

**Midwestern State University**  
**College of Health Sciences & Human Services**  
**Department of Athletic Training and Exercise Physiology**  
**Athletic Training Educational Program**

**ATRN 4903:** Administration of Athletic Training (3cr hrs) Classroom  
CO 111– MWF=3 hours / week  
**Term:** Fall 2022 10:00am -10:50am  
**Faculty:** Gary Diehm MS, ATC, LAT

**Office:** D.L. Ligon Room 157  
**Office Hours:** M-F 10:00am to 11:30am

**Phone:** (940) 397-6236 (940) 397-4232 (Department Secretary)  
**E-mail:** Gary.diehm@mwsu.edu

**Course Description:** Overview of administrative and finance principles applicable to the operation of athletic training programs and clinics.

**Course Objectives:** Upon successful completion of this course, the student will be able to:

1. Describe the role of the athletic trainer and the delivery of athletic training services within the broader healthcare system.
2. Describe the impact of organizational structure on daily operations, the role of strategic planning to assess and promote organizational improvement,
3. Describe the basic legal principles that apply to an athletic trainer's employment, responsibilities, including developing venue-specific EAP plans, reviewing risk management policies and procedures, and other practices related to all aspects of safety, emergency preparedness, etc.; various emergency medical conditions (sickle-cell, asthma, diabetic, etc.) and policies & procedures that govern first aid, disease control (universal precautions, OSHA policies as well as other federal, state and local policies), drug testing and emergency care delivery of services.
4. Identify and define the components of a pre-participation physical exam (PPE), and medical history, the need to secure medical records, and patient file management systems, patient outcomes and the importance of communications with other medical professionals.
5. Describe the process for getting employed, the recruiting, hiring and evaluating of athletic training professionals including physicians and other medical professionals.
6. Apply basic finance and business principles in development of a budget supporting athletic training services including the budgeting process, supply inventory and needs assessments, the bidding process, purchasing, requisition, budget balancing, .
7. Discuss HIPPA, FERPA issues, including health, catastrophic, secondary/primary insurance, professional liability insurance issues relevant to athletic training services, including use of professional terminology and coding mechanisms used in insurance and billing documents.
8. Describe basic healthcare facility design for athletic training facilities, including traffic flow, equipment considerations, office space design and implementation of technology record systems and storage.

**Required Textbook(s):**

Ray, R.R. (2011). *Management Strategies in Athletic Training*. Champaign, IL: Human Kinetics. 4th ed.

**This course will be evaluated on an 8 point scale not a 10 point scale.**

<b>Grading Scale</b>		
A	100% -92%	1080 - 993.6 pts
B	91% -84%	993.5 - 907.2 pts
C	83% -76%	907.1 - 820.8 pts
D	75%-68%	820.7 - 734.4 pts
F	67%>	734.3 - 0

**In the AT Curriculum, Students are required to get no less than a “C” in any ATRN course, or they will have to repeat the course the next fall semester when it is offered.**

**Course Evaluation:**

Resume Project-	100pts	
Senior Presentation	100pts	
Policies & Procedures	100pts	
Budget Project-	100pts	
Facilities Project-	100pts	
Discussions-	100pts (25pts each x 4)	
Exam/Quizzes (3)	300pts (100pts x 3 exam/quizzes)	
Final Exam	180 pts	
Assignments (4)	100pts	
	Drug Testing Policy	25pts Medical
	Records Project	25pts
	Cover Letter (job/interview)	25pts
	AT Clinic Rules	25pts

**There are NO GROUP Projects; Student MUST do their OWN WORK or RECEIVE A GRADE OF ZERO!!!**

**Course Policies:**

Students should refer to the current MSU Student Handbook and Activities Calendar for university policies related to class attendance, academic dishonesty, student responsibilities, rights and activities.

**ACADEMIC HONESTY/DISHONESTY**

Midwestern State University is built upon a strong foundation of integrity, respect, and trust, All members of the university community have a responsibility to be honest and the right to expect

honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated.

Plagiarism is strictly forbidden on any course assignment. (This includes class notes and fellow students work!) All, work, besides your own, should be cited and a reference given. Do not misrepresent any of your efforts on any academic task for which you will receive a grade.

## **Student Honor Creed**

*“As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so.”*

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one’s own, work or ideas which are not entirely one’s own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

*Written and adopted by the 2002-2003 MSU Student Senate.*

## **DEFINITIONS.**

A. **ACADEMIC DISHONESTY.** An action attempted or performed that misrepresents one’s involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited

i. Plagiarism: presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one’s own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the instructor ii. Cheating: using information, study aids, notes, materials, devices, or collaboration not

explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one’s assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration. iii. Fraud: altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one’s past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment. iv. Violation of Standards: violations against ethical and professional standards required by

individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.

v. Multiple Submissions: submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.

vi. Interference/Obstruction: interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but

is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student. vii. Complicity: assisting another person in any act of academic dishonesty as defined above.

