

## Course Syllabus

1	Course title	Management and leadership	
2	Course number	1802447	
3	Credit hours	3 credit hours	
	Contact hours (theory, practical)	3 hours/week (theory)	
4	Prerequisites/corequisites	Research methods in rehabilitation sciences (1804340)	
5	Program title	BSc Occupational therapy	
6	Program code	1802	
7	Awarding institution	The University of Jordan	
8	School	Rehabilitation Sciences	
9	Department	Occupational Therapy	
10	Course level	Undergraduate- BSc	
11	Year of study and semester (s)	2019/2020 , 2 <sup>nd</sup> semester	
12	Other department (s) involved in teaching the course	None	
13	Main teaching language	English	
14	Delivery method	<input type="checkbox"/> Face to face learning <input type="checkbox"/> Blended <input checked="" type="checkbox"/> Fully online	
15	Online platforms(s)	<input checked="" type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....	
16	Issuing/Revision Date	6/10/2023	

### 17 Course Coordinator:

Name: Dua'a Alwawi

Contact hours:

Office number: 523

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### 18 Other instructors:

Name:

Office number:

Phone number:

Email:

Contact hours:

Name:

Office number:

Phone number:

Email:

Contact hours:

### 19 Course Description:

This course discusses the general principles of management and leadership with emphasis on those needed by rehabilitation professionals in healthcare management. Examples of such skills include communication skills with the medical team, crisis management, delegating responsibilities, time management and improving service quality. Also important skills for resume preparation, job interviews and presentation skills are discussed.

### 20 Course aims and outcomes:

### A- Aims:

Understand the theories, models of practice in management and leadership in rehabilitation and Apply correct management and leadership concepts in the policy of his/her workplace with necessary skills.

### B- Students Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

SLOs SLOs of the course	SLO (1)	SLO (2)	SLO (3)	SLO (4)
1 Understand the theories, models of practice in management and leadership in rehabilitation	X	X		
2 Learning the keys to effective management and leadership by understanding the concepts of and differences between leadership and followership in healthcare facilities.	X	X	X	
3 Learning how to give/receive instructions, criticism and feedback in a professional and effective manner	X	X	X	X
4 Show ability to acquire the necessary skills to	X	X	X	X

make decisions related to professional communication				
5				
6				

**Program SLOs:**

1. Use knowledge in occupational therapy philosophy, theories, models, approaches, and frameworks in the practice of occupational therapy.
2. Apply the therapeutic use of occupation for individuals of different age groups and communities, within contemporary and future settings such as hospitals, schools, and homes etc., and with different diagnoses (such as pediatrics, neurological, physical, and psychiatry)
3. Assess and evaluate individual and environmental barriers to occupational performance, using a variety of formal, informal, standardized, and non-standardized assessment tools and methods
4. Develop treatment plans collaboratively with clients, demonstrating application of best evidence, effective use of resources and client-centered practice.
5. Implement, identify and critically evaluate interventions.
6. Document, evaluation results and progress using a variety of methods (including accurate evaluation forms/progress notes/discharge records), demonstrating the ability to adapt communication styles to meet different needs of practice
7. Demonstrate an understanding of service management principles and the government, economic, social and political issues that affect clinical practice.
8. Respect the rights, culture, dignity, confidentiality and individuality of clients and their families expected by the profession and realize the importance of client-centred practice with people from diverse backgrounds and advocate as a professional for the occupational therapy services offered and for the recipients of those services.
9. Develop problem solving strategies, clinical reasoning, and critical reflection on practical scenarios, and synthesize knowledge through evaluation
10. Reflect skillful communication, leadership, time management, lifelong learning, using appropriate communication technologies and scientific research, work within a team, has the ability to think critically and solve problems.
11. Bear the responsibilities and exercise his rights and duties within the value system of society and public morals, and he has self-confidence and independence of personality and communicate with others orally and written in an effective and kind way.

**21. Topic Outline and Schedule:**

Week	Lecture	Topic	Student Learning Outcome	Evaluation Methods	Resources
1	1.1	Leadership and Followership			Ch 1
	1.2	Leadership and Followership			Ch 1
2	2.1	Leadership and Followership			Ch 1
	2.2	Leadership and Followership			Ch 1
3	3.1	Leadership and Followership			Ch 1
	3.2	Manager			Ch 2
4	4.1	Manager			Ch 2
	4.2	Manager			Ch 2
5	5.1	Organizational culture and goals,			
	5.2	Organizational structure			
6	6.1	SWOT Analysis			
	6.2	First Exam			
7	7.1	Responsibilities for Vision, Mission, and Goal Setting			PPT, YouTube video, in class Discussion
	7.2	Responsibilities for Policies and Procedures			PPT, YouTube video, in class Discussion
8		Delegation			
9	9.1	Communicating with others and			Ch 6

		working with the interprofessional team				
	9.2	Communicating with others and working with the interprofessional team				Ch 6
10	10.1	Communicating with others and working with the interprofessional team				Ch 6
	10.2	Communicating with others and working with the interprofessional team				Ch 6
11	11.1	Dealing with problems and conflicts Second Exam				Ch 8
	11.2	Dealing with problems and conflicts				Ch 8
12	12.1	Marketing responsibilities				PPT, YouTube video, in class Discussion
	12.2	Marketing responsibilities				PPT, YouTube video, in class Discussion
13	13.1	Professional Preparation				Ch 12
	13.2	Professional Preparation				Ch 12
14	14.1	Professional Preparation				Ch 12



