



Information about the subject

Degree: Bachelor of Science Degree in Podiatry

Faculty: Faculty of Medicine and Health Sciences

Code: 470403 **Name:** Planning and management of the podiatric clinic

Credits: 6,00 **ECTS Year:** 4 **Semester:** 2

Module: GENERAL PODOLOGY AND BIOMECHANICS

Subject Matter: Research and management **Type:** Compulsory

Field of knowledge: Health Sciences

Department: -

Type of learning: Classroom-based learning

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

GENERAL PODOLOGY AND BIOMECHANICS

Subject Matter	ECTS	Subject	ECTS	Year/semester
General Podiatry	21,00	Evolutionary Podiatry	3,00	This elective is not offered in the academic year 23/24
		Expertise in podiatry	3,00	This elective is not offered in the academic year 23/24
		General Podiatry	6,00	1/2
		Preventive Podiatry	3,00	4/1
		Social Morality. Deontology	6,00	3/1
Biomechanics	27,00	Biomechanics	6,00	2/2
		Ergonomics and footwear	3,00	4/1
		General Intervention Procedures	6,00	This elective is not offered in the academic year 23/24
		Physiotherapy Assessment	6,00	This elective is not offered in the academic year 23/24
		Sports Podiatry	6,00	3/2
Radiology	6,00	Radiology and Radiation Protection	6,00	3/1



Research and management	12,00	Introduction to research and sanitary documentation	6,00	4/1
		Planning and management of the podiatric clinic	6,00	4/2

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 The student knows the necessary procedures to plan and create a podiatric clinic.
- R2 The student understands the importance of patient reception and care, as well as, the basic principles of marketing applied to podiatry.
- R3 The student understands the systems of patient management, human resources, accounting and taxation.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB4	Students convey information, ideas, problems and solutions to both specialized and non-specialized audiences.		X		

TRANSVERSAL		Weighting			
		1	2	3	4
CT1	Analytical capabilities		X		
CT7	Problem solving		X		
CT8	Decision making			X	
CT9	Teamwork			X	
CT10	Interdisciplinary teamwork		X		
CT14	Critical Reasoning		X		
CT15	Ethical commitment			X	
CT16	Autonomous learning		X		
CT22	Motivation for quality		X		



Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3	15,00%	Open questions
R1, R2, R3	60,00%	Tests
R1, R2, R3	20,00%	Oral presentation
R1, R2, R3	5,00%	Class participation
	0,00%	Practice exam- technical proficiency testing

Observations

Evaluation system: **Open questions** (0.00% - 15.00%)

Assessed learning outcomes: R1, R2, R3

Percentage awarded: **15,00%**

Evaluation system: **Multiple choice tests** (0.00% - 60.00%)

Assessed learning outcomes: R1, R2, R3

Percentage awarded: **60,00%**

Evaluation system: **Exposure** (0.00% - 60.00%)

Assessed learning outcomes: R1, R2, R3

Percentage awarded: **20,00%**

Evaluation system: **Class participation** (0.00% - 5.00%)

Assessed learning outcomes: R1, R2, R3

Percentage awarded: **5,00%**



MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Theoretical classes (TC). Training activity preferably oriented to the acquisition of knowledge skills. It is characterised by the fact that students are spoken to. Also called master class or expository class, it refers to the oral exposition made by the teacher, (with the support of a blackboard, computer and cannon for the exposition of texts, graphics, etc.).
- M2 Seminars (S). Training activity preferably oriented to obtain knowledge application and research competences. Knowledge is built through interaction and activity. Consisting of supervised monographic sessions with shared participation (Teachers, students, experts). The size of the group is variable, from a large group to small groups, no less than 6 students for interaction. The evaluation will be made by means of follow-up records by the teacher. Participation and development of problem-solving skills should be taken into account.
- M3 Problems practice (CPP). Training activity oriented to group work for problem solving under the supervision of a teacher. The size of the group is variable, in a range of 10-20 students, to avoid confusion with a master class.
- M4 Classroom practice (CPA). Training activity of work in groups that is developed in the classroom. It includes work with documents (e.g.: work with articles or documents, clinical case studies, diagnostic analyses, etc). The size of the group is variable, in a range of 10-20 students.
- M5 Computer Practice (CPI). Training activity of work in groups that is developed in the Computer Classroom where the learning is developed using the computer as a support. It includes the work with computer models, specific software, web queries, etc. The size of the group is variable, in a range of 10-20 students.



