COURSE OUTLINE

HEFI 404: Legal Aspects and Documentation in Health and Fitness Professions

Prepared By: Janet L. Parcell Mitchell, PT, DPT, ATC, CSCS
A. **TITLE:** Legal Aspects and Documentation in Health and Fitness Professions

B. **COURSE NUMBER:** HEFI 404

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
   3 lecture hours per week

H. **CATALOG DESCRIPTION:**
Students learn and discuss the current standards and guidelines that help health and fitness establishments provide high-quality service and program offerings in a safe environment. Students learn the high standards of care to satisfy fitness facility certification. They also learn standards and guidelines for pre-activity screening, orientation, education, and supervision; risk management and emergency procedures; facility design and construction; facility equipment; operating practices; signage; other client contact fundamental skills; as well as history taking and effective documentation of client information.

I. **PRE-REQUISITES/CO-REQUISITES:** Junior level status or permission of instructor.

J. **GOALS (STUDENT LEARNING OUTCOMES):**
By the end of this course, the student will be able to:

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<th>Course Objective</th>
<th>Institutional SLO</th>
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| a. Employ interviewing techniques that demonstrate respect for the client | 1. Communication  
3. Prof. Competence  
4. Inter-intrapersonal |
| b. Identify phases and components of planning and designing a health/fitness facility | 2. Crit. Thinking  
3. Prof. Competence |
| c. Describe key elements for assessing space requirements and equipment needs in the health/fitness facility | 2. Crit. Thinking  
3. Prof. Competence |
| d. Explain key aspects of facility and equipment maintenance and cleaning and identify tools and supplies necessary for maintaining the health/fitness facility and equipment | 3. Prof. Competence |
| e. Recognize and evaluate common areas of potential litigation in the health/fitness facility | 2. Crit. Thinking  
3. Prof. Competence |
| f. Develop or clarify goals and objectives of a health/fitness facility | 1. Communication  
3. Prof. Competence |
| g. Create a policies and procedures manual for a health/fitness facility | 1. Communication  
2. Crit. Thinking  
3. Prof. Competence  
4. Inter-intrapersonal |
K. **TEXTS:**


L. **REFERENCES:**

M. **EQUIPMENT:** Technology enhanced classroom.

N. **GRADING METHOD:** A-F

O. **MEASUREMENT CRITERIA/METHODS:**
- Exams
- Quizzes
- Written assignments
- Final paper/project
- Participation

P. **DETAILED COURSE OUTLINE:**

I. Clinical Competencies
   a. Interpersonal and communication skills
   b. Client interview and history taking
   c. Verbal skills
   d. Listening skills
   e. Respect
   f. Empathy
   g. Professionalism

II. Client Encounter Documentation
   a. SOAP note/other documentation
   b. Complete history and objective documentation

III. Pre-Activity Screening
   a. Standards
   b. Guidelines

IV. Orientation, Education, and Supervision
   a. Standards
   b. Guidelines

V. Risk Management and Emergency Policies
   a. Standards
   b. Guidelines

VI. Developing an Policies and Procedures Manual
   a. Mission statement and program goals
   b. Program objectives
   c. Job titles, descriptions, and duties of staff
   d. Staff policies and activities
   e. Facility administration

VII. Professional Staff and Independent Contractors for health/fitness facilities
a. Standards
b. Guidelines

VIII. Health/Fitness Facility Operating Practices
a. Standards
b. Guidelines

IX. Health/Fitness Facility Design and Construction
a. Standards
b. Guidelines

X. Health/Fitness Facility Equipment
a. Standards
b. Guidelines

XI. Signage in Health/Fitness Facilities
a. Standards
b. Guidelines

Q. **LABORATORY OUTLINE:** N/A