



Athletic Training Residency in Orthopedics

**Policy and Procedure Manual
2025-2026**

From the Director

Athletic Training Residents-

The following policies and procedures lay out, in detail, the requirements of the Athletic Training Residency in Orthopedics at Optimum Performance Sports (OPS). All enrolled residents are required to read and accept these policies and procedures. Information contained in this manual is not intended to be comprehensive. Residents should also refer to the policies and procedures established by OPS Sports Medicine and Lutheran Health Network for employees. It is our effort to keep all of these sources accurate and up to date on an ongoing basis. Occasionally, discrepancies may occur and will be attempted to be resolved in consultation with the Director of Residency and Fellowship.

Please review this manual. Any updated information or additions will be announced and made available, as necessary.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zachary Dougal', is centered on a light gray rectangular background.

Dr. Zachary Dougal, LAT, ATC
Director of Residency and Fellowship

Table of Contents

Table of Contents.....	3
Welcome to Optimum Performance Sports' Athletic Training Residency in Orthopedics Program.....	4
OPS Sports Medicine Mission.....	4
Athletic Training Residency Program Mission.....	4
Athletic Training Residency Vision.....	4
Athletic Training Residency Program Objectives.....	4
Accreditation.....	4
Athletic Training Residency in Orthopedics Program Curriculum.....	4
Program Curriculum.....	4
Didactic Education.....	4
Clinical Education.....	5
Scholarship.....	5
Work Hours, Leave of Absence and Vacation.....	5
Work Hours.....	5
Mandatory Time Free of Clinical Work in Education.....	5
Clinical Education and Work Hour Exceptions.....	6
Leave of Absence.....	6
Vacation (PTO).....	6
OPS/Lutheran Core Policy.....	6
Suspension or Separation.....	6
Withdrawal.....	6
Grievances.....	6
Academic Policies and Standards.....	7
Admission Requirements.....	7
Qualifications.....	7
Application.....	7
Interview.....	8
Equal opportunity policy.....	8
Performance Measures.....	8
Retention.....	8
Termination of Enrollment in the Athletic Training Residency in Orthopedics Program for Academic Reasons.....	8
Completion Procedures.....	8
Evaluations of Mentors and Program.....	8
Continuing Education Funding.....	9

Work Opportunities.....	9
Program Costs.....	9
Recordings.....	9

Welcome to Optimum Performance Sports' Athletic Training Residency in Orthopedics Program

OPS Sports Medicine Mission

OPS certified athletic trainers work with the skilled sports medicine physicians at Fort Wayne Orthopedics to keep your athlete on the field and performing at a high level. From injury assessments and care to comprehensive rehabilitation and injury prevention – the professionals at OPS and FWO are on your team!

Athletic Training Residency Program Mission

The mission of the Athletic Training Residency Program at OPS, is to develop high quality, advanced skill athletic training clinicians in the area of orthopedics. They will demonstrate patient advocacy and improvement of patient outcomes throughout the continuum of care. Our curriculum will emphasize patient-centered care through evidence-based practice, quality improvement, utilization of healthcare informatics for improving patient outcomes and overall professionalism.

Athletic Training Residency Vision

Our vision is to be recognized as a leading athletic training residency program that sets the standard for excellence in orthopedic care. We aim to cultivate clinicians who are not only experts in their field but also compassionate advocates for patients. Through a commitment to continuous learning, evidence-based practice, and interdisciplinary collaboration, we strive to enhance the quality of care and improve patient outcomes. Our graduates will be leaders in the athletic training profession, driving innovation and advancing the role of athletic trainers in the healthcare system.

Athletic Training Residency Program Objectives

1. Graduates will demonstrate advanced clinical skills in orthopedic assessment, diagnosis, and treatment, contributing to improved patient outcomes across diverse populations.
2. Residents will prioritize patient advocacy by ensuring patient needs and perspectives are central to decision-making, fostering trust and enhancing patient satisfaction.
3. Residents will integrate the latest research and evidence into clinical decision-making to ensure the highest standard of care in orthopedic athletic training.
4. Graduates will effectively use healthcare informatics tools and systems to track patient progress, analyze outcomes, and improve the efficiency and quality of care.
5. Residents will emphasize patient-centered approaches, involving patients in their care plans and ensuring treatment aligns with their values and goals.