- M6 Laboratory Practice (CPL). Training activity of work in groups that is developed in the Laboratory. It includes the sessions where students actively and autonomously develop, supervised by the teacher, laboratory experiments. The size of the group is variable, in a range of 10-20 students.
- M7 Tutorials (T). Set of activities carried out by the teacher with personalised attention to the student or in small groups with the aim of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc. The aim is to ensure that education is truly a comprehensive training of the student and is not reduced to a transfer of information. It is, therefore, a personalized relationship of help in which the teacher-tutor attends, facilitates and guides one or more students in the formative process.
- M8 Evaluation (Ev). It is the set of processes that try to evaluate the learning results obtained by the students and expressed in terms of acquired knowledge, capacities, developed skills or abilities and manifested attitudes. It covers a wide range of activities that can be developed for students to demonstrate their training (e.g. written, oral and practical tests, projects or assignments,). It also includes Official Calls.
- M10 Estudio del alumno: Preparación individual de lecturas, ensayos, resolución de problemas, seminarios



IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Theoretical lessons M1	R1, R2, R3	34,00	1,36
Seminar M2	R1, R2, R3	4,00	0,16
Practice lessons M4	R1, R2, R3	15,50	0,62
Office Hours M7	R1, R2, R3	1,50	0,06
Evaluation M8	R1, R2, R3	5,00	0,20
TOTAL		60,00	2,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Autonomous work M10	R1, R2, R3	66,50	2,66
Group work M10	R1, R2, R3	23,50	0,94
TOTAL		90,00	3,60



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
The podiatric clinic as a company.	- Introduction to the podiatric clinic.- Analysis of the environment and strategies.- Start-up of the clinic.- Opening requirements, procedures and procedures.
Clinic documents and requirements.	- Choice of the legal form of the clinic and start-up procedures.- Fiscal obligations.- Opening requirements of the podiatric clinic.
Management of human, material and patient resources	- Motivation, leadership, communication and conflict resolution and negotiation.- Planning, job description, recruitment and selection of personnel, performance evaluation, compensation and training.- Hiring, payroll, social security and labor relations
Areas of a podiatric clinic	- Clinic spaces.- The clinic as a service company.- Patient reception and communication skills
Economic-financial aspects. Accounting and taxation	- Accounting analysis of the podiatric clinic.- Income and expenses. Treasury budget. Estimation of demand. Determination of prices.- Profitability threshold. Investment analysis.
Podiatric Marketing	- Marketing plan for the clinic.- Market analysis.
Quality and business ethics	- Quality management systems.- Quality of care in podiatry.- Risk prevention in the podiatric clinic.- Business ethics.



Temporary organization of learning:

Block of content	Number of sessions	Hours
The podiatric clinic as a company.	4,00	8,00
Clinic documents and requirements.	4,00	8,00
Management of human, material and patient resources	6,00	12,00
Areas of a podiatric clinic	2,00	4,00
Economic-financial aspects. Accounting and taxation	6,00	12,00
Podiatric Marketing	4,00	8,00
Quality and business ethics	4,00	8,00



References

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2. Lopez Lopez. Manual de podología. Conceptos, aspectos psicológicos y práctica clínica. Cersa Publicarya.com; 2012.
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5. Moreno JL. Podología general y biomecánica. Ed. Elsevier Masson; 2009
6. Labrador. Sistemas y servicios sanitarios (Manuales de dirección médica y gestión clínica). Ed. Díaz de Santos; 2006
7. Ribeiro. La comunicación eficaz. Ed. Urano; 2002
8. Varo. Gestión estratégica de la calidad en los servicios sanitarios. Ed. Díaz de Santos; 1993
9. Lilley. Como tratar con gente difícil Ed. Gedisa; 2002
10. Maqueda: Marketing estratégico para empresas de servicios. Ed. Díaz de Santos; 1995
11. Grönroos. Marketing y gestión de servicios Ed. Díaz de Santos; 1994
12. Moreno JL. Podología emprendimiento, ética, legislación y gestión. BDS librería ed. 2013
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23. www.meh.es
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Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☒ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☒ Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☒

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: