

College of Applied Medical Sciences
Rehabilitation Sciences Department / Physical Therapy
Course syllabus
1st semester 2011/2012

Course Title: Management and Administration for Physical Therapy Department

Course Number: RHS 423

Credit Hours: 2 theory hours

Course Instructor: Mrs. Asma A. Alderaa

Course Description:

The course introduces the students to the management principle , Organizational structure, Personnel Management, record and documentation , departmental design specifications, and Values and Ethics in Physical Therapy department

Objectives:

Upon the completion of the course, the students should be able to:

1. Structure an organization to meet organizational goals efficiently
2. Overview of historically important and current personnel management
3. Emphasizes use of documentation and records
4. Focus on facility planning for a physical therapy department
5. Apply the ethical principles to guide ethical problem solving using physical therapy management situations

Teaching strategies:

1. Direct contact through lectures tutorials
2. Discussion boards
3. Self-direct work

Course Outline

Week 1 (September 14)

- Introduction

Week 2 (September 21)

- Hospital administration
- Definition of management
- Management process

Week 3 (September 28)

- Management skills
- Functions of management programs

Week 4 (October 5)

- Organization

Week 5 (October 12)

- Personnel Management

Week 6 (October 19)

(Wen, Oct 19: 1st Midterm exam)

- Group discussion

Week 7 (November 26)

- Documentation and Records

Week 8 & 9 (November 1-9)

(Hajj Holiday, Nov.1st - 9th)

Week 10 (November 16)

- Facilities Planning

Week 11 (November 23)

- Communications

Week 12 (November 30)

(Wen, Nov 30: 2nd Midterm exam)

- Group discussion

Week 13 (December 7)

- Value and Ethics

Week 14 (December 14)

- Physical Therapy Department

Week 15 (December 21) (Wen, Dec 21: Essay submission)

- Current care service in Saudi Arabia

Week 16 (December 28) (Wen, Dec 28: poster submission)

- General review

Methods of evaluation:

2 Midterm exams	2 X 15% = 30%
Poster	10%
Essay	20%
1 Final exam	40%

Essay:

1500 word critical analysis submitted at 21/Dec/2011 in which students are asked to identify strength and weakness of a physiotherapy or rehabilitation service and produce a proposal for a change in service delivery, which addresses some of the difficulties. (A draft can be send to review and the deadline to receive it is at 10/Dec/2011)

Poster or power point:

This should be prepared to the standard required to be submitted to national/international conference. Aiming to synthesis the evidence in relation to specific weakness or strength area in physiotherapy or rehabilitation; presenting a summary of current research, identify gaps, and proposing a suitable change.

References:

- Nosse, L.J. and Friberg, D.G. **Management Principles for Physical Therapists.** Williams and Wilkins, Baltimore, latest edition.

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