School of Nursing and Health Professions

Fiscal Year 2015

To: Barbara Lettiere, Tracy Berman

From: Mary Romanello

Re: New Programs and Initiatives

**I. Problem Statement and Timeline**

The School of Nursing and Health Professions seeks to develop and implement a Master of Science in Occupational Therapy as a means to contribute to Trinity’s Strategic Goal 1: Enrollment Growth. The Accreditation Council for Occupational Therapy Education (ACOTE) accepted Trinity’s letter of intent (LOI) to begin a program and enroll the first class in Fall 2015. To meet the accreditation timeline Trinity must submit a candidacy application no later than January 15, 2015. The program director must sign candidacy application thus in Fall 2014 NHP requests funds to hire a doctorally prepared occupational therapist to develop and direct the program. Accreditation guidelines require the director to hold a doctoral degree and be a license occupational therapist who has at least 8 years of clinical experience and at least 3 years experience in a full-time academic appointment.

The accreditation timeline approved by ACOTE requires Trinity to complete the following steps toward full accreditation in 2017.

**Master of Science: Occupational Therapy (MSOT) Accreditation Timeline**

|  |  |
| --- | --- |
| Letter of Intent Submitted to ACOTE | January , 2013 |
| Program Director Hire | Summer/Fall, 2014 |
| Candidacy Status Application Submitted with Application fee | January 15, 2015 |
| ACOTE action on Candidacy Application | April, 2015 |
| Students notified of acceptance into the Program | May 2015 |
| First OT Master of Science Degree Class Enrolled | August 2015 |
| Initial Report of Self-Study due | December 1, 2015 |
| ACOTE action on Initial Review | April 2016 |
| ACOTE Initial On-Site Evaluation | Spring-Summer, 2017 |
| First class begins Level II Fieldwork | May 2017 |
| ACOTE action on Report of On Site Evaluation – Accreditation Decision | Fall, 2017 |
| Commencement for Trinity’s first cohort of Occupational Therapy Master’s Degree students | December 2017 |
| NBCOT Certification Examination | December 2017 – January 2018 |

**II. Benefits to Trinity Washington University**

Adding the Master of Science in Occupational Therapy (MSOT) contributes to Trinity’s Strategic Plan by contributing to strategic goals I: Enrollment, III: Program Development, and VIII: Service to Students and Community. In 2014-2015 Trinity may see an enrollment increase associated with students enrolled in pre-requisite courses in preparation for admission to the MSOT in fall 2015.

Hiring the MSOT program director meets accreditation requirements, puts in place a lead individual to recruit and hire the needed fieldwork coordinator and occupational therapy faculty necessary to build out the program, increase Trinity’s presence in the greater Washington healthcare community, while working with the admission team to expand Trinity’s reach to prospective students.

**III. Potential Issues**

Hiring a qualified program director, recruiting faculty with the necessary expertise, and securing adequate fieldwork sites provide challenges to launching the new program. These challenges are countered by limited programs in the greater Washington area as Howard University offers the only OT program within the District of Columbia while Towson University in Baltimore, Shenandoah University in West Chester, Pennsylvania, and Virginia Commonwealth University in Richmond, Virginia offer the nearest occupational therapy degree programs.

Fieldwork site availability presents the second most difficult hurdle to overcome. Trinity received verbal commitments for occupational therapy fieldwork placements from partner MedStar National Rehabilitation Hospital and the District of Columbia Veterans Administration Medical Center. Communications in acquiring occupational therapy assistant sites reveal more receptivity for OT fieldwork than the OTA program has experienced. Using the OTA fieldwork contact list we will survey occupational therapy facilities in the District of Columbia and Maryland to determine fieldwork availability, leads for developing agreements, and marketing the program to area OT practitioners who are most likely to refer prospective students. The MSOT director will play a vital role in developing the program’s community presence.

**IV. Tentative Budget**

The initial startup costs will exceed income due to no OT students enrolled in the first year. Revenue may be generated from students taking pre-requisite courses for admittance into the program. For Trinity undergraduate students seeking MSOT admittance, pre-requisite courses are embedded within existing majors such as exercise science.

Salary statistics and staffing are based on accreditation requirements, average faculty for OT programs in benchmarked institutions, and a 2007 AOTA salary report which is the most recent available to non-AOTA members.

