

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 14 May 2012	Effective term of request (Semester-Year): Fall 2008 (200910)
Name: Louise Pagotto	Title: Vice-Chancellor for Academic Affairs
Campus: Kapi'olani	Office/Department: Academic Affairs
Phone: 808 734-9519	Email: pagotto@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kapiolani CC (KAP)	College: Health Education	Department: Health Sciences
<input type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: ^{AS} OTA	Occupational Therapy	Existing Concentration:
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: ACTA Description [30 char/space limit]: Activity Aide		
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses? no		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

Should the old program code be available for use in Banner? Yes No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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CAMPUS VERIFICATION		
Requestor Signature <u> <i>hanna p...</i> </u>	Date <u>14 May 2012</u>	
Registrar (If different from Requestor)		
Jeri Lorenzo _____	<u> <i>Jeri Lorenzo</i> </u> Signature	<u>14 May 2012</u> Date
Print name _____		
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
Jennifer Bradley _____	<u> <i>Jennifer Bradley</i> </u> Signature	<u>14 May 2012</u> Date
Print name _____		
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
_____	_____	_____
Print name _____ Signature _____ Date _____		
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place Email: iro-mail@lists.hawaii.edu
 Sinclair Annex 2, Room 4 Fax: 808-956-9870
 Honolulu, HI 96822 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

28500-47

KAPI'OLANI COMMUNITY COLLEGE
University of Hawai'i
PROGRAM ACTION REQUEST (Form: 2/22/02)

(Attach an Action Request Memorandum Stating the Justification for This Request;
Submit One Request for Each Proposal)

- 1a. Type of Program Action **Addition**
- 2. Program Type **CERTIFICATE OF COMPETENCE**
- 3. Program Name and Program Description: ACTIVITY AIDE

The Certificate of Competence prepares students to use specific craft materials and procedures in activities adapted to the needs of the patient and to communicate effectively with residents of long-term care facilities. The certificate is aimed at expanding the capabilities of health care providers to take on additional responsibilities as activity aides employed in long-term care settings.

- 4. Effective Term (semester/year): Fall / 2008
- 5. Revise pages 329-331 in the 2007-2008 version of the KCC General Catalog.:
- 6. Is this program offered at another UH Campus? (please choose one, omit other) **NO**.

If YES, specify campus, and program name. If NO, why is this program offered at KCC: The Certificate of Competence is part of the first semester of the revised A.S. degree in Occupational Therapy Assistant program. Students successfully completing the first semester of the Occupational Therapy Assistant program will receive a Certificate of Competence in Activity Aide (5 credits) to work in long-term care settings. Non-majors such as certified nurse aides or Adult Residential Home Care operators may also complete the Certificate of Competence independently.

7. Justification **This Certificate of Competence is aimed at supplying better qualified workers for activity departments in long-term care facilities such as nursing homes or adult resident care homes (ARCH). During the stop out of the OTA program in AY 2007-08, a community needs survey was conducted. The survey indicated both the need for specific skills training in this area and the availability of positions in the long term care area. See attached ARM to Chancellor for additional details.**

Requested by:	<u>Carol Paul-Watanabe</u>	<u>Health Sciences</u>	<u>04/10/2008</u>
	(Name)	(Department)	(Date)
	<u>Aaron Koseki</u>		<u>11/19/07</u>
	(Department Chairperson)		(Date of Department Vote)
Approved by:	<u>[Signature]</u>		<u>4/30/2008</u>
	(Curriculum Chairperson)		(Date)
	<u>[Signature]</u>		<u>5/5/08</u>
	(Faculty Senate Chairperson)		(Date)
	<u>[Signature]</u>		<u>5/17/08</u>
	(Dean of Curriculum Management)		(Date)
	<u>[Signature]</u>		<u>5/21/08</u>
	(Chancellor)		(Date)

PROPOSED GRID FOR
NEW CERTIFICATE OF COMPETENCE
ACTIVITY AIDE

CERTIFICATE OF COMPETENCE ACTIVITY AIDE (5 CREDITS)		
Course	Title	Credits
HLTH 118	Therapeutic Interpersonal Skills	3
OTA 119	Therapeutic Activities Lecture/Laboratory	2
	TOTAL	5

The issuance of this certificate of competence requires that the students achieve a grade of "C" or higher in all the required courses.

