

ROWAN UNIVERSITY CURRICULUM PROPOSAL

PROPOSAL TITLE:Organization and Administration of Athletic Training (C)**CHECK APPROPRIATE:** UNDERGRADUATE GRADUATE SEMESTER HOURS**SPONSOR(S):** Marsha Grant-Ford, James Burd. Department of Health and Exercise Science**DEPARTMENT/TELEPHONE #** X4785**CHECK ONE:** COURSE MINOR PROGRAM CONCENTRATION SPECIALIZATION
 ACHIEVEMENT CERTIFICATE CERTIFICATION PROGRAM MAJOR PROGRAM**Step #1 (Department)** Approved (Date) Not Approved (Date)

R. F. Fagan
Dept. Curriculum Chr.

Oct 97
Reviewed (Date)

James Burd
Dept. Chr.

Step #2 (Receipt)SCC# 97-98-135

10/24/97
Date Received Senate

A. Reeves
Senate Curriculum Chr.

Step #3 (School)Reviewed Date: 11/3/97 Recommend to Approved Recommend NOT to Approve

Forward for Open Hearing:

 WITHOUT Reservations WITH Reservations:Comments: no required changes

J. Warner
School Committee Chr.

Step #4 (Academic Dean): Recommended NOT Recommended Conditionally Recommended (See Comments)

Comments:

Dean Signature/Date [Signature]**Step #5 (Senate Curriculum Committee):** Open Hearing Date: 3-23-98 Approved by Curriculum Committee Date 3-23-98

Returned to Sponsor(s) for the following reason:

Step #6 (Senate) Date announced/voted on at Senate 4/28 If voted on: Approved NOT Approved

Date forwarded to Executive Vice President/Provost _____

Senate Curriculum Committee chair Signature/Date: A. Reeves 5/11/98

Step #7 (Executive Vice President/Provost): Date Received _____

Approved

MAY 2 1998

NOT Approved If no, reasons are as follows:

Student Credit Hours _____

Faculty Load Hours _____

Equalized Credit Hours _____

Official Copy & Approval Sheet Filed (Date) 5/26/98

Executive Vice President/Provost Signature C. Johnston

Registrar

Date Approved Course Description Received 5/27/98

Hegis Taxonomy and Course Number Assigned CE35-405

Date/Signature of Registrar Robert A. Kubat 5/28/98

Notification Forward:

_____ Senate Curriculum Committee Chairperson

_____ Department Chairpersons

_____ Academic Dean(s)

_____ Registrar

_____ Sponsor(s)

COURSE PROPOSAL

1. Details

- a. Course Title
Organization and Administration of Athletic Training
- b. Sponsors: Marsha L. Grant Ford, MEd, ATC
James Burd, Department Chair
Department of Health and Exercise Science
- c. 3 S.H.
- d. Course Level: Undergraduate (senior level)
- e. Prerequisites: Formal acceptance into the athletic training specialization, Clinical Experience in Athletic Training II
- f. Implementation: Fall Semester 1998
- g. Curricular Effect: This athletic training specialization requirement has no effect on departmental offerings.
- h. Resource Requirements: Faculty must be a NATA certified athletic trainer with a master's degree and at least one year of full time experience as a NATA certified athletic trainer. Current full time staff is adequate. Present facilities are adequate.
- i. Library resources:
It is recommended that the following resources be added to complement current holdings.

Baley, James and Matthews, David
Law and Liability in Athletics, Physical Education,
and Recreation
William C. Brown Publishers

Herbert, David
Legal Aspects of Preventive, Rehabilitative, and
Recreational Exercise Programs
Professional Reports Corporation ISBN 0944183162

Hersey, Paul and Blanchard, Ken
Management of Organizational Behavior
Prentice-Hall ISBN 0132441128

Rankin, James and Ingersoll, Christopher
Athletic Training Management Concepts and Applications
Mosby ISBN 0801676983

Covey, Steven
The Seven Habits of Highly Effective People
Simon and Schuster ISBN 0671708635

Cowdrey, Michael
Basic Law for the Allied Health Professions
Jones and Bartlett Publishers ISBN 0867207108

