%
W=	WITHDRAWAL

**Students have the responsibility to keep both the academic and professional veracity of the school and to meet the maximum standard of academic and proficient behavior.**

**Students must maintain an 80% average on ALL exams, to remain in good standing. Also, grades below 80% represent unsatisfactory progress, and the student must see his/her instructor immediately. All make-up exams will be lowered by one grade.**

**Students will receive progress reports from their daily exams, mid-term exam, final exams, mock clinical and their externship performances.**

### **ABSENTEEISM:**

**Students are allowed two (2) absences. In the event of excused absenteeism, make up exams may be granted by the discretion of your instructor. Please be advised that only ONE make-up will be granted per course**

**Excused absenteeism may include the following: hospitalization, illness needing medical care, or death in the family. To obtain excused absence, ELIM must be notified before the day of the absence and documented proof of the absenteeism**

**Please see "ACADEMIS POLICY STATEMENT" and STUDENT HANDBOOK**

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## INCOMPLETE GRADE - "I"

**THIS GRADE INDICATES THAT THE STUDENT DID NOT MAKE UP ALL THE REQUIRED WORK. THE MAKE-UP WORK SHOULD BE COMPLETED AS SOON AS POSSIBLE, OR NO LONGER THAN THE END OF THE NEXT COURSE. IF THE WORK IS NOT DONE BY THE TIME ALLOWED, OR WITHIN A SHORTER PERIOD OF TIME, A GRADE OF "F" OR FAILURE WILL BE RECORDED AND THE STUDENT WILL HAVE TO TAKE THE ENTIRE COURSE OVER.**

## Occupational Therapy Aide.....Unit Hour Breakdown

Unit Hours	Title	
<b>UNIT 1</b>	<b>OCCUPATIONAL THERAPY FRAMEWORK AND PRACTICE/FOR PEOPLE WITH PHYSICAL DISABILITY</b>	<b>2</b>
	<b>HISTORY AND PRACTICE TRENDS IN PHYSICAL DYSFUNCTION INTERVENTION</b>	<b>2</b>
<b>UNIT 2</b>	<b>APPLICATION OF THE OCCUPATIONAL THERAPY PRACTICE FRAMEWORK TO PHYSICAL DYSFUNCTION</b>	<b>3</b>
	<b>EVIDENCE-BASED PRACTICE FOR OCCUPATIONAL THERAPY</b>	<b>3</b>
	<b>HEALTH PROMOTION AND WELLNESS FOR PEOPLE WITH PHYSICAL DISABILITY</b>	<b>2</b>
	<b>PERSONAL AND SOCIAL CONTEXTS OF DISABILITY: IMPLICATIONS FOR OCCUPATIONAL THERAPIST</b>	<b>3</b>
	<b>TEACHING ACTIVITIES IN OCCUPATIONAL THERAPY</b>	<b>3</b>
	<b>DOCUMENTATION OF OCCUPATIONAL THERAPY SERVICES</b>	<b>2</b>
	<b>INFECTION CONTROL AND SAFETY ISSUES IN THE CLINIC</b>	<b>3</b>
<b>UNIT 3</b>	<b>ACTIVITIES OF DAILY LIVING</b>	<b>3</b>
	<b>MOBILITY</b>	<b>3</b>
	<b>WORK EVALUATION AND WORK PROGRAMS</b>	<b>2</b>
	<b>AMERICANS WITH DISABILITIES ACT AND RELATED LAWS THAT PROMOTE PARTICIPATION/ADL'S</b>	<b>3</b>
<b>UNIT 4</b>	<b>OVERVIEW OF PERFORMANDE SKILLS AND CLIENT FACTORS</b>	<b>3</b>
	<b>EVALUATION OF MOTOR CONTROL</b>	<b>3</b>
	<b>JOINT RANGE OF MOTION</b>	<b>3</b>
	<b>EATING AND SWALLOWING</b>	<b>3</b>
<b>UNIT 5</b>	<b>THERAPEUTIC OCCUPATIONALS AND MODALITIES</b>	<b>2</b>
	<b>ORTHOTICS</b>	<b>2</b>
	<b>NEURO-DEVELOPMENTAL TREATMENT OF ADULT HEMIPLEGIA</b>	<b>2</b>
<b>UNIT 6</b>	<b>CEREBROVASCULAR ACCIDENT/STROKE</b>	<b>2</b>
	<b>TRAUMATIC BRAIN INJURY</b>	<b>2</b>
	<b>DEGENERATIVE DISEASE OF THE CENTRAL NERVOUS SYSTEM</b>	<b>2</b>
	<b>SPINAL CORD INJURY</b>	<b>2</b>
	<b>ARTHRITIS</b>	<b>4</b>
	<b>HAND AND UPPER EXTREMITIES INJURIES</b>	<b>4</b>
	<b>HIP FRACTURES AND LOWER EXTREMITY JOINT</b>	<b>3</b>
	<b>SPECIAL NEEDS OF OLDER ADULT</b>	<b>3</b>
	<b>LOW BACK PAIN</b>	<b>2</b>
	<b>AMPUTATIONS AND PROSTHETICS</b>	<b>4</b>
	<b>CLINICAL HOURS</b>	<b>40</b>
	<b>TOTAL HOURS TO BE COMPLETED</b>	<b>120</b>

