**ASIGNATURA DE ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

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| 1. **Competences** | To integrate the therapeutic treatment through initial assessment, planning, execution and assessment of physical therapy techniques to the improvement of life quality of the client/patient. |
| 1. **Four-month term** | Second |
| 1. **Theory hours** | 30 |
| 1. **Practice hours** | 30 |
| 1. **Total hours** | 60 |
| 1. **Total hours per week in term** | 4 |
| 1. **Learning Objective** | The students will coordinate a wellbeing and rehabilitation centre through the basics of administration, tools of the administrative process, and strategic planning to contribute to the achivements of the objectives and the profitability of the organisation. |

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| **Learning Units** | **Hours** | | |
| **Theory** | **Practice** | **Totals** |
| **I. Fundamentos de Administración.** | 10 | 10 | 20 |
| **II. Fases del Proceso Administrativo.** | 20 | 20 | 40 |
| **Totals** | **30** | **30** | **60** |
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**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

*LEARNING UNITS*

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| 1. **Learning Unit** | **I. Fundamentos de Administración.** |
| 1. **Theory hours** | 10 |
| 1. **Practice hours** | 10 |
| 1. **Total hours** | 20 |
| 1. **Objective of the Learning Unit** | The students will determine the types of companies of wellbeing and rehabilitation centres to make decision. |

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| **Topics** | **Know** | **Know how** | **Be** |
| Administration in wellness and rehabilitation services companies. | To describe the concept of administration.  To describe the concept of company.  To describe the classification of companies according to:  - Business.  - Size.  - Origin of capital.  - Franchise.  To identify the types of wellness and rehabilitation centres as companies.  To identify the functional areas of a wellness and rehabilitation centre.  -Human resources.  -Finances.  -Marketing.  -Operation / services.  - Maintenance.  - Systems. | To propose the classification of wellness and rehabilitation centres.  To propose the funcional areas of a wellness and rehabilitation centre. | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |
| The sustainability and socal responsibility in companies. | To define the responsability, sensitivity, and social obligation.  To identify the importance of social participation of companies.  To define the administration, sustainability, and its impact. | To structure a plan of social participation of a wellness and rehabilitation centre. | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |
| Introduction to administrative process. | To identify the stages of the administrative process:  -Planning.  -Organisation.  -Direction.  -Control.  To identify the phases of the administrative process:  -Mechanic phase.  -Dynamic phase. |  | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |

**ADMINISTRACIÓN DE CENTROS DE SERVICIOS DE TERAPIA FÍSICA**

*EVALUATION PROCESS*

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| **Learning Result** | **Learning Sequence** | **Instruments and types of evaluation** |
| To make a report that includes:  - Concept of administration from three authors.  - Concept of company.  - Classification of companies according to their capital, business, and size.  - Concept of franchise and examples.  - To propose the classification of wellness and rehabilitation centres.  - To propose the functional areas of a wellness and rehabilitation centre. | 1. To comprehend the concept of administration according to different authors.  2. To analyse the relation and importance of administration in wellness and rehabilitation companies.  3. To comprehend the concept of company and its classification.  4. To comprehend the importance of social responsibility and sustainability in companies. | Cases study.  Checklist. |

**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

*TEACHING LEARNING PROCESS*

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| **Teaching methods and techniques** | **Didactic means and materials** |
| Cases analysis.  Collaborative teams.  Investigation tasks. | Audiovisual equipment.  Internet connection. |

*FORMATION SPACE*

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| **Classroom** | **Laboratory / Workshop** | **Company** |
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**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

*LEARNING UNITS*

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| 1. **Learning Unit** | **II. Fases del Proceso Administrativo.** |
| 1. **Theory hours** | 20 |
| 1. **Practice hours** | 20 |
| 1. **Total hours** | 40 |
| 1. **Objective of the Learning Unit** | The students will develop the administrative process to contibute to the achivements of the wellness and rehabilitation centres. |

