



# 2016-17 Academic Department Annual Report

**Academic Department:**  
**Document Prepared By:**

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Occupational Therapy Assistant

## **Annual Report Submission Instructions:**

This Annual Report of your Academic Department is intended to serve as a summary of departmental activities over the past year and as an outline of plans for the upcoming year.

Please note that responses are limited to the space provided below for each prompt and do not need to be written in narrative form (you are welcome to use bullet points/lists, as appropriate).

Please submit your Academic Department 2016-17 Annual Report to your Dean via email by May 31<sup>st</sup>.

For your reference, prior year reports (2011-2015) can be found on the Instructional Support website, <http://www.grcc.edu/instructionalsupport/departmentyearendreports>. If you have any questions about the 2015-16 reports entered into WEAVEonline, please contact Sheila Jones, Dean of Instructional Support, [sheilajones@grcc.edu](mailto:sheilajones@grcc.edu) or x4289.

## **Part I: Report on 2016-17 Progress**

Part I is intended to provide a “big picture” overview of your department’s activities during this past academic year. When completing the sections below, please consider the main points/highlights of each category.

### ***Current Year Goals & Outcomes***

This section asks you to provide details about the status of your department’s goals and outcomes for this past year. Please limit your response to the space provided in the text boxes below.

#### 1. Curriculum revision

- Develop a comprehensive course to address documentation and reporting of OT treatment with additional exposure to electronic documentation.
- OT 215 Supplemental Practice Skills for OT course will be changed from optional to required.

**Report**

OT 105 Documentation in Occupational Therapy was developed and added to the OTA curriculum in fall 2017.

OT 215 will be a required course in the OTA curriculum in fall 2017.

**2. Assess the student's preparation for class lecture, discussion and lab activities.**

- Develop reading quizzes, worksheets, short in-class quizzes and small group activities.

**Report**

Course revisions of addition of worksheets, discussion groups and reports increased student class preparation and class participation.

OT 108 Added a worksheet on Multiple Sclerosis including case study to identify terminologies, treatment objectives, activities and precautions. Assignment to identify characteristics of the disease, impact on activities of daily living and treatment interventions.

OT 208 Added acute care worksheet including case study to identify precautions, equipment, treatment goals. The worksheet directed the student to be aware of the patient and environment in the acute care setting. Emphasis on lines, tubes and drains used in patient care. Assignment to identify terms, healthcare team and treatment interventions.

OT 110 Added small group discussions of case studies of psychiatric conditions to develop treatment plans and documentation.

OT 110 Reviewed and revised wellness report assignment to research and present a topic related to health promotion for specific populations, and to identify the relationship between national policy and occupational therapy practice and develop educational programming.

**3. Clinical Skills Competency**

- Review Clinical Skills Competency assignment OT 208.

**Report**

Reviewed activity and rubric. Provided statistical analysis of the test and level I fieldwork performance. Revised the test rubric to align with fieldwork evaluation categories.

Report

This activity evaluated techniques and the utilization of teaching/learning process. The students were able to demonstrate patient instructions for safe use of equipment and guarded a patient during functional mobility. The activity was completed with a partner to play the roles of a patient and therapist.

4. Review and revise program policies

- Repeat/withdrawal/dismissal policy review

Report

Reviewed policy and made revisions:

1. Decision to repeat course/dismissal from the OTA program will be made by committee.
  2. A student who has been dismissed from the OTA program will not have the ability to reapply to the OTA program.
- Revised health policy statement.

Report

General statement about pregnancy and disabilities to identify for accommodations if needed with DSS. Omit current comprehensive statement about immunization, hepatitis, blood borne pathogen. Immunization as they are included in sheet provided to the students.

***Departmental Professional Development***

In this section, please provide details about your department's emphasis for professional development during this year. Please limit your response to the space provided in the text box below.

Evidence-based assessment and treatment for stroke recovery workshop 8/2/2016  
Lynda Jansen

West Michigan District Meeting hosted by GRCC OTA program. November 1, 2016  
Kinesiotaping presented by Lynda Jansen

Program directors annual conference 10/28-29/2017 Karen Walker

Human Trafficking, West Michigan District Meeting 8/2016 Lynda Jansen, Karen Walker

Effective home health care workshop 4/26/2017 Karen Walker

Low vision rehabilitation, treatment of the older person with vision loss 5/20-22  
Matthew Mekkes.

