

Health Fitness Specialist

Job Task Analysis

Upon the completion of an accredited Exercise Science program, a student will have knowledge and skill in the following areas.

Domain I: Health and Fitness Assessment
A. Implement assessment protocols and preparticipation health screening procedures to maximize participant safety and minimize risk.
Knowledge or Skill Statement
Knowledge of preactivity screening procedures and tools that provide accurate information about the individual's health/medical history, current medical conditions, risk factors, sign/symptoms of disease, current physical activity habits, and medications
Knowledge of the key components included in informed consent and health /medical history
Knowledge of the limitations of informed consent and health/medical history
B. Determine participant's readiness to take part in a health-related physical fitness assessment and exercise program.
Knowledge or Skill Statement
Knowledge of risk factor thresholds for American College of Sports Medicine (ACSM) risk stratification including genetic and lifestyle factors related to the development of cardiovascular disease (CVD)
Knowledge of the major signs or symptoms suggestive of cardiovascular, pulmonary, and metabolic disease
Knowledge of cardiovascular risk factors or conditions that may require consultation with medical personnel prior to exercise testing or training (e.g., inappropriate changes in resting heart rate and/or blood pressure (BP); new onset discomfort in chest, neck, shoulder, or arm; changes in the pattern of discomfort during rest or exercise, fainting, dizzy spells, claudication)
Knowledge of pulmonary risk factors or conditions that may require consultation with medical personnel prior to exercise testing or training (e.g., asthma, exercise-induced asthma/bronchospasm, extreme breathlessness at rest or during exercise, chronic bronchitis, emphysema)
Knowledge of the metabolic risk factors or conditions that may require consultation with medical personnel prior to exercise testing or training (e.g., obesity, metabolic syndrome, diabetes, or glucose intolerance, hypoglycemia)
Knowledge of the musculoskeletal risk factors or conditions that may require consultation with medical personnel prior to exercise testing or training (e.g., acute or chronic pain, osteoarthritis, rheumatoid arthritis, osteoporosis, inflammation/pain, low back pain)
Knowledge of ACSM risk classification categories and their implications for medical clearance before administration of an exercise test or participation in an exercise program.
Knowledge of risk factors that may be favorably modified by physical activity habits.
Knowledge of medical terminology including but not limited to total cholesterol (TC), high-density lipoprotein cholesterol (HDL-C), low-density lipoprotein cholesterol (LDL-C), triglycerides, impaired fasting glucose, impaired glucose tolerance, hypertension, atherosclerosis, myocardial infarction, dyspnea, tachycardia, claudication, syncope, and ischemia
Knowledge of recommended plasma cholesterol levels for adults based on National Cholesterol Education Program (NCEP)/Adult Treatment Panel (ATP) Guidelines
Knowledge of recommended BP levels for adults based on National High Blood Pressure Education Program Guidelines
Knowledge of medical supervision recommendations for cardiorespiratory fitness testing
Knowledge of the components of a health history questionnaire (e.g. past and current medical history, family history of cardiac disease, orthopedic limitations, prescribed medications, activity patterns, nutritional habits, stress and anxiety levels, and smoking and alcohol use)

Skill in risk classification of participants using CVD risk factor thresholds, major signs or symptoms suggestive of cardiovascular, pulmonary, or metabolic disease and /or the presence of known cardiovascular, pulmonary, and metabolic disease status
Skill in reviewing preactivity screening documents to determine the need for medical clearance prior to exercise and to select appropriate physical fitness assessment protocols.
C. Select and prepare physical fitness assessments for healthy participants and those with controlled disease
Knowledge or Skill Statement
Knowledge of the physiological basis of the major components of physical fitness – cardiorespiratory fitness, body composition, flexibility, muscular strength, and muscular endurance
Knowledge of selecting the most appropriate testing protocols for each participant based on preliminary screening data
Knowledge of calibration techniques and proper use of fitness testing equipment
Knowledge of the purpose and procedures of fitness testing protocols for the components of health – related fitness
Knowledge of the test termination criteria and proper procedures to be followed after discontinuing health fitness tests
Knowledge of fitness assessment sequencing
Knowledge of the effects of common medications and substances on exercise testing (e.g., antianginals, antihypertensives, antiarrhythmics, bronchodilators, hypoglycemics, psychotropics, alcohol, diet pills, cold tablets, caffeine, nicotine)
Knowledge of the physiologic and metabolic responses to exercise testing associated with each chronic diseases, and conditions (e.g., heart disease, hypertension, diabetes mellitus, obesity, pulmonary disease)
Skill in analyzing and interpreting information obtained from assessment of the components of health – related fitness.
Skill in modifying protocols and procedures for testing children, adolescents, older adults, and individuals with special considerations
D. Conduct and interpret cardiorespiratory fitness assessments.
Knowledge or Skill Statement
Knowledge of common submaximal and maximal cardiorespiratory assessment protocols
Knowledge of blood pressure (BP) measurement techniques
Knowledge of Korothoff sounds for determining systolic BP (SBP) and diastolic BP (DBP)
Knowledge of BP response to exercise
Knowledge of techniques of measuring heart rate (HR) and HR response to exercise
Knowledge of the rating of perceived exertion (RPE)
Knowledge of HR, BP, and RPE monitoring techniques before, during and after cardiorespiratory fitness testing
Knowledge of the anatomy and physiology of the cardiovascular and pulmonary systems
Knowledge of cardiorespiratory terminology including angina pectoris, tachycardia, bradycardia, arrhythmia, and hyperventilation
Knowledge of the pathophysiology of myocardial ischemia, myocardial infarction (MI), stroke, hypertension, and hyperlipidemia
Knowledge of the effects of myocardial ischemia, MI, hypertension, claudication, and dyspnea on cardiorespiratory responses during exercise
Knowledge of oxygen consumption dynamics during exercise (e.g., HR, stroke volume, cardiac output, ventilation, ventilatory threshold)
Knowledge of methods of calculating maximal volume of oxygen consumed per unit of time ($\dot{V}O_{2max}$)
Knowledge of cardiorespiratory responses to acute graded exercise of conditioned and unconditioned participants
Skill in interpreting cardiorespiratory fitness test results
Skill in locating anatomic landmarks for palpation of peripheral pulses and BP
Skill in measuring HR, BP, and RPE at rest and during exercise
Skill in determining cardiorespiratory fitness based on submaximal exercise test results