- personnel, organization of examination site, etc.
4. Basic components of a comprehensive athletic injury emergency plan including (a) personnel training, (b) equipment, (c) emergency care facilities, (d) communication systems, (e) transportation, (f) game and practice coverage, (g) record keeping.
 5. Typical community-based emergency health care delivery plans including communication and transportation systems.
 6. Typical availability and capabilities of community-based emergency care facilities, common admission and treatment policies.
 7. Roles and responsibilities of various community based emergency care personnel (paramedics, emergency medical technicians, emergency room physicians, etc.)
 8. Typical administrative policies and procedures governing first aid and emergency care including those pertaining to parental consent, notification of parents, accident reports, and record keeping.
 9. Medical - legal and ethical protocol governing the referral of injured/ ill athletes for medical services.
 10. Basic legal concepts as they apply to the certified athletic trainer and his/her performance of job responsibilities (standard of care, liability, defenses against negligence, informed consent, etc.)
 11. Typical institution, local, and regional health care delivery systems including health care services, medical/ allied health care personnel, and referral procedures.
 12. Policies, guidelines, and rules and regulations governing athletic associations, professional associations, or other authoritative groups pertaining to health, safety, and welfare of the athlete.
 13. Local, state, and federal safety and sanitation standards for health care facilities, therapeutic modalities, and other equipment.
 14. Current guidelines and recommendations for conduction of athletic physical examinations developed by governing athletic associations, medical groups, or other related professional organizations.
 15. Basic components of a comprehensive physical examination and screening of athletes for competition including (a) a medical history, (b) the physical examination, and (c) medical authorization for participation.
 16. Typical organizational plans for conducting individual and group physical examinations, their comparative advantages and disadvantages, and the respective roles of various medical and paramedical personnel in each.
 17. Basic components of an effective physical examination including commonly recommended health factors to be evaluated and potential disqualifying conditions.

18. Principles of organizing and coordinating group physical examinations including scheduling of personnel, preparation of examination sites, etc.
19. Ethical and legal considerations associated with the conduction of physical examinations as related to confidentiality of medical information, medical authorization for participation, record keeping, etc.
20. Basic records and forms (medical history, physical examination, medical authorization, etc.) and filing systems pertinent to conduction of athletic physical examinations.
21. Basic concepts of organizing and coordinating a drug testing and screening program.
22. Basic components of a comprehensive athletic injury/ illness emergency care plan including those pertaining to (a) personnel training, (b) purchase, maintenance and storage of supplies and equipment, (c) identification of emergency care facilities, (d) development of communication and transportation systems, (e) assignment of personnel for emergency care coverage, and (f) accident reporting and record keeping.
23. Typical policies and procedures associated with athletic health care insurance including those pertaining to common benefits and exclusions, preparation and submission of claims, and financial restitution.
24. Principles of financial management related to the acquisition and maintenance of training room supplies and equipment including supply inventory and needs assessment, evaluation and selection of products, development and submission of budget requests and purchase orders, bidding procedures, etc.
25. Principles of training room management and operation including those pertaining to the assignment of personnel, scheduling and supervision of training room services, storage and use of supplies and equipment, cleaning and maintenance.
26. Federal and/ or state regulations pertaining to safety and sanitary standards for health care facilities and the installation and maintenance of therapeutic equipment.
27. Basic architectural considerations pertinent to the design of safe and efficient athletic training rooms.
28. Principles of personnel management including (a) recruitment and selection of athletic training staff members (students and full-time), (b) development of policies and procedures governing employment (job responsibilities, codes of conduct, operational procedures, etc.), (c) development of work schedules and assignment of personnel for training room, practice and game coverage, and (d) in-service training.
29. Principles in recruitment, selection, employment and utilization of team physicians and other medical/

allied health care personnel in the deployment of athletic health care services.

30. Accepted protocol governing the referral of athletes for medical, personal health, psychological, or social services.

(Psychomotor) The student will be able to demonstrate:

1. Appreciation of the importance of developing a thorough comprehensive athletic injury emergency care plan and the need for continual review and practice of emergency care procedures.