CERTIFICATE OF COMPETENCE REQUEST (Jan. 2004)

Kapi'olani Community College

(Attach a Memorandum Justifying this Proposal. Follow the CCCM #6004 Guidelines and the KCC Procedures and Guidelines)

Name of Certificate: Certificate of Competence

Effective Date: Fall 2008

Type of Action: NEW Certificate MODIFY or DELETE Existing Certificate

Credential: Certificate of Competence in **Activity Aide**

Employment Objective:

Employment as Activity Aides in long-term care settings.

Certificate of Competence Objective/Competencies: See Attachment.

Certificate of Competence Requirements:

OTA 119	Therapeutic Activities	2 cr
HLTH 118	Therapeutic Interpersonal Skills	3 cr

Certificate of Competence Justification:

This Certificate of Competence is aimed at expanding the capabilities of certified nurse aides and allowing them to take on additional responsibilities as activity aides employed in long-term care settings. The courses in this certificate prepare them to use specific craft materials and procedures in activities adapted to the needs of the patient and to communicate effectively with patients in a culturally sensitive manner.

Certificate of Competence Review: (Please indicate Y or N)

- Y N Employment objective is valid and supported by the proposed certificate.
 Y N Certificate objective and competencies enhance the student's job skills and employability.
 Y N All credit work consists of courses in the current KCC General Catalog.
 Y N No more than 9 credit hours of credit course work is required for the certificate.

Recommended by:

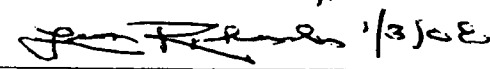

(Department Chair or Program Coordinator)

12-03-07
Date

Approved by:


(Vice-Chancellor for Academic Services)

12/28/07
Date


(Chancellor)

Date

03 December 2007

MEMORANDUM

To: Leon Richards, Chancellor

Via: Louise Pagotto *Louise Pagotto*
Interim Vice Chancellor for Academic Affairs

From: Carol Paul-Watanabe
Acting Program Director, OTA

Re: Request for Approval of New Certificate of Competence

Certificate title: Activity Aide

Certificate of Competency Objectives/Competencies

Objectives of the certificate:

- Provide basic theory and practice in analyzing and fabricating selected therapeutic crafts and other activities for residents in long-term care facilities.
- Develop skills in grading and adapting crafts and other activities for residents with decreased functional abilities due to aging or disease.
- Provide guidelines for safe implementation of activities and patient handling.
- Provide self-awareness concepts for health care practitioners.
- Provide basic principles and practice in identifying and resolving moral or ethical dilemmas.
- Provide basic theory and practice in effective communication to establish rapport with residents in long-term care and their significant others.
- Develop stress management techniques to prevent burnout and to benefit health care workers.

Competencies of the certificate:

Upon satisfactory completion of this certificate, the student will be able to do the following:

1. Fabricate crafts most commonly utilized in Occupational Therapy treatment and activity programs
2. Provide therapeutic use of activities through grading, adapting and modifying the environment, tools, materials and occupations.
3. Use the teaching-learning process and effectively interact through written, oral and nonverbal communication with client.
4. Apply basic client management techniques to enhance mobility, including physical transfers, wheelchair management, and positioning.