Evidenced-based Treatment of Pediatric Neuro disorders. 7/1/2017. Lynda Jansen

Diathermy equipment in-service 3/27/2017 OTA faculty  
Michigan Occupational Therapy Fieldwork Educators Day. 4 sessions per year

***Departmental Advising Plan & Outcomes***

In this section, please describe your department's advising plan and outcomes for this year. Please limit your response to the space provided in the text boxes below.

Use of My Degree Path for Educational Development Plan for students starting the OTA program fall 2016. Met with all Occupational Therapy Assistant (OTA) students with an OTA program ready plan code to create an Educational Development Plan to identify curriculum courses and time lines. Met with students throughout the OTA curriculum to assist students to monitor courses completed and revise plan as needed. Coordinate and review graduation audits for OTA.

Academic advising sessions were held monthly which was a shared responsibility with the full time OTA faculty. Prospective students were also advised by telephone conversations, e-mail and individual meetings. Academic advising is provided in variety of formats for OTA program information.

In-program advising entails use of Occupational Therapy Assistant program Professional Development and Behavior Evaluation Form to assist students with self-analysis and goal setting related to professional development. This form is completed at the end of the first three semesters and discussed at conference with the OTA faculty. Individual advising during the program is also provided.

The OTA faculty participated in college-wide activities; Science Day in October 2016, and College open house to provide information on Occupational Therapy profession and the Occupational Therapy Assistant program.

Presented information on the Occupational Therapy Assistant profession and program at Maker Faire 8/20-21/2016 at the Grand Rapids Public Museum. Demonstrated use of adapted equipment for feeding, dressing and self-care.

***Program Accreditation Updates***

In this section, please provide details regarding any program accreditation or re-accreditation that occurred this past year, if applicable. Please limit your response to the space provided in the text boxes below.

Accreditation 2014-2024

Annual report provided to Accreditation Council of Occupational Therapy Education to maintain accreditation. Maintain full accreditation.

***Perkins & Key Performance Indicators***

In this section, please discuss Perkins and Key Performance Indicators for programs (total student enrollment, demographic profile, new students, student progress rate (transferred, graduated, enrolled), number of graduates, graduate employment rate, time to completion), if applicable. Please limit your response to the space provided in the text boxes below.

1P 1 met standard 100%  
National Board Certification exam pass rate for 2016 graduates: 21/21 100%.  
2P1 met standard 88.74%  
3P1 met standard 84.55%  
4P1 met standard 100%  
Graduates report employment in long term treatment, hospitals and rehabilitation settings.

5P1 14.76% not met standard

5P2 16.52% not met standard

OTA program gender profile: 2 cohorts (freshman and sophomore students)

5 males, 38 females

***Learning Outcomes Assessment Data & Findings on Past Year's Projects***

In this section, please summarize your department's assessment work for this year, outlining the Program Learning Outcomes (PLOs) or Institutional Learning Outcomes (ILOs) assessed, the assessment measure, the findings, and the improvements planned based on the findings. Please limit your response to the space provided in the text boxes below.

The instruments used to assess the PLO/ILO are the scores on the three domains in the National Board for Certification in Occupational Therapy Examination (NBCOT) and the Fieldwork Performance Evaluation for 2016 Level 2 fieldwork experiences.

PLO 1: Evaluate the individual/group to determine needs and priorities for occupation-based interventions.

NBCOT Domain 1 Target 65% Target met. 77%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 7 and 8. Target met. Score of 3.28

PLO 2: Develop intervention plans that address the occupational needs of individuals/groups.

NBCOT Domain 2 Target 65% Target met. 75%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 9, 11, and 12. Target: Met. Score of 3.2

PLO 3: Implement occupationally meaningful interventions with individuals/groups that support participation in relevant environments.

NBCOT Domain 2 Target 65% Target met. 75%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 13, 14, and 17. Target: Met. Score of 3.46

PLO 4: Provide and appropriately document occupational services that address the occupational performance needs of the population.

NBCOT Domain 1 Target 65% Target met. 77%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 10 and 19 Target: Met. Score of 3.5

PLO 5: Manage, organize, and promote occupational therapy services.

