Sports Medicine I

S e m e s t e r P o r t f o l i o

# **Portfolio Due:** May 26, 2017 **Hours/Competencies Due:** June 2, 2017

# Purpose

For students who wish to apply for a collegiate healthcare program (particularly one for athletic training), the semester portfolio can be used as a reference tool to maintain knowledge and skills learned in high school. The observation hours gives students the opportunity to experience first-hand what happens within the realm of sports medicine, particularly in an athletic training room. Together, the portfolio and observation hours give Skyline sports medicine students an advantage over other students vying for admission into sports medicine/medical programs in college!

## Components

*Contained within a 2” binder*, the portfolio will consist of the following sections and materials:

**Cover page**—The cover will have the following information on it: Student name, class and period. The cover page should have pictures/illustrations/etc as well. Be creative, but professional…remember, your portfolio may be viewed by program admissions personnel! It should be eye catching, but not obnoxious.

**Table of Contents**—The table of contents will denote the following sections and materials contained within the portfolio. Page numbers not required.

**Section One: Notes/Entry Tasks**—This section is dedicated to any entry tasks and lecture notes completed in class.

**Section Two: Assignments, Handouts and Articles**—A collection of all handouts and articles given to students in class, in chronological order (earliest to latest).

**Section Three: Competencies**—Hands-on skills will be reflected in the competencies contained in this section. To earn full credit per competency, the competencies must be mastered, indicated by Mrs. Reed’s or Megan’s signature. Competencies are worth 10 points apiece. There will be anywhere from 20-30 competencies first semester.

**Section Four: Hours/Journal**—Completed observation hour log, journal entries and all other required items pertaining to the hours will be retained in this section. An overview of the athletic training room observation and an hour log is attached. Journaling should be typed using **standard 1” margins all around, 12pt font, 1.5 spacing and Times New Roman font**. A general guideline for journaling is 1 hour of observation=½ page of journaling, though more or less writing may be completed for a given entry. There must be a *minimum* of 13 pages of journaling. No headers for journal entries and dates should be included *within* the journaling itself (i.e. “9/15/2012—Today I…”), not on its own line.

**Section Five: Miscellaneous—**Include any remaining universal passes in this section until collected at the end of the semester. Spartan Wear Logs should go in this section and will be collected the last eligible Friday of the semester. Any additional papers that do not apply to the sections described above (i.e. extra loose leaf paper) should be placed in this section.

### Tips for Success

* DO NOT WAIT UNTIL THE END OF THE SEMESTER! Especially students participating in athletics or extracurricular activities that may have difficulty getting their hours completed. **Megan cannot account for weather, illness, game schedule changes or any other unforeseen incidents and the aforementioned occurrences can not be used as an excuse for not completing the observation hours.** Second semester, the spring season ends well before your hours are due. Plan ahead!
* FIND A RELIABLE PARTNER TO WORK WITH! Find someone who will be willing to work with you on your competencies and can help keep you accountable for your hours/journal.
* BE PROACTIVE! YOU are ultimately responsible for your own learning. Let Mrs. Reed or Megan know if you are struggling.
* UTILIZE CLASS TIME! Work on competencies when given time to do so. Our free lab days are limited and you may not have time in the athletic training room to do them.

**Sports Medicine Student Aide**

**Polices & Procedures**

**Remember your obligations as outlined by the NATA, OSHA and HIPAA at all times.**

Sports medicine students completing hours in the athletic training room must:

1. Cooperate and display a proper attitude with athletic trainer, coaches, athletes, and other sports medicine students at all times.
2. Be neat & professional looking. Students will wear a Skyline athletic training polo (available for loan), other appropriate Skyline shirt or another *nice* shirt. Nice denim (no holes or jeggings) may be worn for practices only, khakis must be worn for events. No sweats or spandex pants will be allowed. SHS dress code will be followed at all times. Violators will be asked to change or sent home.
3. Represent Skyline High School in an appropriate manner at all contests or events.
4. Know the hours you are signed up and be on time! The sports medicine staff and athletes are counting on you!
5. Pre-arrange all absences and tardies with athletic trainer. **Students will be responsible for finding a substitute to cover shifts they are unable to make. If you don’t find a sub, you will be assigned to “toothbrush duty.”**
6. Be engaged when completing hours. Ask questions, get involved. Cell phones will not be permitted except to take pictures for journals. If I’m not using mine, you shouldn’t be using yours.
7. Help enforce ATR policies and procedures, including keeping ATR clean and organized and completing tasks on Daily Tasks Checklist posted in ATR. *If there’s time to lean there’s time to clean!*
8. Handle all training room equipment and supplies with care.
9. Perform the following duties of treatment, taping, and rehabilitation of athletic injuries, keeping injury records, maintaining supplies/stocking medical kits, etc.
10. Get sports medicine equipment ready for games/practices and clean up after games and practices. Also provide aid in loading and unloading sports medicine equipment for away games.
11. Know where to locate emergency equipment (AED, splints) and the Emergency Action Plan and be aware of its procedures.
12. Keep all medical information regarding athletes in strict confidence. (You signed a confidentiality agreement with Mrs. Reed)
13. Learn & have fun!

A few other points:

* Sign-ups will be through Google Docs. A link to sign ups will be provided, please READ and FOLLOW all directions carefully. Only 3 students are allowed to sign up for practices, and 4 for games, unless otherwise noted.
* Changes in athletic schedules do happen. I will notify you by email or Remind of any updates. In addition, I may need to cancel or change hours for other reasons—so please check your email often!
* Dress appropriately for the weather! You may bring rain gear, boots and blankets if needed. Unfortunately umbrellas are not allowed for Football games—so be prepared!
* Plan ahead! You may bring snacks and beverages with you, but use common sense. i.e. Eating a Big Mac on the sideline *during* an event will not be allowed.