E. Conduct assessments of muscular strength, muscular endurance, and flexibility.

Knowledge or Skill Statement

Knowledge of common muscular strength, muscular endurance, and flexibility assessment protocols

Knowledge of interpreting muscular strength, muscular endurance, and flexibility assessments

Knowledge of relative strength, absolute strength, and one repetition maximum (1-RM) estimation

Knowledge of the anatomy of bone, skeletal muscle, and connective tissues

Knowledge of muscle action terms including anterior, posterior, inferior, superior, medial, lateral, supination, pronation, flexion, extension, adduction, abduction, hyperextension, rotation, circumduction, agonist, antagonist, and stabilizer

Knowledge of the planes and axes in which movement action occurs

Knowledge of the interrelationships among center of gravity, base of support, balance, stability posture, and proper spinal alignment

Knowledge of the normal curvatures of the spine and common assessments of postural alignment

Knowledge of location and function of the major muscles (*e.g.*, pectoralis major, trapezius, latissimus dorsi, biceps, triceps, rectus abdominis, internal and external obliques, erector spinae, gluteus maximus, quadriceps, hamstrings, adductors, abductors, and gastrocnemius)

Knowledge of the major joints and their associated movement

Skill in identifying the major bones, muscles, and joints

Skill in conducting assessments of muscular strength, muscular endurance and flexibility (*e.g.*, 1-RM, hand grip dynamometer, push-ups, curl-ups, sit-and-reach)

Skill in estimating 1-RM using lower resistance (2-10 RM)

Skill in interpreting results of muscular strength, muscular endurance, and flexibility assessments

F. Conduct anthropometric and body composition assessments.

Knowledge or Skill Statement

Knowledge of the advantages, disadvantages, and limitations of composition techniques (*e.g.*, air displacement plethysmography [BOD POD], dual-energy X-ray absorptiometry [DEXA], hydrostatic weighing, skinfolds, and bioelectrical impedance)

Knowledge of the standardized descriptions of circumference and skinfold sites

Knowledge of procedures for determining body mass index (BMI) and taking skinfold and circumference measurements

Knowledge of the health implications of variation in body fat distribution patterns and the significance of BMI, waist circumference, and waist-to-hip ratio

Skill in locating anatomic landmarks for skinfold and circumference measurements

Skill in interpreting the results of anthropometric and body composition assessments