NBCOT Domain 1 Target 65% Target met. 77%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 15, 20 and 22 Target: Met. Score of 3.55



PLO 6: Identify and demonstrate an understanding of the basic concepts of OT.

NBCOT Domain 1 Target 65% Target met. 77%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 4, 5, and 6 Target: Met. Score of 3.37

PLO 7: Clearly and effectively communicates verbally and nonverbally with clients, families, significant others, colleagues, service providers and the public.

NBCOT Domain 1 Target 65% Target met. 77%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 16, 18, 24, and 25 Target: Met. Score of 3.56

PLO 8: Demonstrate the professional behavior of self-responsibility, responds to feedback, work behavior, time management, interpersonal skills, cultural competence.

NBCOT Domain 1 Target 65% Target met. 77%

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 1, 2, 3, 21, and 23 Target: Met. Score of 3.6

ILO 9: Communication skills

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 10, 18, 19 and 24. Target: Met. Score of 3.5

ILO 10: Critical Thinking

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 7, 8, 9, 11, 12, 13, 14, 15, and 17 Target: Met. Score of 3.3

ILO 11: Social Responsibility Skills

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 1, 2, 21, and 25 Target: Met. Score of 3.6

ILO 12: Personal Responsibility Skills

Fieldwork Performance Evaluation 2016 Target: Average score of 3 or better for items numbers 16, 20, and 22 Target: Met. Score of 3.6

**Part II: Plan for Upcoming Year**

**Part II is intended to provide a guide for your department's plans for the upcoming year with regards to the following: Operational Goals and/or Plans, Curriculum Goals and/or Plans, Learning Outcomes Assessment Plans, and Advising Plans. When answering the questions or completing the sections below, please consider the main points/highlights of each category.**

***A. Operational Goals and/or Plans***

What are your departmental goals and plans for 2017-18?

1. Implementation of Occupational Therapy Assistant Program curriculum revisions.  
OT 105 Documentation in Occupational Therapy  
One credit 7 week course offered in first semester of the OTA program.  
Revision of documentation and treatment plan activities in subsequent Occupational Therapy Assistant courses.  
  
GH 110 Medical Terminology  
Two credit course offered in first semester of the OTA program. May be taken prior to beginning the OTA program.
2. Accessibility of OTA program materials. Identify accessibility standards and make revisions to meet these standards.
3. Emphasis on education and training that meets the standards set by the American Therapy Association's Accreditation Council for Occupational Therapy Education. Continuing education for OTA faculty to maintain and develop expertise in current and emerging areas of practice.



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What new information from external sources has influenced your planning for next year?

Advisory board identified documentation responsibilities of the Certified Occupational Therapist. Instruction and learning activities on documentation are in several courses throughout the OTA curriculum. The advisory board supported the addition of a course dedicated to documentation as well as a medical terminology course.

Are your goals targeting any Perkins or Key Performance indicators? If yes, please explain.

Revision of documentation and treatment planning activities in the Occupational Therapy Assistant program curriculum will provide additional instruction and learning activities to increase the students' knowledge and skills. The application of these skills will to be reflected in performance on the National Board Certification Exam.



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What resources do you need to accomplish your departmental goals for the upcoming year?

College resources on creating accessible courses and materials. Contact GRCC personnel for assistance if needed.

Do you need support from other departments to accomplish these goals? If yes, please explain.

None needed

Do you need professional development in order to accomplish these goals? If yes, please explain.

Continuing education for OTA faculty to maintain and develop expertise in current and emerging areas of OT practice. Perkins Grant proposal for 2017-18 for OTA faculty to attend in-services, workshops, and conferences.

For each of your departmental goals/plans/projects, please list the name of the lead faculty member(s) involved.

1. Implementation of Occupational Therapy Assistant Program curriculum revisions.  
Karen Walker will advise students on OTA curriculum courses. Will enroll students in OT 105.  
Matthew Mekkes wrote the OT 105, Documentation in Occupational Therapy course and is the faculty assigned to this course.  
OTA faculty will review and revise assignments and class activities in subsequent OTA courses on documentation and OT treatment application.
2. Karen Walker will coordinate the revisions for OTA program materials for accessibility.  
OTA faculty will review and make revisions to program materials.
3. Karen Walker will facilitate continuing education for the OTA faculty.  
OTA faculty will identify and attend continuing education activities for professional development.