B. **ACADEMIC ENDEAVOR.** Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:

- i. Course assignments (written/oral, projects, research, exhibitions of work)
- ii. Exams (written/oral, quizzes)
- iii. Clinical assignments (internships, rotations, practical)
- iv. Presentations (on and off campus)
- v. Publications
- vi. Independent study coursework
- vii. Plan B papers/projects, theses, dissertations
- viii. Student media associated with academic credit

**Students are expected to do their own work at all times. This includes all tests, papers, quizzes, projects, reports, and notebooks. Plagiarism of any authors (even fellow classmates) work will not be tolerated.**

Copying of materials using a previous student's work, notebook, etc. will not be tolerated. Students who miss class will need to get notes from other students. **HOWEVER, IT IS EXPECTED THAT THIS WORK WILL BE REDONE IN THEIR OWN WORDS.** Students using computers, word processors, etc. may not share discs or other materials between each other. To do so will be considered the same as copying of materials. In all cases students who allow for the copying of materials will be treated just like the student who does the copying.

**STUDENTS WHO ARE FOUND TO BE IN VIOLATION OF THIS POLICY WILL HAVE A GRADE OF ZERO RECORDED FOR THE INVOLVED PAPER, TEST, QUIZ, PROJECT, REPORT OR NOTEBOOK. FURTHERMORE THESE STUDENTS WILL BE REFERRED TO THE APPROPRIATE DEPARTMENT, COLLEGE, OR UNIVERSITY COMMITTEE FOR THE APPROPRIATE DISCIPLINARY ACTION**

### **Students with Disabilities:**

Midwestern State University does not discriminate on the basis of an individual's disability and complies with Section 504 of the Americans with Disabilities Act (ADA) in its admission, accessibility, and employment of individuals in programs and activities. It is the policy of Midwestern State University that no otherwise qualified person with a disability be excluded from the participation in, be denied the benefits of, or be subject to discrimination in any educational program or activity at the University. MSU provides academic accommodations and auxiliary aids to individuals with disabilities as defined by law, who are otherwise qualified to meet academic employment and requirements.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the ClarkStudentCenter, 397-4140.

**Safe Zones Statement:** The professor considers this (online) classroom to be a place where you will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment. Online posting will be respectful and related to course content. No foul or obscene language or items should be posted in the group discussions.

**Concealed Carry Statements  
for the  
Robert D. & Carol Gunn College of Health Sciences & Human Services**

**Concealed Carry in Laboratories:**

Participation in Athletic Training and Exercise Physiology laboratory classes often require students to wear “scrubs” which are thin garments which may make concealed carry of a firearm difficult if not impossible. In addition, students are often required to palpitate other students while simulating medical examinations or procedures. This required physical contact may also make concealment of a firearm difficult. While concealed carry is not prohibited in any Athletic Training and Exercise Physiology laboratory, students are reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and university. Students should factor the above in their decision as to whether or not to conceal carry in Athletic Training and Exercise Physiology laboratories.

**Concealed Carry at Clinical/Affiliate Sites:**

Students must follow any rules or policies established at the clinical/affiliate site they attend. If the clinical/affiliate site does not prohibit the concealed carry of firearms, the university and Athletic Training and Exercise Physiology does not prohibit concealed carry at the clinical/affiliate site. However, students are reminded that at their clinical/affiliate sites the students are often required to wear “scrubs” which are thin garments which may make concealed carry of a firearm difficult if not impossible. Students may have to engage in activities such as moving patients or performing examinations which may make the concealment of a firearm difficult. Students are also reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and university. Students should factor the above in their decision as to whether or not to conceal carry at clinical/affiliate sites if those sites do not prohibit concealed carry.

**Course Progression**

Week	Date	Topic	Assignment
1	8/22	Introduction	Chapters 1 & 2 in text
	8/24	Management Styles and Roles	
	8/26	Program Management	
2	8/29	Human Resource Management	
	8/31	Human Resource Management	
	9/2	Human Resource Management	Chapters 3
3	9/5	Labor Day-No CLASS	

	9/7	Resume Writing	
	9/9	Resume Writing	
4	9/12	Job interviews	
	9/14	Job interviews	
	9/16	Budget	Chapter 4
5	9/19	Purchasing	
	9/21	Inventory	
	9/23	Facility Design	<b>Test 1</b>
6	9/26	Facility Design	Chapter 5
	9/28	Facility Design	
	9/30	Facility Design	
7	10/3	Record keeping	Chapter 6
	10/5	Record keeping	
	10/7	Information System	
8	10/10	Information Systems	
	10/12	Types of Medical Records	<b>Test 2</b>
	10/14	SOAP vs Other Forms of records	
9	10/17	SOAP vs Other Forms of records	
	10/19	Review HIPPA and FERPA	
	10/21	Medical Insurance Programs	Chapter 7
10	10/24	Athletic/Medical Insurance	
	10/26	Athletic/Medical Insurance	
	10/28	Risk Management	<b>Test 3</b>
11	10/31	Risk Management	Chapter 8
	11/2	Legal Considerations	
	11/4	Legal considerations	
12	11/7	Legal Considerations Pre-Participation Exams	
	11/9	Ethics/NATA Code of Ethics	Chapter 9
	11/11	Board of Certification Actions	
13	11/14	BOC and CEU's	
	11/16	NATA Organization	
	11/18	BOC Credential	
14	11/21	State Licensure State To State	
	11/23	Thanksgiving Break	
	11/25	Thanksgiving Break	
15	11/29	Retirement /Investing	
	11/31	Review	
	12/1	Road Trip????	Last Official Day of Class
16	12/7	FINAL EXAM PERIOD	10:30 AM