# ELIM EVALUATION CRITERIA

Following the guideline pursuant to the Course syllabus and Schedule, respectively students are required to demonstrate mastery in the program competencies. The curriculum design and lessons are developed to train students to master the course competencies. Students are evaluated through testing, class-room participation, assignments and clinical performances.

**A CERTIFICATE OF COMPETENCY WILL BE ISSUE UPON SUCCESSFUL COMPLETION OF THE PROGRAM.**

**TRANSCRIPTS ARE AVAILABLE UPON REQUEST AS PROOF OF INDIVIDUAL COURSE COMPLETION. IF AN ADDITIONAL CERTIFICATE OR TRANSCRIPT IS NEEDED THERE WILL BE A \$10.00 CHARGE, PAYABLE TO ELIM OUTREACH TRAINING CENTER. A TRANSCRIPT WILL BE ISSUED WITHIN 5 BUSINESS DAY AFTER INITIAL REQUEST.**

## **NATIONAL CERTIFICATION;**

There is no state or national exam for this curriculum.

## **Negligent Behavior**

Student, who engages in negligence or insubordination during classroom, clinical site, or mock clinics, will have his/her enrollment terminated: Listed are negligence behaviors but not limit to the following:

1. Exhibits an inability to transfer theory to practice.
2. Exhibits an inability to follow simple directions including completing task assigned.
3. Failure to report information to a responsible Clinician /Instructor in a timely manner.
4. The use of inappropriate language in the classroom or clinical site
5. Demonstrate an unwillingness or inability to function as a team member as well as a patient care team member.
6. Demonstrate an unwillingness to accept formal or informal assessment and or correction by a supervisor and is argumentative.
7. Exhibits little or no regards for patients or others safety and privacy.
8. Display a negative or unprofessional attitude in a classroom or clinical setting.
9. Unwilling to acknowledge and follow the appropriate protocol in the classroom and clinical setting this includes following guidelines or methods use by the clinical site, or ELIM, respecting the chain of command and directing all concerns to the immediate instructor or supervisor in a timely manner.
10. Cheating will not be tolerated
11. Failure to honor financial commitment in a timely manner
12. Possession, consumption, or under the influence of alcoholic beverages or illegal drugs on school or clinical grounds.
13. Giving or furnishing false information to school officials.
14. Inappropriate use of cell phone in the class room.
15. Breach of confidentiality.
16. Cell phones are not permitted in the classroom or clinical setting. Violation of this policy is grounds for immediate dismissal from the program.

