

ORGANIZATION AND ADMINISTRATION OF ATHLETIC TRAINING

EXRS 4120

Instructor: Lenny Navitskis

542-7900

Lenny@sports.uga.edu

Course Description:

An advanced course in the organization and administration of an Athletic Training program. Emphasis will be on the objectives, principles and problems in the management of a comprehensive athletic training program.

Course Objectives:

1. To understand the organizational structure of the NATA, SEATA, and GATA. Further, to examine the NATA Code of Ethics and Principles of Practice.
2. To understand athletic trainer's liability, product liability and measures which safeguard in the event of a lawsuit.
3. To design an athletic training facility, including budgeting, ordering, and financial planning related to athletic training programs and sportsmedicine clinics.
4. To understand the basic terminology and concepts of medical and health insurance. To appreciate the current trends in health insurance and third party reimbursement.
5. To develop an entry level resume. Understand the steps and skills associated with the job seeking process.
6. To develop a general understanding of program management and personnel management.
7. To design and construct a basic research project including a review of literature, methodology, basic statistics and conclusions.

Required text:

1. Ray, R. (2000). Management strategies in athletic training. Champaign, IL:Human Kinetics Publishers.
2. Role Delineation Study – NATABOC Order online at http://www.nataboc.org/atc_orderrole.html cost is \$26.95 (includes shipping)

Course Requirements:

2 Written Examinations (100 points each)	200 points
Semester Project/Presentation	150 points
4 - Update reports	40 pts (10 points each)
Written plan - including documentation	70 pts
Presentation - including Q & A	40 pts
Assignments	<u>110 points</u>
TOTAL	460 points

Course Grade: Based on points accrued from above requirements.

A = 414 – 460

B = 368 – 413

C = 322- 367

D = 276 – 321

F = <276

*****Tests must be taken on given day unless prior arrangements have been made with the instructor.**
*****Late assignments will not be accepted for credit.**

TENTATIVE COURSE OUTLINE

WEEK 1	INTRODUCTION TO THE COURSE, STRUCTURE OF THE NATA, SEATA, GATA
WEEK 2	STANDARDS OF PRACTICE, GOVERNMENT REGULATION, RESUMES AND INTERVIEW TECHNIQUES, HOW TO LOOK FOR A JOB, ASSIGN PROJECT
WEEK 3	OSHA, RISK MANAGEMENT, HEALTHCARE NETWORK
WEEK 4	MISSION/VISION STATEMENTS, PROG. ANALY CHAP 3
WEEK 5	DESIGNING A FACILITY, BUDGET, FUNDING CHAP 4&5
WEEK 6	STAFFING, INSURANCE CHAP 7
WEEK 7	MEDICAL RECORDS, PPE, TERMINOLOGY, SOAP NOTES CHAP 6&10
WEEK 8	SOFTWARE PROGRAMS, MIDTERM EXAM
WEEK 9	LIABILITY; OMISSION, COMMISSION, NEGLIGENCE CHAP 8&10
WEEK 10	LIABILITY OF THE ATHLETIC TRAINER, DRUG TESTING CHAP 8&10
WEEK 11	DISTRIBUTION OF MEDICATIONS, PHARMACOLOGY
WEEK 12	ROLE DELINATION STUDY ROLE DELINATION BOOK
WEEK 13	CASE STUDIES AND CURRENT TOPICS IN ADMINISTRATION
WEEK 14	PROJECT PRESENTATIONS
WEEK 15	PROJECT PRESENTATIONS
WEEK 16	FINAL EXAM

Specific Course Schedule

DOMAINS COVERED

WEEK 1

- A. Introduction to course and objectives
- B. Structure of the NATA, SEATA, GATA

C 40,44

WEEK 2

- A. NATA Code of Professional Practice/NATABOC Standards of Professional Practice
- B. CAAHEP Accreditation
- C. Relationship between the following groups:
 - 1. NATA
 - 2. NATABOC
 - 3. NATABOC/NOCA
 - 4. NCCA
 - 5. JRC-AT/CAAHEP
- D. How to Prepare a Resume
- E. How to Prepare a cover letter
- F. Description of course projects
- G. **ASSIGNMENT #1** Resume and Cover Letter (20 pts)

C 41,42,43

A 7

C 46

P 8

WEEK 3

- A. OSHA and their function in healthcare
- B. State licensure – how it affects you
- C. Scope of Practice – Legal concerns
- D. Blood Born Pathogens – Infection Control
- E. Risk Management
- ASSIGNMENT #2** – Risk Management Plan (15 pts)

C 7,8,9

C 28,29,30

P 2

A 6

WEEK 4

- A. The Healthcare Team Network
 - * EMS; Nurse; Physician; Nutritionist; Psychologist, Administration
- B. Communication Skills with Allied Health - Referrals
- C. Standing Physician Protocol
- D. Mission Statements
- E. Vision Statements
- H. Program Analysis
- ASSIGNMENT #3** Write a Mission, Vision Statements (10 pts)

C 31,33 – 35,37,45

A 1,2,10

C 18,19

WEEK 5

- A. Designing a Facility
 - 1. Financial Planning
 - 2. Budget/Outside Funding
 - 3. Purchasing – bid sheets/capital outlay/requisition
 - 4. Outside Funding
- B. Physical plant
- C. Design or Play the Hand you are Dealt

C 15

P 7

C 16

P 1

- D. Meet Construction Codes
 - E. Safe and Efficient
 - F. Accessible
- PROJECT UPDATE, PART 1 DUE (10 PTS)**

WEEK 6

- A. Staffing Issues C 6,17,20
 - B. Personnel Management P 3
 - C. Policies and Procedures Manual A 8
 - D. Anti-discrimination C 12,13
 - E. Insurance – What We Need to Know
 - 1. HMO,PPO, Medicaid
 - 2. What is a Preferred Provider
 - 3. Filing for Services Rendered/Getting Pre-Approval
 - 4. Deductibles
 - 5. Services Covered/Not Covered
- ASSIGNMENTS #4 – Annual review Policy (20 pts)**

WEEK 7

- A. Creating a Medical Record C 2,3
 - 1. PPE P 6
 - 2. Medical History A 8,9
 - 3. Emergency Information
 - 4. Permission to Treat
 - 5. Treatment Notes C 5,14
 - B. Medical Terminology P 5
 - C. Documentation A 5
 - D. What’s Needed/What’s Not
- ASSIGNMENT #5 File an Insurance claim (30 pts)**

WEEK 8

- A. Software Programs C 1,4
 - B. NEISS, NCAA, Nat. Head/Neck Registry P 4
 - C. Designing a PPE C 10,11
 - D. Is a Computer Necessary?
 - E. Closer Look at Software
 - F. Keeping Up With the Paper Chase
- PROJECT UPDATE PART 2 DUE (10 pts)**

MIDTERM EXAM

WEEK 9

- A. Liability Issues C 28
 - 1. Negligence
 - 2. Omission
 - 3. Commission