(Affective) The student will demonstrate an understanding of:

1. Appreciation of the need for cooperation among administrators, coaches, athletic trainers, parents, and athletes in the implementation of effective injury/illness prevention programs.
2. Appreciation of the importance of developing a thorough comprehensive athletic injury emergency care plan and the need for continual review and practice of emergency care procedures.
3. Acceptance of the professional, ethical, and legal parameters which define the proper role of the certified athletic trainer in the treatment and rehabilitation of injured athletes including the use of drugs and therapeutic agents.
4. Respect for accepted medical/ paramedical protocol involving confidentiality of medical information, medical/ therapeutic prescriptions, and health care referral as related to the rehabilitation process.
5. Acceptance of the professional, ethical and legal parameters which define the proper role of the certified athletic trainer in the administration and implementation of the athletic health care delivery systems.
6. Recognition and acceptance of the need for the organization and conduction of athletic training programs on the basis of sound administrative policies and procedures.
7. Acceptance of the responsibility for the completion of paperwork and maintenance of records associated with the administration of athletic training programs.
8. Respect for the roles of medical personnel, administrators, and other staff members in the organization and administration of the athletic training programs and of the need for the cooperation among involved personnel.
9. Recognition and acceptance of the need for good interpersonal relationships between the athletic training staff and student-athletes, medical/ paramedical personnel, coaches, and other institution

personnel.

10. Acceptance of the professional, ethical, and legal parameters which define the proper role of the certified athletic trainer in providing health care information and counseling.

11. Acceptance of the moral and ethical responsibility to intervene in situations of suspected or known use and/ or abuse of legal and illegal drugs and chemicals.

12. Acceptance of the professional, ethical and legal parameters which define the role of the certified athletic trainer as an educator.

b. Topical Outline:

1. Organizational systems in athletic training settings
 - traditional
 - clinic
 - corporate/ industrial
2. Athletic training facility management
 - facility usage
 - job descriptions
 - chain of command
 - supervision of student athletic trainers
 - personnel scheduling and considerations
 - resolving conflict
 - performance evaluation
 - ethnic issues in personnel and client management
 - budget types, systems and process
 - standard operating procedures
 - game and tournament management
3. Motivation in athletic training settings
4. Selecting the sports medicine team
 - members
 - contract or consultant
 - position announcements, recruitment
 - screening, interviewing, selecting
 - integration of community health care delivery systems
5. Conflict and mediation
6. Administrative policies involved in first aid procedures (consent, accident reports, record keeping, parental notification)
7. Administration of medical record keeping (pre participation physical, medical history, annual health appraisal, informed consent, insurance information, medical releases, waivers, liability releases, injury evaluation, injury log, therapy records, referrals) to include recent computer applications
8. Emergency care
 - policies, plan, and procedures
9. Insurance
 - types
 - claims

- professional liability insurance
 - 10. Architectural design of a safe, effective facility
 - 11. Organization and administration of pre-participation examinations
 - 12. Organization and administration of drug testing programs
 - 13. The impact of state (New Jersey high school) and national (NCAA) regulations on athlete health care
 - 14. Communication and transportation systems
 - 15. Evaluation of the Rowan athletic training program
- c. Evaluation and Grading Procedure
- 1. various practical exercises in facility design, budget process, etc.
 - 2. class participation
 - 3. written examination
 - 4. case study exercises in athletic training management
 - 5. critique of two local athletic training facilities
- d. Course Evaluation
- 1. student evaluation
 - 2. review by department athletic training education program director
 - 3. review by department curriculum committee

4. Letters of Consultation

This course is not being taught elsewhere on campus, nor does it have an impact on other departmental offerings.

Catalog Description

Organization and Administration of Athletic Training

Prerequisites: Formal acceptance into the athletic training specialization and Clinical Experience in Athletic Training II.

This lecture/laboratory course is designed to meet the entry level competencies for the student athletic trainer in the area of organization and administration of athletic training. It covers liability, budgeting, athletic training facility design, insurance, administration of medical record keeping systems, data tabulation and interpretation, emergency transportation systems, athletic training facility management, impact of state and national governing body regulations, athletic injury insurance administration and communication, conflict resolution and mediation. A field experience is required.