

1-2014

AHAT 468.50: Athletic Training - Organization and Administration

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Recommended Citation

Richardson, Russell J., "AHAT 468.50: Athletic Training - Organization and Administration" (2014). *Syllabi*. 774.
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**Athletic Training
Organization and Administration
AHAT 468
Spring 2014**

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Learning Unit 1	Introduction and Theoretical Basis of Management
Learning Unit 2	Program Management
Learning Unit 3	Human Resource Management
Learning Unit 4	Financial Resource Management
Learning Unit 5	Facility Design and Planning
Learning Unit 6	Information Management
Learning Unit 7	Reimbursement for Health Care Services
Learning Unit 8	Legal Considerations in Sports Medicine
Learning Unit 9	Ethics in Sports Medicine
Learning Unit 10	Preparticipation Physical Exams

The learning units are based on the content of each chapter in our text. I will be providing supplemental information throughout the course for each unit.

Course Title and Description:

AHAT 468: ATHLETIC TRAINING ORGANIZATION AND ADMINISTRATION - 2 semester hours

This course will explore the aspects of athletic training organization and administration. Topics include program management, human resources, insurance, risk management, ethics, pre-participation examinations, and facility design.

Required Text:

Management Strategies in Athletic Training, 4th Edition by Richard Ray and Jeff Konin

Course Requirements:

Facility Design and Equipment and Supply Budgets Due TBD

Design an Athletic Training facility for your desired area of employment. Include a to scale floor plan with a narrative justifying and describing your facility. In the facility design, include: location, colors, flooring, lighting, ventilation, traffic flow, accessibility, security, the specific functional stations (taping, office, storage, hydrotherapy, electrotherapy, and rehabilitation), the number of athletes and the number and type of sports using the facility. You must use a minimum of **FIVE** references in your design of the facility. Appropriate references include:

1. Design experts
2. Articles
3. One textbook
4. One interview

Inappropriate references include:

1. Product catalogs
2. AT's without significant design experience (not considered an expert in design).

Once the facility has been designed, equip the facility with the appropriate items. Include: Item description, Manufacturer, Unit Cost, and Total Cost, Include shipping and handling which usually adds approximately and additional 10% to the purchase. After the facility has been designed and equipped, develop a budget for the appropriate supplies. Group the supplies in the following categories: 1) reusable items (splints, crutches, kits etc.), and 2) expendable items (tape, bandages etc.). Include: Item description, Purchased from, quantity desired, unit cost, total cost. Include tax and shipping

Project purposes:

1. provide an opportunity to work in groups
 - helps to identify leadership and management styles
 - forces cooperation
 - provides opportunity for enhanced communication
2. provides a realistic perspective of actual costs involved in the operation of an Athletic Training Program.
3. applies the concepts of facility design and utilization
 - sanitation
 - legal considerations
 - purpose and function of a facility

Facility Design Project Grading Rubric

Content	Quality	Point Value
Mission Statement Position Descriptions		/15
Facility		/50
Office		
Hydrotherapy		
Electrotherapy		
Storage		
Rehabilitation		
Taping		
Environment		
Temperature		
Humidity		
Color		
Lighting		
Electrical		
Flow		
Presentation		/35
Professional Appearance		
Technology		
Written Narrative		
Clarity		
Sentence Structure		
Content		
References		
Budget		/50
Realistic/Appropriate		
Supplies		
Equipment		
Overall Score		/150

Athletic Training
Position Announcement
Due 1/31/2014

Write a position announcement for the Athletic Training Position you desire five years from your graduation. (If you are not planning employment in Athletic Training, then chose one of the available employment areas). Include: Position Announcement, Qualifications, Duties and Responsibilities, and Compensation Package. Follow the format from our text and from the NATA Career Center.

Professional
Professionalism
Due 2/7/2014

Define the term Professional and then in your own terminology, describe what it means to be a professional Athletic Trainer. Include who or what helped you to form your professional identity. How important is professionalism in Athletic Training?

Reflective Responses/Discussion Board
Due throughout the term

Throughout the course I will provide a number of opportunities for you to participate in a discussion board that will allow you to complete reflective responses of critical issues influencing the profession or your personal development as young professionals. There will be 10 units. In the PowerPoints I post on each unit, I ask a number of probing questions. You are expected to choose a question from each unit and respond to it (1 pg). Then you are to respond to at least one of your classmate's postings (1 pg). Each will be valued at 5 points. The purpose behind this assignment is to allow you to engage in a dialogue that will increase your understanding and application of the content in each unit.