Please see “Academic Policy Statement”



## **APPEAL**

When a student is dismissed, he or she can appeal this action by submitting a letter for reconsideration of the dismissal within 24 hours or the end of the next business day to the Program Director's office. Elim's instructors will investigate and convene for a final disposition within a timely manner. We will advise the student within this period. In the event the dismissal is upheld there is no refund due to the student.

## **WITHDRAWAL**

A student may withdrawal (drop) a course by submitting a withdrawal notification to ELIM. The notification form must contain an effective date. Authorize withdrawal by a student must be done in writing to the admission office at 1820 Ridge Rd, Suite 303B, Homewood, IL 60430. (see appendix for form)

## **GRIEVANCE PROCEDURE**

The grievance procedure is to improve the school's ability to support students with the solving of problem while maintaining autonomy, privacy, and liability.

Students who obtain failing grades because of nonattendance are requires to submit medical evidence documenting their inability to finish the course.

If a grade or evaluation disagreement occurs, students should discuss with their instructor how the grade or evaluation was established. (see appendix for forms)

## **ABSENTEESIM AND TARDINESS**

Excessive absenteeism and tardiness are not acceptable at ELIM. Students are allowed two (2) classroom Absences, however, the student must make-up missed work on their own. When the student accumulates more than three (2) absences, he or she must see their instructor immediately.

When the student arrives to class after their schedule time, they are considered tardy. Two (2) episode of tardiness is equivalent to one (1) absence.

If the student leave class before it is dismissed, it is counted as ½ day absence.

Promptness and good attendance are critical indicators that are received by prospective employers. A student's ability to obtain and retain a position in a health care or work setting is often based on these behaviors.

## **CLINICAL ABSENTEEISM**

There is no excused absences from the clinical portion of the program I f the student finds it necessary to miss a schedule clinical, a make up clinical will take place with the next enrolling class.

The student will receive an "I" grade until the clinical is completed.

## **COURSE CANCELLATION**

ELIM cannot guarantee that a course selected will be available. We reserve the right to cancel or reschedule a course if there is insufficient enrollment.

**OCCUPATIONAL THERAPY AIDE.....TUITION**

**COURSE DESCRIPTION:**

*Occupational therapy aides* work under the supervision of the occupational therapist and the oppositional therapist assistant. They provide rehabilitative services to person with mental physical, emotional, or developmental impairments. The ultimate goal is to improve clients' quality of life and ability to perform daily activities.

**COST:**

TUITION/REGISTRATION	\$ 1000.00	
BOOK(S)	\$ 220.00	
LAB FEE	\$ 150.00	
TOTAL		\$ 1370.00

**OTHER (SUPPLIES)**

UNIFORM	\$35.00	
SHOES	\$35.00	
GAIT BELT	\$20.00	
CPR	\$65.00	
CRIMINAL BACKGROUND	\$40.00	

		\$195.00
<b>TOTAL</b>		<b>\$1565.00</b>

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Price subject to change without notice: (any such changes will not affect currently enrolled student unless they agree to such changes in writing)

Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of financial charges if applicable. (ELIM does not charge finance charges. A late fee (10%) will be added to all late payments.

Please see your individual contract agreement for weekly or biweekly payment arrangements

Methods of Payment: Money Order, or Cashier's Check, SORRY, WE DO NOT ACCEPT PERSONAL CHECKS.

Supplies may be purchased from Elim or you may purchase uniforms and other supplies at: Wal-Mart, Work N Gear, and Life Uniform. Please consult the yellow book for a location near you.

# OCCUPATIONAL THERAPY AIDE.....COURSE MATERIAL

## TEXBOOKS:

### MAIN TEXTBOOK:

Occupational Therapy *Practice Skills for Physical Dysfunction*, 6<sup>th</sup> Edition

Heidi McHugh Pendleton, PhD, OTR/L, FAOTA

Winifred Schultz-Krohn, PhD, OTR/L, BCP, SWC, FAOTA

ISBN: 13-978-0-323-03153-0

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### Reference

Principles & Techniques of Patient Care, 5<sup>th</sup> Edition

Pierson and Fairchild

ISBN: 987-1-45570704-1

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# DRESS CODE POLICY

1. **Uniform,** Navy Blue, properly fitted scrubs or per instructor  
Color may change per instructor.
2. **Shoes,** White professional shoe with non-skid sole and close toe  
White athletic shoe with white laces are acceptable
3. **Hose,** White hose or white socks.
4. **Identification Badge:**  
  
Badge must be visibly displayed on uniform at all times.  
First badge is free, thereafter the cost is \$2.50
5. **Hair** Neatly combed and off the collar, male students  
mustached and beard must be neatly trimmed.
6. **Jewelry,** One(1) plain ring and one (1) pair of earrings are  
Acceptable in the clinical setting, and one  
Necklace is allowed. **ABSOUTELY NO FACIAL, AND  
TONGUE RINGS ARE PERMITTED IN CLINICAL**
7. **Make-up and perfume,**  
  
Not excessive and no perfume allowed. The elderly  
Residents/patients are sensitive to smells.
8. **Nails,** Trim to a reasonable length (filed to finger tips),  
Clear nail polish only. **NO SCULPTURE NAILS ARE  
PERMITTED**
9. **Tattoos,** Must be covered, if possible.
10. **Personal Hygiene,**  
  
Good personal hygiene is as important as a clean wrinkle free  
uniform

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Failure to comply with ELIM's dress codes, including consideration for the **clinical site**, will negatively affect clinical grades and possibly disrupt continued participation in the program. In the classroom students will wear a scrub uniform (color per instructor). If you arrive to the clinical site or to class improperly dressed you will be sent home and you will have to make up the class assignment on your time, Clinical will have to be made up with the next incoming class.

<p style="text-align: center;"><b>SERVICES OFFERED AT ELIM</b></p>
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**TO MAKE CERTAIN THAT OUR STUDENTS ARE PREPARED FOR GRADUATION AND TO CHALLENGE NATIONAL AND STATE EXAMS, WE MAKE AVAILABLE THE FOLLOWING:**

- 1. STATE EXAM REVIEW**
- 2. NATIONAL CERTIFICATION REVIEW**
- 3. RESUME ASSISTANCE**
- 4. TUTORING (TIME IS ARRANGED BY THE INSTRUCTOR)**

## POLICY ON JOB PLACEMENT

ELIM does not offer job placement, however, we assist our students with job leads obtained from various employers who are seeking candidates to fill positions at their facilities.

Employment opportunities may be from the following:

- a. Referrals
- b. Internet
- c. Health Care Organizations that we are affiliated with.
- d. Job Fairs
- e. Externship programs

## **ADMISSION REQUIREMENTS.....**

- 1. Placement Exam (9<sup>th</sup> grade reading and math levels)**
- 2. High school diploma or equivalent**
- 3. Fine motor coordination (good manual dexterity and hand/eye co-ordination)**
- 4. Must display flexibility and able to accept constructive criticism.**
- 5. Physical Exam**
- 6. Ability to stand for extended periods of time**
- 7. Criminal background check**

**A Certificate of completion will be issued when the student has completed the following:**

- 1. Completed up to 80 clock hours**
- 2. Completed up to 40 clock hours of clinical**
- 3. Pass the course with an 80% or better.**
- 4. Participate in all simulated laboratory sessions**
- 5. His or her financial obligations are satisfied**

# **OCCUPATIONAL THERAPY AIDE SYLLABUS.....**

## **COURSE DESCRIPTION:**

The goal of the Occupational therapy aide is to serve as a helpful member of the occupational therapy team whose responsibilities are supervised by the therapist or assistant. No licensure is required for the occupational therapy aide at this time.