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| **Topics** | **Know** | **Know how** | **Be** |
| Planning. | To explain the concept of planning.  To explain the types of planning: strategic, tactic, and operational.  To explain the elements of strategic planning: Organisational philosophy, mission, vision, values, objectives, and SWOT (Strengths, Weaknesses, Opportunities, Threats).  To explain the elements of the planning stage: objectives, policies, programs, budgets, and procedures.  To explain the tools of planning and their characteristics.  To identify an activities program.  To describe the elements of an appointment schedule of a wellness and rehabilitation centre, as well as the different means to its elaboration. | To structure the organisational phylosophy for a wellness and rehabilitation centre.  To elaborate a SWOT analysis of a wellness and rehabilitation centre.  To define the objectives, procedures, policies, and programs of a wellness and rehabilitation centre.  To elaborate a digital appointment schedule. | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |
| Organisation. | To identify the elements of the organisation stage: division of work, task grouping, hierarchy, lines of communication, and charts.  To identify profiles and job descriptions of a wellness and rehabilitation centre.  To identify the functions and activities of a wellness and rehabilitation centre. | To elaborate a chart of a wellness and rehabilitation centre. | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |
| Direction. | To identify the elements of the direction stage: motivation, leadership styles, formal and informal communication, and supervision of wellness and rehabilitation centres. | To propose the type of leadership according to each wellness and rehabilitation centre.  To propose a motivation system for the collaborators of a wellness and rehabilitation centre. | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |
| Control. | To identify the elements of the control stage.  Establishment of performance standards and indicators with the objective of measure the present results and compare them with the planned ones. | To propose standards of personnel, services, and installations of a wellness and rehabilitation centre.  To propose indicators according to the wellness and rehabilitation centre. | Honest  Responsible  Analytical  Propositive  Objective  Ethic  Organised |

**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

*EVALUATION PROCESS*

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| **Learning Result** | **Learning Sequence** | **Instruments and types of evaluation** |
| Starting from a case, the students will create the administrative process of a wellness and rehabilitation centre that includes:  - Organisational phylosophy (vision, mission, values).  - SWOT analysis.  - Objectives.  - Policies.  - Programs.  - Agenda.  - Chart.  - Description of areas.  - Leadership style.  - Technique of motivation of personnel.  - Standards of personnel, services, and installations.  - Indicators. | 1. To comprehend the elements, types of planning, and their tools.  2. To comprehend the elements of organisation.  4. To analyse the elements of direction.  5. To comprehend the elements and tools of control. | Practical exercises.  Checklist. |

**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

*TEACHING LEARNING PROCESS*

|  |  |
| --- | --- |
| **Teaching methods and techniques** | **Didactic means and materials** |
| Cases analysis.  Collaborative teams.  Practical exercises. | Audiovisual equipment.  Internet connection. |

*FORMATION SPACE*

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| --- | --- | --- |
| **Classroom** | **Laboratory / Workshop** | **Company** |
| X |  |  |

**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

*CAPACITIES DERIVED FROM THE PROFESSIONAL COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES*

| **Capacity** | **Performance Criteria** |
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| To assess the physical condition of the customer/patient through the diagnostic interpretation and applying techniques of physical exploration and clinic interview to establish the treatment plan. | To write a report of therapeutic assesment, which will be added to the therapeutic record, that includes:   * Specialist who canalises * Informed consentment * Personal information * Current ailment * Clinic history * Physical and therapeutic assessment |
| To determine the therapeutic treatment through selection and programming of therapeutic techniques, area, equipment, work material, human resource, and calendarisation, to contribute to the evolution of the health condition of the client/patient and their wellbeing. | To create a treatment protocol, which will be added to the therapeutic record, that includes:  - Chronogram of sessions per treatment.  - Place or workplace.  - Techniques used.  - Therapeutic counterinstructions.  - Risks and complications.  - List of material and equipment to use according to the applicable norm.  - Projection of the evolution of the client/patient.  - Therapist in charge and their speciality. |
| To develop the therapeutic treatment through manual therapies and electrotherapy to contribute on the rehabilitation, health condition and wellbeing of the client/client. | To perform the manual techniques and electrotherapy according to the protocol established: facilities, equipment and goods to use, times, temperature; instructions, counterinstructions, and benefits to the client/patient.  To track the application of the treatment, which will be added to the therapeutic record, that includes:  • Date, time and session number.  • Treatment specifying the manual techniques and electrotherapy used.  • Advances of the treatment.  • Observations.  • Reaction or affectation.  • Suggestions of tracking and medical reassessment.  • Therapist in charge and their speciality. |
| To assess the evolution and satisfaction of the client/client through analysis of results to propose modifications to the treatment and to contribute to the fullfilment of its objectives. | To write a report of results, which will be added to the therapeutic record, that includes:   * Fullfilment of activities programmed. * Equipment used. * Techniques used. * Fullfilment of hygiene and security norms. * Degree of evolution of the customer/patient. * Degree of satisfaction of the customer/patient. * Conclusions to the treatment. * Observations and modifications proposal to the treatment. |

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**ADMINISTRACIÓN EN SERVICIOS DE TERAPIA FÍSICA**

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