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For each of your departmental goals/plans/projects, please provide a brief timeline for completion.

1. Curriculum revisions to be implemented fall 2017.
2. OTA program materials to be revised fall 2017 and winter 2018.
3. Professional development activities fall 2107, winter 2018, summer 2018.

***B. Curriculum Goals and/or Plans***

What are your departmental curriculum development goals and plans for 2017-18?

Same as program goals and plan identified.

1. Addition of OT 105 Documentation in Occupational Therapy and GH 110 Medical Terminology.
2. Accessibility of OTA program materials. Identify accessibility standards and make revisions to meet these standards.
3. OTA faculty will identify and attend continuing education activities for professional development.



Review of Department's Curriculum Transferability

*Please note: this section should be completed by all SAS Departments, Business, and CIS.*

Using transferability data provided by Instructional Support, please summarize your perceptions of how courses in your department transfer to our four-year university partners and how this understanding will impact your curriculum goals for the upcoming year.

Not applicable as the next level of Occupational Therapy education is a Master's degree.



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What new information from external sources has influenced your curriculum development planning for next year?

Curriculum revisions to add documentation and medical terminology courses will increase the knowledge and skills for successful completion of the OTA program and a passing score on the national certification exam.

Accessible program materials will provide resources for students to successfully complete the OTA program.

Information and skills obtained from continuing education activities of faculty will be added to the OTA curriculum to aid in student success in the program and on national certification exam.

Are your curriculum development goals targeting any Perkins or Key Performance Indicators? If yes, please explain.

Same as department goals.



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What resources do you need to accomplish these curriculum development goals?

None needed

Do you need support from other departments to accomplish these curriculum development goals? If yes, please explain.

Same as department goals

For each of your departmental curriculum development goals/plans/projects, please list the name of the lead faculty member(s) involved.

Same as department goals.

For each of your departmental curriculum development goals/plans/projects, please provide a brief timeline for completion.

Same as department goals.

***C. Learning Outcomes Assessment Plan for 2017-18***

In this section, please outline your department's plan for learning outcomes assessment work for the upcoming academic year, outlining the Program Learning Outcomes (PLOs) or Institutional Learning Outcomes (ILOs) that will be assessed as well as the assessment instruments/measure that will be used. Please limit your response to the space provided in the text boxes below.

The instruments used to assess the PLO/ILO are the scores on the three domains in the National Board for Certification in Occupational Therapy Examination (NBCOT) and the Fieldwork Performance Evaluation for 2016 Level 2 fieldwork experiences.

Specific department goals and PLO/ILO for assessment are as follows:

1. Implementation of Occupational Therapy Assistant Program curriculum revisions.
  - PLO 2 Develop intervention plans
  - PLO 4 Provide and appropriately document occupational services
  - PLO 6 Identify and demonstrate the basic concepts of OT

PLO 7 Clearly and effectively communicates verbally and nonverbally

ILO 9 Communication

ILO 10 Critical Thinking

3. Emphasis on education and training. Continuing education for OTA faculty to maintain and develop expertise in current and emerging areas of practice.

PLO 1 Evaluate the individual/group to determine needs

PLO 2 Develop intervention plans

PLO 3 Implement occupationally meaningful interventions

PLO 4 Provide and appropriately document occupational services

PLO 5 Manage, organize, and promote OT services

PLO 6 Identify and demonstrate the basic concepts of OT

PLO 7 Clearly and effectively communicates verbally and nonverbally

ILO 10 Critical thinking

***D. Departmental Advising Plan for 2017-18***

In this section, please outline your department's advising plan for the upcoming academic year. Please limit your response to the space provided in the text box below.

The OTA faculty will provide the same advising activities as in 2016 -2017. These are effective methods to meet the student's advising needs.

**Part III: 2016-17 Faculty & Staff Accomplishments/Awards**

**Part III is intended to provide a space to share the accomplishments, awards, and/or accolades achieved by faculty and staff in your department during the course of this past year.**

Matthew Mekkes earned tenure upon portfolio completion.  
Karen Walker completed 30 years of service to GRCC.



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*Thank you for completing this report. Please submit to your Dean via email.*