

HPA 442- Health Care Administration Lab

Spring 2014

Location: FH005

Time: Thurs 2-3:50p/ 1 semester hour

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Office Hours: MW 12:30-1:30p; R 10a-12p; or by appointment

Required Text

Harrelson, Gardner, & Winterstein. (2009) Administrative Topics in Athletic Training, Concepts to Practice. Slack Inc. ISBN: 9781556427398

Course Description

This course will give the student the opportunity to observe administrative procedures used in the different health care settings. A rotation of health care facilities will be visited. Application of administration techniques will be applied to the athletic training profession. Mastery of clinical skills will be required to complete the lab. Participation in directed clinical experience in on-campus and off-campus facilities is required. Transportation will be needed. Course fees and lab fees are listed in the current course schedule. Co-requisite HHPA 441.

Course Objectives

- To develop the administrative knowledge and skills needed to function as an athletic trainer or health care provider, including the legal and ethical aspects of the profession.
- To develop knowledge of program management, information management, and human resource management.
- To develop the knowledge of budget and facility design planning.
- Additional AT Program Educational Competencies assigned to the course.

Educational Competencies

HA-8	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-11	Use contemporary documentation strategies to effectively communicate with patients, physicians, insurers, colleagues, administrators, and parents or family members.
HA-12	Use a comprehensive patient-file management system for appropriate chart documentation, risk management, outcomes, and billing.
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-21	Develop comprehensive, venue-specific emergency action plans for the care of acutely injured or ill individuals.
HA-22	Develop specific plans of care for common potential emergent conditions (eg, asthma attack, diabetic emergency).

Course Evaluation

Each assignment will be worth a pre-determined amount of points. Upon the completion of the course, grades will be calculated by adding up the total number of points each student has earned and dividing it by the total amount of points available in the course. This will produce a percentage of points earned (Ex. Student earned 850 points out a possible 1000 in the course: $850/1000 = 85\%$ "B"). Grades will be assigned based upon the percentages below.

Resume & Cover Letter: 140 pts	Grading Scale:
3-yr Budget: 100 pts	A = 90-100%
Facility Design: 100 pts	B = 80-89%
EAP: 100 pts	C = 70-79%
Presentation: 100 pts	D = 60-69%
Policies & Procedures: 100 pts	F = 0-59%

Students are expected to earn points toward their final grade during the course of the semester with the assignments and tests that are scheduled. All students are graded based on the exact same criteria and no exceptions will be made for individual assignments, tests, or final point values. Students will receive back all graded assignments in a timely manner. Students are encouraged to keep all graded assignments as well as keep up with their grades throughout the semester. Any questions or concerns about assignments/grades should be brought to the instructor's attention immediately (i.e. Do not wait until the end of the semester)

Projects/Assignments

Students will complete a variety of projects over the course of the semester which will include 1) Facility Design, 2) 3-year Budget, 3) Emergency Action Plan, 4) Policies & Procedures (HA-22), 5) Resume & Cover Letter, and 6) Presentation on #1-3. Due dates are listed on the schedule in the syllabus. More information will be provided throughout the semester.

Missed Work & Late Work

All assignments are due as assigned and must be turned in on or before the due date to receive credit. This includes assignments that are due when you have an absence. Assignments turned in beyond the due date will not be accepted and the student will receive zero (0) points for the assignment. It is the student's responsibility to be aware of assignment due dates as the dates are included with the assignment and posted on eCollege. Technical and computer problems associated with email and/or eCollege is not a valid excuse for turning in an assignment late.

Attendance

Class attendance is **required**. Excused absences include university approved absences or those that the instructor receives appropriate notification of (i.e. sudden/serious illness, death to immediate family member, etc.). It is the student's responsibility to notify the instructor ahead of time if they are going to miss class due to an excused absence and make arrangements for all materials and assignments that will be missed on that day. In the case of excused absences due to unavoidable or emergency situations, the student must promptly notify the instructor via **phone call** or **email** (sending a text is not considered professional and is not an acceptable means of notification) explaining the circumstances. Prompt notification is required to have an absence excused; additionally, written documentation may be required to have the absence excused. If a student misses a class, excused or unexcused, the student is responsible for obtaining all information presented and turning in all assignments by the due date. Remember: *Poor planning on your part is not an emergency on my part.* Unexcused absences beyond **three (3)** will automatically drop your **final** grade by 5% (i.e. if your final grade = 83 with 3 or fewer absences,

the 83 stands; but drops to a 78 with 4 absences; 73 with 5 absences, etc.). A student who misses 5 or more classes must meet with the instructor to determine if they need to drop the course.

Tardiness WILL NOT be tolerated. Classroom doors will be locked at the beginning of class. If a student cannot attend class because the door is locked it will be considered an unexcused absence.

eCollege

This course will utilize your eCollege account through MyLeo. Course lecture notes, assignments, information, and grades will be posted through this site. **Some assignments throughout this course will require using eCollege.** It is the students' responsibly to check this site frequently. If you need assistance with eCollege, please contact: helpdesk@online.tamuc.org or 1-866-656-5511.

Academic Dishonesty

It is the philosophy of Texas A&M - Commerce that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. (see Student's Guide Handbook).

Classroom/Student Expectations

Students are expected to prepare for, participate in, and attend each scheduled class. Failure to do so may/will lead to a decline in the student's overall grade. In order to succeed in this class, students should read each chapter prior to beginning that section in the course. Forming study groups to prepare for class and tests will also greatly benefit students throughout the semester.

Students are also expected to behave appropriately in class and avoid being a distraction to their fellow students and the instructor. Appropriate behavior involves paying attention, actively participating, and following instructions. Cell phones (including text messaging), music, inappropriate language/gestures, and any other behavior determined to be a distraction will not be tolerated. Students who are considered to be a disturbance in class will be asked to leave.

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student's Guide Handbook, Policies and Procedure, Conduct).

Americans with Disabilities Act (ADA) Statement

The 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. Students requesting accommodations for disabilities must go through the Office of Student Disability Resources and Services. For more information, please contact SDRS at Gee Library – Rm. 132; (903)886-5150 or (903)886-5835; StudentDisabilityServices@tamuc.edu

All athletic training students (ATS) must sign the program's **Technical Standards Form**. Any student that requires assistance related to an ADA eligible problem needs to inform the instructor as soon as possible.

Note: This syllabus is tentative and may be changed as the course dictates.

Tentative Course Schedule

			Assignment Due
Thurs	1/16	Intro/syllabus	
week 2	1/23	No Class: SWATA Competency Workshop	
week 3	1/30	Resumes & Cover Letters- formats; common errors; tips	
week 4	2/6	Interview info; questions to ask/answer; tips	
week 5	2/13	Budget, Facility Design & EAP	
week 6	2/20	Insurance Discussion	Resume & Cover Letter Due
week 7	2/27	Insurance Forms and Documentation	
week 8	3/6	Policies & Procedures Discussions	
	3/13	No Class: Spring Break	
week 9	3/20	Work on Budget, Facility Design & EAP	
week 10	3/27	Policies & Procedures Discussions	
week 11	4/3	Policies & Procedures Discussions	
week 12	4/10	Work on Budget, Facility Design & EAP	Policies/Procedures Assign Due
week 13	4/17	Work on Budget, Facility Design & EAP	
week 14	4/24	Athlete/Patient Files & Records Systems	
week 15	5/1	Presentation on Budget, Facility Design & EAP	Budget, Facility Design, & EAP Due