6. Graduates will actively participate in and lead quality improvement projects to continually enhance clinical protocols and improve healthcare delivery.
7. Residents will develop strong professional identities, demonstrating leadership and ethical decision-making in all aspects of their orthopedic athletic training practice.
8. Residents will work collaboratively with interdisciplinary teams to ensure seamless care across the continuum, from diagnosis to rehabilitation, for improved patient outcomes.

Accreditation

Commission on Accreditation of Athletic Training Education (CAATE)
6836 Austin Center Blvd., Suite 250
Austin, TX 78731-3193
(512) 733-9700

Athletic Training Residency in Orthopedics Program Curriculum

Program Curriculum

The duration of the residency program is 13-months.

Didactic Education

The didactic component of the residency program focuses on enhancing patient care in orthopedics through a structured curriculum. This includes activities such as grand rounds, journal clubs, quality improvement projects, critically appraised topics, case presentations, standardized patient interactions, written reflections, leadership development, required readings, online and in-person lectures, scholarship dissemination, and staff professional development. Additionally, collaborative opportunities beyond the planned curriculum may arise, allowing residents to engage with peers and colleagues nationwide. When such opportunities occur, curriculum requirements and deadlines will be adjusted to accommodate and prioritize these valuable learning experiences.

Clinical Education

Mentored experiences in athletic training practice, physician clinics, and radiology rotations are designed to provide residents with a well-rounded and comprehensive clinical training experience, encompassing the broad spectrum of orthopedics. These experiences may include, but are not limited to, working within physician practice offices serving the general population, observing in auxiliary surgery centers at Lutheran Orthopedic Hospital and Fort Wayne Orthopedics, supporting on-site physician visits with intercollegiate athletics at Purdue University Fort Wayne and Indiana Wesleyan University, and engaging with affiliate orthopedic facilities. These opportunities offer residents valuable exposure to orthopedic surgeons and a broad range of orthopedic conditions across the lifespan.

Scholarship

Residents will disseminate work products from the program's didactic component, encompassing various forms of scholarship, including discovery, integration, application or engagement, and teaching and learning. Dissemination opportunities may include professional presentations, written publications, infographic development, and social media engagement through departmental platforms, allowing residents to share their knowledge and contributions with diverse professional audiences.

Work Hours, Leave of Absence and Vacation

Work Hours

The OPS Athletic Training Residency in Orthopedics adheres to ACGME guidelines regarding clinical experience and educational work hours. These hours are capped at a maximum of 80 per week, averaged over a four- to seven-week period. This limit encompasses all in-house clinical and educational activities, clinical or didactic work completed from home, and any moonlighting activities.

Mandatory Time Free of Clinical Work in Education

The resident should have 8 hours off between scheduled clinical work and educational periods. There may be circumstances when residents choose to stay to care for their patients and return to work with fewer than 8 hours free of clinical experience and education. This must occur within the context of the 80 hours and one-day-off-in-seven requirement. Residents must have at least 14 hours free of clinical work and education after 24 hours of call. Clinicians have a responsibility to return to work rested, and thus are expected to use time away from work to get adequate rest. Residents must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over 4 weeks). At home call cannot be assigned on these free days. Clinical work periods for all residents must not exceed 24 hours of continuous scheduled clinical assignments. Up to 4 hours of additional time may be used for activities related to patient safety, such as providing effective transition of care, and/or resident education. Additional patient care responsibilities must not be assigned to the resident during this time

Clinical Education and Work Hour Exceptions

Clinical work hour exceptions may be granted by the Program Director, Director of Athletic Training Services, and Director of Sports Medicine as requested by the resident. Residents have the flexibility to voluntarily remain at work in unusual circumstances if, in their judgment, those circumstances would benefit care to their patient or their clinical development. Such additional time, if granted, must be counted toward the 80-hour limit. These rare circumstances may include:

- To continue to provide care to a single severely ill or unstable patient;
-

Humanistic attention to the needs of the patient or family; or, • To attend a unique educational event.