Occupational therapist aide performed a variety of functions that may include:

1. Help clients with billing and insurance forms
2. Prepare treatment areas, such as setting up equipment
3. Perform clerical tasks, including scheduling appointment and answering telephones
4. Help patients move to and from treatment areas

## **COURSE OBJECTIVES:**

Upon successful completion of this program, the graduate will be able to:

1. Explain the role of the occupational therapy
2. Define the goal of occupational therapy
3. Understand the basic medical terminology used in occupational therapy
4. Identify several types of activities used in occupational therapy
5. Describe major factors of federal legislation that have influenced the practice of occupational therapy.
6. Describe Activities of Daily Livings
7. Describe the accreditation process for the OT educational programs
8. State activities terms of areas of performances such as: performances skills, performances patterns, and client factors
9. Explain infection control and safety issues in the clinical setting.
10. Describe eating and swallowing process as it relates to occupational therapy
11. Describe how treatment setting influences the focus of OT intervention
12. State the difference between preparatory, purposeful, simulated, and occupational-based activity.
13. Define and state the goal of therapeutic exercise
14. Explain the skills needed for a therapeutic relationship
15. State how to assist clients with self-care treatments
16. Prepare and maintain work area, material, equipment and maintain inventory of Treatment and educational supplies.
17. Assist occupational therapist in planning, implementing and administering therapy.
18. Describe hand and upper extremities injuries and their treatments.
19. Define orthotic and identify basic hand anatomy.



## **OCCUPATIONAL THERAPY AIDE DESCRIPTION**

**Occupational therapy aides work under the supervision of occupational therapist and the oppositional therapist assistant. They provide rehabilitative services to person with mental, physical, emotional, or developmental impairments. The ultimate goal is to improve clients' quality of life and ability to perform daily activities.**

**Occupational therapy aides will prepare materials and assemble equipment used during treatment. They are responsible for a range of clerical tasks, including scheduling appointments, answering phones, restocking or ordering supplies, filling out insurances forms and other paper work.**

**Occupational therapy aides work in OT offices, hospitals, nursing homes, home health agencies, and rehabilitation centers,**

**Demand for Occupational therapy is expected to rise significantly over the coming decade in respond to the health needs of the aging baby-boomer generation and a growing elderly population.**

## **APPEAL**

When a student is dismissed, he or she can appeal this action by submitting a letter for reconsideration of the dismissal within 24 hours or the end of the next business day to the Program Director's office. Elim's instructors will investigate and convene for a final disposition within a timely manner. We will advise the student within this period. In the event the dismissal is upheld there is no refund due to the student.

## **WITHDRAWAL**

*Withdrawing from the school may have both academic and financial consequences. You are encouraged to understand the consequences before you decide to withdraw. If you decide to withdraw, you must follow the established withdrawal procedures for the school:*

A student may withdrawal (drop) a course by submitting a withdrawal notification to ELIM. The notification form must contain an effective date. Authorize withdrawal by a student must be done in writing to the admission office at 1820 Ridge Rd, Suite 300, Homewood, IL 60430. (see handbook appendix for form)

## **GRIEVANCE PROCEDURE**

The grievance procedure is to improve the school's ability to support students with the solving of problem while maintaining autonomy, privacy, and liability.

Students who obtain failing grades because of nonattendance are requires to submit medical evidence documenting their inability to finish the course.

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## **ABSENTEESIM AND TARDINESS**

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When the student arrives to class after their schedule time, they are considered tardy. Two (2) episode of tardiness is equivalent to one (1) absence.

If the student leave class before it is dismissed, it is counted as ½ day absence.

Promptness and good attendance are critical indicators that are received by prospective employers. A student's ability to obtain and retain a position in a health care or work setting is often based on these behaviors.

## **CLINICAL ABSENTEEISM**

There are no excused absences from the clinical portion of the program. If the student finds it necessary to miss a schedule clinical, a make up clinical may take place with the next enrolling class. The student will receive an "I" grade until the clinical is completed.

## **COURSE CANCELLATION**

Elim cannot guarantee that a course selected will be available. We reserve the right to cancel or reschedule a course if there is insufficient enrolls.

## **Academic Policy Statements**

### **ATTENDANCE**

Class attendance is required for all classes. Instructors will be following the three-day absence rule of attendance. It is understood that emergencies can come up that might require the student to be out of class, but follow up with your instructor. Students are required to complete all assignments missed during absences.