Projected enrollment is projected at 105 students once the MSOT is fully implemented. This assumes admitting 35 students per year with a 2.5 year or 7 semester program length.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Trinity College | | | | | | | |
| New Program Financial Impact Analysis | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Program Name: | | | Master of Science in Occupational Therapy |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Year One | Year Two | Year Three |
|  |  |  |  |  |  |  |  |
| Estimated Revenue: | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Unduplicated Enrollment Numbers: |  |  |  |  |
|  |  |  | Fall |  | 0 | 25 | 35 |
|  |  |  | Spring |  | 0 | 0 | 0 |
|  |  |  | Summer |  | 0 | 0 | 0 |
|  |  |  | Total Unuplicated Entrollment Numbers: |  | 0 | 25 | 35 |
|  |  |  |  |  |  |  |  |
|  |  |  | Total Credits |  | 0 | 425 | 630 |
|  |  |  | Tuition Rate Per Credit |  | 740 | 740 | 740 |
|  |  |  |  |  |  |  |  |
|  |  |  | Tuition Revenue (CALCULATED) |  | 0 | 314500 | 466200 |
|  |  |  |  |  |  |  |  |
|  |  |  | Fees Per Student |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Total Fees (CALCULATED) |  | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |
| Total Revenue (CALCULATED) | | | |  | 0 | 314500 | 466200 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Estimated Expenses: | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Number of Additional Staff |  | 0 | 2 | 0 |
|  |  |  | Number of Additional Full-Time Faculty |  | 1 | 3 | 2 |
|  |  |  | Number of Additional Adjunct Faculty |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Salary Expense: | | |  |  |  |  |
|  |  |  | Staff |  |  | 120000 |  |
|  |  |  | Fulltime Faculty |  | 95000 | 240000 | 160800 |
|  |  |  | Adjunct Faculty |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Total Salary Expense (CALCULATED) |  | 95000 | 360000 | 160800 |
|  |  |  |  |  |  |  |  |
|  |  |  | Benefit Expense (at 18% of Salary, CALCULATED) |  | 17100 | 64800 | 28944 |
|  |  |  |  |  |  |  |  |
|  | Total Compensation Expense (CALCULATED) | | |  | 112100 | 424800 | 189744 |
|  |  |  |  |  |  |  |  |
|  | Other Expenses: | | |  |  |  |  |
|  |  | 70140 | Salary Student |  |  |  |  |
|  |  | 70145 | Salary Stipends |  |  |  |  |
|  |  | 70146 | Stipends Students |  |  |  |  |
|  |  | 70310 | Lecture Fees |  |  |  |  |
|  |  | 70320 | Software (if >5000, Show Under Capital Budget) |  |  |  |  |
|  |  | 70330 | Hardware (if >5000, Show Under Capital Budget) |  |  |  |  |
|  |  | 70340 | Furniture (if >5000, Show Under Capital Budget) |  |  |  |  |
|  |  | 70350 | Office Equipment (if >5000, Show Under Capital Budget) |  |  |  |  |
|  |  | 70360 | Professional Management Fees |  |  |  |  |
|  |  | 71200 | Postage/Delivery |  |  |  |  |
|  |  | 71210 | Telephone |  |  |  |  |
|  |  | 71220 | Print/Copy |  |  |  |  |
|  |  | 71230 | Office Supplies |  |  |  |  |
|  |  | 71240 | Books/Subscriptions |  |  |  |  |
|  |  | 71250 | Miscellaneous |  |  |  |  |
|  |  | 71260 | Travel |  |  |  |  |
|  |  | 71270 | Membership Dues |  |  |  |  |
|  |  | 71280 | Conferences |  |  |  |  |
|  |  | 71290 | Program Supplies |  |  |  |  |
|  |  | 71300 | Entertainment |  |  |  |  |
|  |  | 71310 | Tuition Remission |  |  |  |  |
|  |  | 71320 | Food Expenses |  |  |  |  |
|  |  | 71330 | Awards |  |  |  |  |
|  |  | 71350 | Advertising/Marketing |  |  |  |  |
|  |  | 71380 | Program Services |  |  |  |  |
|  |  | 71390 | Special Programs |  |  |  |  |
|  |  | 71410 | Lab Supplies |  |  |  |  |
|  |  | 72000 | Other Materials |  |  |  |  |
|  |  | 79000 | Late Fees/Fines |  |  |  |  |
|  |  | 79010 | Licenses |  |  |  |  |
|  |  | 83000 | Insurance |  |  |  |  |
|  |  | 84025 | Equipment (if >5000, Show Under Capital Budget) |  |  |  |  |
|  |  | 84040 | Equipment Repair/Maintenance |  |  |  |  |
|  |  | 84075 | Maintenance Contracts |  |  |  |  |
|  |  | 84115 | Internet Connection Expense |  |  |  |  |
|  |  | 85050 | Rent Expense |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Total Other Expenses (CALCULATED) | | |  | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |
| Total Expenses (Compensation and Other) (CALCULATED) | | | |  | 112100 | 424800 | 189744 |
|  |  |  |  |  |  |  |  |
|  | Capital Budget Items: | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Building Improvement |  |  |  |  |
|  |  |  | Furniture |  |  |  |  |
|  |  |  | Equipment |  |  |  |  |
|  |  |  | Software/Hardware |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Total Capital Budget Items (CALCULATED) | | |  | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |
|  | Estimated Depreciation Expense (CALCULATED) | | |  | 0 | 0 | 0 |
|  |  |  |  |  |  |  |  |
| NET REVENUE (CALCULATED) | | | |  | -112100 | -110300 | 276456 |