5. Use sound judgment in regard to safety of self and others, and adhere to safety regulations.
6. Demonstrate proper maintenance and storage of various materials, equipment, tools and inventory of supplies.
7. Define self awareness and values and their effect on human behavior and helping.
8. Identify strategies for analyzing issues and making decisions to resolve personal and organizational ethical conflicts.
9. Describe the effects of disability on the individual within the cultural context of family and society, as well as on occupational performance.
10. Describe how sociocultural, socioeconomic, diversity factors and lifestyle choices impact contemporary society.
11. Describe positive health behaviors and identify the importance of balancing areas of occupation with the achievement of health and wellness.
12. Identify effective communication techniques and application using characteristics of effective helping, cultural sensitivity and assertiveness.
13. Define professional burnout and identify stress management techniques to promote wellness.

Certificate of Competency Requirements:

The objectives will be satisfied by the completion of :

OTA 119	Therapeutic Activities	2 cr
HLTH 118	Therapeutic Interpersonal Skills	3 cr

Total credits required for this certificate: 5 cr

The issuance of this certificate of competence requires that the students achieve a grade of C or higher in all required courses.

Certificate of Competence Justification:

Completion of this certificate will enable certified nurse aides employed in long-term care facilities to expand their skills and effectively fulfill the role of activity aide in long-term care facilities.

April 23, 2008

MEMORANDUM

To: Leon Richards, Chancellor
Via: Louise Pagotto, Interim Vice Chancellor Academic Affairs
From: Carol Paul-Watanabe
Re: Request for Approval of New Certificate of Competence

Certificate title: Activity Aide

Certificate of Competency Objectives/Competencies

Objectives of the certificate:

- Provide basic theory and practice in analyzing and fabricating selected therapeutic crafts and other activities for long-term care facilities.
- Provide concepts in grading and adapting crafts and other activities for residents with decreased functional abilities due to aging or disease.
- Provide guidelines for safe implementation of activities and patient handling.
- Provide self awareness concepts for health care practitioners.
- Provide basic principles and practice in identifying and resolving moral or ethical dilemmas.
- Provide basic theory and practice for effective communication to establish rapport with residents in long-term care and their significant others.
- Provide concepts of burnout and stress management techniques to benefit health care workers.

Competencies of the certificate:

Upon satisfactory completion of this certificate, the student will be able to do the following:

1. Define self awareness and values and their effect on human behavior and helping.
2. Discuss strategies for analyzing issues and making decisions to resolve personal and organizational ethical conflicts.
3. Describe the effects of disability on the individual within the cultural context of family and society, as well as on occupational performance.
4. Describe how sociocultural, socioeconomic, diversity factors and lifestyle choices impact contemporary society.
5. Describe positive health behaviors and identify the importance of balancing areas of occupation with the achievement of health and wellness.
6. Give examples of effective communication techniques and application using characteristics of effective helping, cultural sensitivity and assertiveness.
7. Define professional burnout and identify stress management techniques to promote wellness.
8. Fabricate crafts most commonly utilized in Occupational Therapy treatment and activity programs

9. Demonstrate therapeutic use of activities through grading, adapting and modifying the environment, tools, materials and occupations.
10. Use the teaching-learning process and effectively interact through written, oral and nonverbal communication with client.
11. Demonstrate competency in basic client management techniques to enhance mobility, including physical transfers, wheelchair management, and positioning.
12. Use sound judgment in regard to safety of self and others, and adhere to safety regulations.
13. Demonstrate proper maintenance and storage of various materials, equipment, tools and inventory of supplies

Certificate of Competency Requirements:

The objectives will be satisfied by the completion of:

OTA 119	Therapeutic Activities	2 cr
HLTH 118	Therapeutic Interpersonal Skills	3 cr.

Total credits required for this certificate: 5 cr.

The issuance of this certificate of competence requires that the students achieve a grade of C or higher in all required courses.

Certificate of Competence Justification:

Completion of this certificate will prepare students for entry level employment in activity departments in long-term care facilities. Completion of this certificate will also provide employment opportunities for certified nurse aides employed in long-term care by expanding their skills to effectively fulfill the role of activity aide in long-term care facilities.