Position Statements
Due 3/24/2014

The NATA has developed a number of position statements that have a direct influence on the topics related to organization and administration of AT. You will chose one of them (must be preapproved by me) and translate that Position Statement into a poster for display and presentation.

Grading:

3 written exams	100 points each	= 300
Comprehensive Final	150 points	150
Facility Design/Budget	150 points	150
Reflective Responses	100 points	100
Position Statement	50 points	50

Grading Scale:

90-100% = A 80- 89% = B 70- 79% = C 60- 69% = D <60% = F

The instructor reserves the right to award + or – grade where deemed appropriate

Late assignments will be devalued 50%.

Academic Honesty: “Please note that I take extremely seriously the university policy on the need for academic honesty in all your work. **Any form of dishonesty in an assignment will lead to a zero on the assignment, and I reserve the right to give a grade of F for the course as well.**”

Competencies and Proficiencies specific to AHAT 468

HA-1	<input type="checkbox"/> Describe the role of the athletic trainer and the delivery of athletic training services within the context of the broader healthcare system.	
HA-2	<input type="checkbox"/> Describe the impact of organizational structure on the daily operations of a healthcare facility.	
HA-3	<input type="checkbox"/> Describe the role of strategic planning as a means to assess and promote organizational improvement.	
HA-4	<input type="checkbox"/> Describe the conceptual components of developing and implementing a basic business plan.	
HA-5	<input type="checkbox"/> Describe basic healthcare facility design for a safe and efficient clinical practice setting.	
HA-6	<input type="checkbox"/> Explain components of the budgeting process including: purchasing, requisition, bidding, request for proposal, inventory, profit and loss ratios, budget balancing, and return on investments.	
HA-7	<input type="checkbox"/> Assess the value of the services provided by an athletic trainer (eg, return on investment).	
HA-8	<input type="checkbox"/> Develop operational and capital budgets based on a supply inventory and needs assessment; including capital equipment, salaries and benefits, trending analysis, facility cost, and common expenses.	
HA-9	Identify the components that comprise a comprehensive medical record.	
HA-10	<input type="checkbox"/> Identify and explain the statutes that regulate the privacy and security of medical records.	
HA-11	<input type="checkbox"/> Use contemporary documentation strategies to effectively communicate with patients, physicians, insurers, colleagues, administrators, and parents or family members.	
HA-12	<input type="checkbox"/> Use a comprehensive patient-file management system for appropriate chart documentation, risk management, outcomes, and billing.	
HA-13	Define state and federal statutes that regulate employment practices.	
HA-14	<input type="checkbox"/> Describe principles of recruiting, selecting, hiring, and evaluating	

	employees.	
HA-15	Identify principles of recruiting, selecting, employing, and contracting with physicians and other medical and healthcare personnel in the deployment of healthcare services.	
HA-16	Describe federal and state infection control regulations and guidelines, including universal precautions as mandated by the Occupational Safety and Health Administration (OSHA), for the prevention, exposure, and control of infectious diseases and discuss how they apply to the practicing of athletic training.	
HA-17	Identify key regulatory agencies that impact healthcare facilities, and describe their function in the regulation and overall delivery of healthcare.	
HA-18	Describe the basic legal principles that apply to an athletic trainer's responsibilities.	
HA-19	Identify components of a risk management plan to include security, fire, electrical and equipment safety, emergency preparedness, and hazardous chemicals.	
HA-20	Create a risk management plan and develop associated policies and procedures to guide the operation of athletic training services within a healthcare facility to include issues related to security, fire, electrical and equipment safety, emergency preparedness, and hazardous chemicals.	
HA-23	Identify and explain the recommended or required components of a pre-participation examination based on appropriate authorities' rules, guidelines, and/or recommendations.	
HA-24	Describe a plan to access appropriate medical assistance on disease control, notify medical authorities, and prevent disease epidemics.	
HA-25	Describe common health insurance models, insurance contract negotiation, and the common benefits and exclusions identified within these models.	
HA-26	Describe the criteria for selection, common features, specifications, and required documentation needed for secondary, excess accident, and catastrophic health insurance.	
HA-27	Describe the concepts and procedures for revenue generation and reimbursement.	
HA-28	Understand the role of and use diagnostic and procedural codes when documenting patient care.	
HA-29	Explain typical administrative policies and procedures that govern first aid and emergency care.	
HA-30	Describe the role and functions of various healthcare providers and protocols that govern the referral of patients to these professionals.	
PD-9	Specify when referral of a client/patient to another healthcare provider is warranted and formulate and implement strategies to facilitate that referral.	
PD-12	Identify mechanisms by which athletic trainers influence state and federal healthcare regulation.	