ACGME-approved focused revision: February 3, 2020; effective July 1, 2020 Common Program Requirements (acgme.org)

Leave of Absence

A resident may apply for a leave of absence from OPS following the proper procedures applicable to all OPS/TOH employees. A resident may not apply for a leave of absence to avoid dismissal from the residency.

Residents are afforded all rights in this regard as outlined in TOH's policies. However, to successfully complete the residency, the resident may miss no more than six weeks of time engaged in the residency, consistent with CAATE standards. Extension or exception to this policy will be determined based on student performance solely by the Residency Program Director in consultation with the Residency Medical Director.

Vacation/Sick Time (PTO)

Requested time off may be approved for the following situations but is up to the discretion of the Residency Program Director:

- Interviews/job seeking
- Continuing Education
- Family emergencies
- Weddings and funerals of close family members (parents, grandparents, brothers or sisters)
- Family special occasions
- Mental health/Injury/Illness

A resident will be expected to submit a request for PTO to the Program Director no less than 2 weeks prior to the time off requested. Approved time off is at the discretion of the Program Director. Upon approval of the Program Director, the resident will formally submit the PTO request through UKG.

OPS/Lutheran Core Policy

Suspension or Separation

Disciplinary Actions

Disciplinary actions may be taken if the AT resident violates policies of The Orthopedic Hospital's Employee Handbook or the Athletic Training Residency Handbook or the resident's Residency Contract Agreement. The OPS Residency Program may place a resident on probation with a corrective action plan or has the right to terminate a resident's employment and

enrollment in the program due to inadequate educational progression, unacceptable personal and professional conduct, or other reasons related to health, safety or welfare of patients or at the discretion of the Program Director. A maximum, but not a minimum, of three verbal and/or written warnings may be given before disciplinary action is taken, including probation or employment termination. Probation will be determined on a case-by-case basis and a written notice of probation with a corrective action plan and timeline will be given to the resident. Please refer to The Orthopedic Hospital's Employee Handbook for additional policies on disciplinary actions.

Withdrawal

If the resident wishes to withdraw from the residency program, they must notify the Program Director and the Director of Athletic Training Services in writing. At the discretion of the Program Director and the Director of Athletic Training Services, the resident may be allowed to stay on as an employee to the end of their contract.

Grievance Policy and Process

Grievances should be filed in a professional and constructive manner. Formal grievances will be addressed promptly and fairly. A grievance is an allegation by an individual based on specific facts that substantiate a misinterpretation, misapplication, discriminatory application, or violation of a company or program policy or procedure. A formal grievance should be documented and emailed to the Program Director. If the grievance is against the Program Director, it should be sent to the Executive Sports Medicine Director. If the resident feels uncomfortable addressing the grievance to both those individuals it should be sent to the Human Resource Department. OPS is committed to resolving misunderstandings and preserving effective working relationships within the organization. Interpersonal problems will inevitably occur, and it is in everyone's best interest to try to resolve them quickly. Generally, the first step in resolution is to attempt to settle the problem by discussing the issue with the person with whom you have a problem. If a satisfactory solution is not reached, both parties should attempt to resolve the matter with the help of a supervisor(s). Additional discussions may be needed to review the problem, records, policies or procedures. In matters of extreme sensitivity or where the problem involves someone in the chain of command, you may bypass the above procedure and meet directly with the Dimples Smith, Human Resources Manager at 260-435-2859 or dimples_smith@lhn.net . Whenever practical, care will be taken to assure confidentiality of matters discussed during the problem resolution process, although documentation will be retained.

