

California University of Pennsylvania  
Guidelines for New Course Proposals  
University Course Syllabus  
Department of Health Sciences  
UCC Approval date: 10/16/2017

A. Protocol

Course Name: Administration in Athletic Training  
Course Number: ATE 723  
Credits: 2  
Prerequisites: Enrollment in the PMSAT Program  
Maximum Class Size (face-to-face): 30  
Maximum Class Size (online): 30

B. Objectives of the Course:

Upon completion of the course, students should be able to:

- 1) Describe the role of the athletic trainer and the delivery of athletic training services within the context of the broader healthcare system.
- 2) Describe basic healthcare facility design for a safe and efficient clinical practice setting.
- 3) Describe the process of licensure and continuing education by creating a professional development plan to maintain professional credentials.
- 4) Construct appropriate medical documentation and understand Electronic Medical Records.
- 5) Assess the value of the services provided by an athletic trainer.
- 6) 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.
- 7) Identify and explain the statutes that regulate the privacy and security of medical records.
- 8) Use contemporary documentation strategies to effectively communicate with patients, physicians, insurers, colleagues, administrators, and parents/guardians.
- 9) Use a comprehensive patient-file management system for appropriate chart documentation, risk management, outcomes, and billing.
- 10) Define state and federal statutes that regulate employment practices.
- 11) Describe the basic legal principles that apply to an athletic trainer's responsibilities.
- 12) Create a risk management plan and develop associated policies and procedures to guide the operation of athletic training services within a healthcare facility.
- 13) Develop comprehensive, venue-specific emergency action plans.
- 14) Understand the role of and use diagnostic and procedural codes when documenting patient care.

C. Catalog Description:

This course provides an overview of the administrative issues in athletic training. Administration topics will include management of personnel, financial resources, legal concerns, risk management, facility design, emergency action plans, delivery of health care services, and insurance. The course will examine professional and governing organizations, various issues, policies, and procedures surrounding the healthcare profession of athletic training. Current issues in athletic training related to professional conduct and practice will also be discussed.

D. Outline of the Course:

Scope of Practice & Regulation of AT  
Standing Operating Procedures  
Job Search, Interviewing, Resume/Cover Letter Development  
Risk Management and Legal/Ethical Concerns  
Electronic Medical Records/Medical Documentation  
Comprehensive Patient-File Management System (Diagnostic and Procedural Codes)  
BOC Process and Continuing Education – PA State Licensure  
Effective Communication  
Athletic Training Policies & Procedures  
Emergency Action Plans

E. Teaching Methodology:

- 1) Traditional Classroom Methodology  
Lecture, guest speakers, class discussion, group activities
- 2) Online Methodology  
Presentations, readings, discussions, videos

F. Text

Harrelson, G., Gardner, G., & Winterstein, A. (2017). Administrative topics in athletic training: Concepts to practice. SLACK Inc: Thorofare, NJ.

G. Assessment Activities:

- 1) Traditional Classroom Assessment  
Exams, quizzes, homework assignments, online discussion posts, projects
- 2) Online Assessment  
Exams, quizzes, homework assignments, online discussion posts, projects

H. Accommodations for Students with Disabilities:

OSD

Revised June 2015

<b>STUDENTS WITH DISABILITIES</b>
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Students reserve the right to decide when to self-identify and when to request accommodations. Students requesting approval for reasonable accommodations should contact the Office for Students with Disabilities (OSD). Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Students will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Contact Information:

- Location: Carter Hall - G-35
- Phone: (724) 938-5781
- Fax: (724) 938-4599
- Email: [osdmail@calu.edu](mailto:osdmail@calu.edu)
- Web Site: <http://www.calu.edu/osd>

I. Title IX Syllabus Addendum

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**California University of Pennsylvania**  
**Reporting Obligations of Faculty Members under Title IX**  
**of the Education Amendments of 1972, 20 U.S.C. §1681, et seq.**

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California University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with the Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator, Dr. John A. Burnett, Special Assistant to the President for EEEEO, Office of Social Equity, South Hall 112, [Burnett@calu.edu](mailto:Burnett@calu.edu), 724-938-4014. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as

part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.

The University's information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at:

- **Office of Social Equity**, South Hall 112, 724-938-4014
  - Social Equity Home Page [www.calu.edu/SocialEquity](http://www.calu.edu/SocialEquity)
  - Social Equity Policies [www.calu.edu/SEpolicies](http://www.calu.edu/SEpolicies)
  - Social Equity Complaint Form [www.calu.edu/SEcomplaint](http://www.calu.edu/SEcomplaint)
- **Counseling Center**, Carter Hall G53, 724-938-4056
- **End Violence Center**, Carter Hall G94, 724-938-5707
- **Student Affairs**, Natali Student Center 311, 724-938-4439
- **Wellness Center**, Carter Hall G53, 724-938-4232
- **Women's Center**, Natali Student Center 117, 724-938-5857
- **Threat Response Assessment and Intervention Team (T.R.A.I.T.) & Dept. of Public Safety & University Police**, Pollock Maintenance Building, 724-938-4299
  - **EMERGENCY:** From any on-campus phone & Dial **H-E-L-P** or go to any public pay phone & **Dial \*1**. (\*Identify the situation as an emergency and an officer will be dispatched immediately.)

J. Supportive Instructional Materials, e.g. library materials, web sites, etc.

NATA Position/Consensus Statements: <http://www.nata.org/news-publications/pressroom/statements>

Professional journal articles: Journal of Athletic Training, Athletic Therapy Today, American Family Physician, Journal of Bone & Joint Surgery, International Journal of Emergency Medicine, Cochrane Database Systematic Reviews, etc.

Additional Information for Course Proposals

K. Proposed Instructors:

Any qualified athletic training faculty. Must be BOC Certified and PA state licensed (per accreditation standards)

L. Rationale for the Course:

This course will contain required athletic training educational competencies (per accreditation standards) in the area of athletic training administration.

M. Specialized Equipment or Supplies Needed:

None

N. Answer the following questions using complete sentences:

1) Does the course require additional human resources? (Please explain)

No

If Yes, click here to answer Question N1, above.

2) Does the course require additional physical resources? (Please explain)

No

If Yes, click here to answer Question N2, above.

3) Does the course change the requirements in any particular major? (Please explain)

Yes

This course is a part of the new/revised major, the professional master of science in athletic training.

- 4) Does the course replace an existing course in your program? (If so, list the course)

No

If Yes, click here to answer Question N4, above.

- 5) How often will the course be taught?

Each Fall

Click here to add text to qualify your selection for course timing, if necessary.

- 6) Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)

No

Click here if the answer to Question N6, above is YES. Indicate the other discipline/department and the other course number and name.

- O. If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.

NA

- P. Please identify if you are proposing to have this course considered as a menu course for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.

No

## **Q. Approval Form**

**Provide the Approval Form (Signature Page) with the signatures of your department Chair AND college Dean (electronically).**