### **EXAMINATIONS**

Any test, quiz, reports, midterm, or final exam that needs to be made up **WILL** be reduced by one letter grade. Make-up examine(s) will be given only with the proper documents. Please make an effort to show up on exams days.

### **STANDARD OF CONDUCT**

Talking in the classroom during class time will **NOT** be tolerated. Once the instructor has asked you to cease your conversation and you do not, the Instructor has the right to ask you to **LEAVE** the classroom. Please be advise, that you **CAN** be suspended from school and brought up on disciplinary charges which will included going before a board of directors.

### **CELL PHONE**

When entering the classroom, please **TURN OFF YOUR CELL PHONE** and immediately **PUT IT OUT OF SIGHT**. If you feel that you must take a call, please step out in the hall and make your call. Also, if you have to receive call during class time, you may give out the office number (708-922-9547)

### **CHEATING ON EXAMINATIONS**

If the instructor determines that a student is cheating or attempting to cheat on any examination, the student will receive a grade of “F” for that examination and possibly for the course.

### **CLINICAL POLICY**

Students must participate in all clinical activities assigned. Students must be in full uniform as outline in their handbook. If a student violates clinical procedures, they will be dismissed from the program: Please see your student handbook.

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**1** The term “cheating” includes, but not limited to, the following: **1.** using any notes, books, and /or any other material and/or devices (cell phones) other than those material allowed by the instructor, during a closed book examination; **2.** looking at another student’s examination; **3.** Taking material and /or study aids from the instructor without the instructor’s permission; and **4.** Obtaining any information about an examination before taking or making up the examination. The term “examination” included all quizzes, daily exams, the midterm examination and the final examination.

# OCCUPATIONAL THERAPY AIDE PROGRAM

## PROGRAM OUTCOME/CONSUMER INFORMATION JULY 1 THROUGH JUNE 30,

<i>1. Number of students who were admitted in the program as of July 1</i>		
<i>2. Number of additional students who were admitted in the program during the next 12 months</i>		
<i>A) New starts:</i>		
<i>B) Re-enrollments:</i>		
<i>C). Transfers into the program from other programs at the school.</i>		
<i>3. Number of students admitted in the program during the 12- month reporting period</i>		
<i>A) the total number of students reported under section (a)(2)</i>		
<i>4. Number of students enrolled in the program during 12-month reporting period who:</i>		
<i>A) Transferred out of the program and into another program at the school</i>		
<i>B) Completed or graduated from a program</i>		
<i>C) Withdrew from the school</i>		
<i>D) Are still enrolled</i>		
<i>5. * Number of students enrolled in the program who were:</i>		
<i>A) Placed in their field of study</i>		
<i>B) Placed in a related field</i>		
<i>C) Placed out of the field</i>		
<i>D) Not available for placement due to personal reasons</i>		
<i>E) Not employed</i>		
<i>6. Number of students who took a State licensing examination or professional certification</i>		
<i>A) Number passed</i>		
<i>**7. Number of students who obtained employment who did not use the school's placement assistance</i>		

<i>**8. Average starting salary for all graduates employed</i>		
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\* *ELIM does not offer job placement at this time*

\*\* *This information is compiled by reasonable efforts of the school from graduates by written correspondence.*

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No data available at this time of submitting this new course of application.

# OCCUPATIONAL THERAPY AIDE...COURSE OUTLINE

- UNIT 1**      **Overview: Occupational Therapy foundations for Physical Dysfunction**
- A.**      **Key Terms**
  - B.**      **Occupational therapy practice framework and the practice of occupational therapy for people with physical disabilities**
  - C.**      **History and practice trends in physical dysfunction intervention.**