Academic Policies and Standards

Admission Requirements

Required Qualifications:

- Graduate from a CAATE-Accredited professional athletic training program is required
- Current BOC certification, in good standing

- Indiana Athletic Trainer License or Athletic Trainer License in state where the applicant currently resides; or license eligible (will be required to obtain State of Indiana Athletic Training License)
- CPR/AED certification
- NPI#
- Ability to work within a medical team model and promote a positive attitude.
- Excellent verbal and written communication skills, including proper use of medical terminology
- Excellent organizational skills
- Knowledge and skills of obtaining, evaluating, and treating orthopedic conditions
- Knowledge of common sports medicine and orthopedic surgical procedures
- Knowledge of common post-operative rehabilitation programs
- Ability to lift 50 lbs.
- Strong computer-related skills and experience using Microsoft Office
- Ability to exercise independent initiative and judgment are required

Preferred Qualifications:

- Experience using Healthy Roster and Cerner EMR
- 2 years of experience as an Athletic Trainer
- Post-professional master's degree in Athletic Training

Application

- Complete the official online LHN application for Athletic Trainer - Resident at <https://www.theorthohospital.com/career-opportunities>
- Cover letter
- Resume or CV (to include continuing education or experience as well as any scholarship completed within the specialty area)
- Three references (name, email, phone number(s) and association)
- Unofficial graduate and undergraduate transcripts
- Personal statement addressing why you are interested in a residency position and why you are interested in specializing in the area of Orthopedics. Please identify your qualifications for the selected area of specialization. This statement should not exceed two double-spaced typed pages.

Interview

- Discussion components to address communication, personal skills, professional and academic goals, skills and abilities in the residency area
- Search committee recommendation
- Program Director selection

Equal Opportunity Policy

Lutheran Hospital is an equal opportunity employer and does not discriminate on the basis of age, sex, race, color, disability, veteran status or national origin. [EOE Policy](#)

Performance Measures

1. Assessment of journal club presentations
2. Assessment of grand rounds presentations
3. Assessment of case presentations
4. Assessment of critically appraised topics
5. Assessment of quality improvement projects
6. Assessment of standardized patients
7. Completion of discussion board reflections
8. Completion of leadership development curriculum
9. Completion of scholarship within the specialty area
10. Cumulative assessment of standardized patient examinations
11. Completion of final comprehensive examination
12. Completion of individualized goals and outcomes
13. Completion of Milestones assessments within outlined benchmarks

Retention

Termination of Enrollment in the Athletic Training Residency in Orthopedics Program for Academic Reasons

Academic Dishonesty

Academic dishonesty undermines the integrity of our educational environment and research. It includes, but is not limited to cheating, plagiarism, unauthorized collaboration and falsification of data. Academic dishonesty will result in disciplinary action which may include corrective action forms or termination of your employment.

Completion Procedures

In order to complete the residency program, the resident must attain the following:

1. Completion of all didactic requirements, scholarship and learning outcomes per comprehensive assessment plan benchmarks
2. Achievement of a minimum score of 70% on all assignments in any category, with an average score of 80% in all categories.
3. An average score greater than or equal to 70% on the final written comprehensive examination.
4. An average score greater than or equal to 70% on the final standardized patient assessment rubric
5. An average cumulative score greater than 3.25 on the Milestones Assessment tool, with an average minimal score of 3.5 in the area of specialty.

- a. Specialty: 3.5 avg, MK: 3.5 avg, PCC: 3.5 avg, PBL: >3.0, ICS: >3.25, Prof: 3.5 avg, SBP: >3.25, overall: 3.25 avg
6. Majority vote of core faculty in support of resident's completion

Evaluations of Mentors and Program

These evaluations are mandatory and required for completion of the residency.

Continuing Education Funding

Residents receive the same amount of continuing education money that is allotted each year to full-time staff with the job description of Athletic Trainer. All funding must be used for development in the residency specialty area, and be approved by the Director of Residency and Fellowship and the Executive Director of Sports Medicine.

Work Opportunities

Consulting and outside employment is highly discouraged and requires written permission from the Executive Director of Sports Medicine, at the recommendation of the Director of Residency and Fellowship.

Program Costs

Residents are required to maintain Indiana athletic training licensure, BOC certification and CPR/AED certification at the professional rescuer/healthcare provider level. Cost associated with these licenses and certifications are the responsibility of the resident and can be reimbursed by following the hospital's reimbursement policy.

Recordings

For the purpose of assessment and reflection, the resident may be recorded (to include either video or voice) during didactic, clinical education, or scholarship components of the residency program.