	14.2	Professional Preparation			Ch 12	
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## 22 Evaluation Methods:

Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)
First exam	30	TBD	1-4	Week 6
Second exam	30	TBD	1-4	Week 10-week 11
Final Exam	40	TBD	1-4	Week 15

## 23 Course Requirements

**(e.g: students should have a computer, internet connection, webcam, account on a specific software/platform... etc):**

## 24 Course Policies:

### A- Attendance policies:

- Attendance will be taken periodically throughout the semester.
- Students are expected to attend and actively participate in all classes.
- Students are expected to be on time.
- When the student is unable to attend class, it is a courtesy to notify the instructor in advance using either e-mail or phone.
- Repeated tardiness or leaving early will not be accepted.
- Students who miss class (or any portion of class) are responsible for the content. Any student who misses a class has the responsibility for obtaining copies of notes, handouts, assignments, etc. from class members who were present. If additional assistance is still necessary, an appointment should be scheduled with the instructor. Class time is not to be used to go over material with students who missed class(es).
- An absence of more than 15% of all the number of classes, which is equivalent of (5) classes, requires that the student provides an official excuse to the instructor and the dean.
- If the excuse was accepted the student is required to withdraw from the module.

- If the excuse was rejected the student will fail the module and mark of zero will be assigned as suggested by the laws and regulations of the University of Jordan. Please refer to pages 133, 134 of the student handbook.

#### **B- Absences from exams and handing in assignments on time:**

- The instructor will not do any make-up exams.
- Exceptions for make-up exams and late submission of class assignments will be made on a case-by-case basis for true personal emergencies that are described as accepted by the regulations of UJ (e.g., documented medical, personal, or family emergency).
- Make-up exams will be arranged if justifications for missing the exam satisfy the above. It is the student's responsibility to contact the instructor within 24 hours of the original exam to schedule a make-up session. A make-up exam should be taken within a week from the original exam date, unless the student can provide documentation that makes meeting that deadline impossible; otherwise, the recorded score for that exam for the student will be a zero.
- Late assignments will not be accepted and submission of assignments (due to unjustified absence from class) by other students will not be accepted regardless of how much work the student put into its preparation.

#### **C- Health and safety procedures:**

- Students will not be in direct contact with patients during this course.
- Students are not expected to use any heavy tools or equipment that might impose health and safety issues during this course.
- Students should work safely, including being able to select appropriate hazard control and risk management, reduction or elimination techniques in a safe manner in accordance with health and safety legislation.
- Students should understand the importance of and be able to maintain confidentiality.
- Students should understand the importance of and be able to obtain informed consent.
- Students should know the limits of their practice and when to seek advice or refer to another professional

#### **D- Honesty policy regarding cheating, plagiarism, misbehavior:**

- Students are expected to observe all University guidelines pertaining to academic misconduct.
- Any work submitted by a student for academic credit must be the student's own work. Submission of work taken directly from another source (e.g., book, journal, internet, clinic forms, or another student work) will be considered plagiarism and the student/group will get a zero grade for that work if part of an assignment. In addition, if copying occurred, both the student who copied the work and the student who gave material to be copied (if applicable) will receive a zero for the assignment.
- Students are expected to do work required for assignments on their own. Asking other instructors at the JU clinic or the staff, or other students to assist in or do any part of the assignment for them will negatively affect their grade on that assignment. The course instructor is the person the student needs to talk to if s/he has any difficulties pertaining to an assignment or project and is strongly encouraged to schedule an appointment with the instructor if such difficulties arise during the semester.





- Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited.
- Any forms of academic misconduct will be handled according to the University of Jordan guidelines.

### E- Grading policy:

Grading for this course will be determined based upon the accumulation of points for variety of assignments and exams. All work will be evaluated on completeness, organization, clarity of information, and the integration and application of the material.

### F-Available university services that support achievement in the course:

The University of Jordan provides many services to support social, health, and mental well-being of students in general and students with disabilities in specific. Students are advised to visit the Faculty of Students Affairs to learn more about those services. If you are a student with a disability for which you may request accommodations, please notify the staff of Services for Student with Disabilities (Faculty of Students Affairs) as soon as possible. Please also contact the instructor as soon as possible (email is acceptable) so the appropriate accommodations for this course can be made.

## 25 References:

### A- Required book(s), assigned reading and audio-visuals:

WEISS, S. A., TAPPEN, R. M. (2019). *Essentials of nursing leadership and management*. Philadelphia, F.A. Davis.

Page C.G.(Ed.), (2015). *Management in Physical Therapy Practices, 2e*. McGraw

Hill. <https://fadavispt.mhmedical.com/content.aspx?bookid=1936&sectionid=141075059>

### B- Recommended books, materials, and media:

## 26 Additional information:

Name of Course Coordinator: Dua'a Alwawi	Signature: DA	Date: 6/10/2023
Head of Curriculum Committee/Department: Majd Jarrar	Signature: ----MJ-----	
Head of Department: Majd Jarrar	Signature: MJ	
Head of Curriculum Committee/Faculty: ----Prof. Kamal A. Hadidi-----	Signature: ---KAH-----	
Dean: ----Prof. Kamal A. Hadidi-----	Signature: --KAH-----	