**Objectives:**      **At the end of this unit the student shall be able to:**

- 1.**      **Explain the history of occupational therapy**
- 2.**      **State the needs for occupational therapy**
- 3.**      **Explain OTPF and ICF.**
- 4.**      **Describe the types of occupational therapy intervention.**
- 5.**      **List several important persons who influenced the ideas and beliefs of OT in the 19<sup>th</sup> century.**
- 6.**      **Explain moral treatment, arts and crafts, and scientific management.**

- UNIT 2**      **Occupational Therapy Process and Practice**
- A.**      **Key Terms**
  - B.**      **Application of the occupational therapy practice framework to physical dysfunction**
  - C.**      **Evidence- Based practice for occupational therapy**
  - D.**      **Health promotion and wellness for people with physical disabilities**
  - E.**      **Teaching activities in occupational therapy**
  - F.**      **Documentation of occupational therapy**
  - G.**      **Infection control**

**Objectives:**      **At the end of this unit the student shall be able to:**

- 1.**      **Explain the functions of the OT process**
- 2.**      **Recognize the role and responsibility of each levels of OT**
- 3.**      **Explain the ethical problem and solutions that may happen in the OT settings.**
- 4.**      **List the varieties of settings of continuum of healthcare.**
- 5.**      **State the differences between EBP Model and the SOTP Model.**
- 6.**      **Define the role of the occupational therapies/assistant/aide in health promotion**
- 7.**      **Explain the vision of Healthy People 2010**
- 8.**      **State why therapist use several teaching techniques**
- 9.**      **List several basic learning principles**
- 10.**     **State several purposes of documentation**
- 11.**     **Give terminology/abbreviations used for occupational clinical documentation.**
- 12.**     **Explain the correct procedures for documentation**
- 13.**     **Define progress reports, SOAP notes, narratives notes, descriptive notes and RUMBA and give an example of each.**
- 14.**     **Explain confidentiality as it relates to HIPAA**
- 15.**     **Explain safety guidelines in the clinical setting**

- 16: **Define CDC and OSHA**
- 17. **Explain standard precautions, isolation systems and universal precautions**
- 18. **Demonstrate proper hand washing technique**
- 19. **Recognize and respond to medical emergencies within the clinical/hospital setting**

**UNIT 3 Occupational Performance and the Performance Areas: Evaluation and Intervention**

- A. **Key Terms**
- B. **Activities of Daily Living**
- C. **Mobility**
- D. **Work Evaluation and Work Programs**
- E. **Americans with Disabilities Act and Related Laws**
- F. **Assistive Technology**

**Objectives: At the end of this unit the student shall be able to:**

- 1. **Define Key terms**
- 2. **List several activities in ADL and IADL**
- 3. **Describe standardized assessment tools used for ADLs and IADLs**
- 4. **Explain the levels of independence**
- 5. **Explain a home assessment evaluation**
- 6. **Teach clients to perform self-help skills of ADL.**
- 7. **State specific ADL techniques.**
- 8. **List the different roles of the physical and occupational therapists**
- 9. **Define functional ambulation**
- 10. **List several safety features in functional ambulation**
- 11. **Explain orthotics and ambulation aids**
- 12. **State how to perform a wheelchair assessment**
- 13. **Apply proper body mechanics**
- 14. **Explain various transfer methods**
- 15. **Explain driver competency assessment**
- 16. **Define a work readiness program**
- 17. **List the different community-based work programs**
- 18. **Explain the Americans with Disabilities Act**
- 19. **Describe how the public should treat those with disabilities with dignity and respect.**
- 20. **List several assistive technologies available for persons with physical disabilities**

**UNIT 4 Performance Skills and Client Factors:**

- A. **Key Terms**
- B. **Evaluation of Motor Control**
- C. **Evaluation of Muscle Strength**
- D. **Eating and Swallowing**

**Objectives:** At the end of this unit the student shall be able to:

- 1. Explain the parts of motor control**
- 2. State four kinds of rigidity and explain each**
- 3. State the differences between normal and abnormal muscle tone and explain each.**
- 4. Explain how to evaluate coordination**

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Price subject to change without notice: (any such changes will not affect currently enrolled students unless they agree to such changes in writing).

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