Domain II: Exercise Prescription and Implementation
A. Review preparticipation health screening including self-guided health questionnaires and appraisals, exercise history, and physical fitness assessments.
Knowledge or Skill Statement
Skill in synthesizing prescreening results and reviewing them with participants
B. Determine safe and effective exercise programs to achieve desired outcomes and goals.
Knowledge or Skill Statement
Knowledge of strength, cardiovascular, and flexibility-based exercise
Knowledge of the benefits and precautions associated with exercise training in apparently healthy participants and those with controlled disease
Knowledge of program development for specific client needs (e.g., sports-specific training, performance, health, lifestyle, functional ability, balance, agility, aerobic, anaerobic)
Knowledge of the six motor skill-related physical fitness components: agility, balance, coordination, reaction time, speed, and power
Knowledge of the physiologic changes associated with an acute bout of exercise
Knowledge of the physiologic adaptations following chronic exercise training
Knowledge of American College of Sports Medicine (ACSM) exercise prescription guidelines for strength, cardiovascular, and flexibility-based exercise for apparently health clients, clients with increased risk, and clients with controlled disease
Knowledge of the components and sequencing incorporated into an exercise session (e.g., warm-up, stretching, conditioning or sports-related exercise, cool-down)
Knowledge of the physiological principles related to warm-up and cool-down
Knowledge of the principles of reversibility, progressive overload, individual differences and specificity of training, and how they relate to exercise prescription
Knowledge of the role of aerobic and anaerobic energy systems in the performance of various physical activities
Knowledge of the basic biomechanical principles of human movement
Knowledge of the psychological and physiological signs and symptoms of overtraining
Knowledge of the signs and symptoms of common musculoskeletal injuries associated with exercise (e.g., sprain, strain, bursitis, tendonitis)
Knowledge of the advantages and disadvantages of exercise equipment (e.g., free weights, selectorized machine, cardiovascular equipment)
Skill in teaching and demonstrating exercises
Skill in designing safe and effective training programs
Skill in implementing exercises prescription guidelines for apparently healthy clients, clients with increased risk, and clients with controlled disease
C. Implement cardiorespiratory exercise prescriptions using the frequency, intensity, time, and type (FITT) principle for apparently health participants based on current health status, fitness goals, and availability of time.
Knowledge or Skill Statement
Knowledge of the recommended FITT framework for the development of cardiorespiratory fitness
Knowledge of the benefits, risks, and contraindications of a wide variety of cardiovascular training exercise based on client experience, skill level, current fitness level, and goals
Knowledge of the minimal threshold of physical activity required for health benefits and/or fitness development
Knowledge of the determining exercise intensity using heart rate reserve (HRR), oxygen uptake reserve (VO ₂ R), peak heart rate (HR _{peak}) method, peak volume of oxygen consumed per unit of time (VO _{2peak}) method, peak metabolic equivalents (MET) method, and the rate of perceived exertion (RPE) scale
Knowledge of the accuracy of HRR VO ₂ R, HR _{peak} method, VO _{2peak} method, peak MET method, and the RPE method
Knowledge of abnormal responses to exercise (e.g., hemodynamic, cardiac, ventilatory)

Knowledge of metabolic calculations (e.g., unit conversions, deriving energy cost of exercise, caloric expenditure)
Knowledge of calculation the caloric expenditure of an exercise session (kilocalories per session)
Knowledge of methods for establishing and monitoring levels of exercise intensity including hear rate (HR), RPE, and MET
Knowledge of the applications of anaerobic training principles
Knowledge of the anatomy and physiology of the cardiovascular and pulmonary systems including the basic properties of cardiac muscle
Knowledge of the basic principles of gas exchange
Skill in determining appropriate exercise frequency, intensity, time, and type for clients with various fitness levels
Skill in determining the energy cost, absolute and relative oxygen cost (VO ₂), and MET levels of various activities and apply the information to an exercise prescription
Skill in identifying improper technique in the use of cardiovascular equipment
Skill in teaching and demonstrating the use of various cardiovascular exercise equipment
D. Implement exercise prescriptions using the frequency, intensity, time, and type (FITT) principle for flexibility, muscular strength, and muscular endurance for apparently health participants based on current health status, fitness goals, and availability of time.
Knowledge or Skill Statement
Knowledge of the recommended FITT framework for the development of muscular strength, muscular endurance, and flexibility
Knowledge of the minimal threshold of physical activity required for health benefits and/or fitness development
Knowledge of safe and effective exercises designed to enhance muscular strength and/or endurance of major muscle groups
Knowledge of safe and effective stretches that enhance flexibility
Knowledge of indication for water based exercises (e.g., arthritis, obesity)
Knowledge of the types of resistance training programs (e.g., total body, split routine) and modalities (e.g., free weights, variable resistance equipment, pneumatic machine, bands)
Knowledge of acute (e.g., load, volume, sets, repetitions, rest periods, order of exercises) and chronic training variables (e.g., periodization)
Knowledge of the types of muscle contractions (e.g., eccentric, concentric, isometric)
Knowledge of the joint movements (e.g., flexion, extension, adduction, abduction) and the muscles responsible for them
Knowledge of acute and delayed onset muscle soreness (DOMS)
Knowledge of the anatomy and physiology of skeletal muscle fiber, the characteristics of fast- and slow-twitch muscle fibers, and the sliding –filament theory of muscle contraction
Knowledge of the stretch reflex, proprioceptors, Golgi tendon organ (GTO), muscle spindles, and how they relate to flexibility
Knowledge of muscle –related terminology including atrophy, hyperplasia, and hypertrophy
Knowledge of the Valsalva maneuver and its implications during exercise
Knowledge of the physiology underlying plyometric training and common plyometric exercises (e.g., box jumps, leaps, bounds)
Knowledge of the contraindications and potential risks associated with muscular conditioning activities (e.g., straight-leg sit-ups, double-leg raises, squats, hurdler’s stretch, yoga plough, forceful back hyperextension, and standing bent-over toe touch, behind neck press/lat pull-down)
Knowledge of prescribing exercise using the calculated % 1-RM
Knowledge of spotting positions and techniques for injury prevention and exercise assistance
Knowledge of periodization (e.g., macrocycles, microcycles, mesocycles) and associated theories
Knowledge of safe and effective Olympic weighting exercises
Knowledge of safe and effective core stability exercises (e.g., planks, crunch, bridges, cable twists)
Skill in identifying improper technique in the use of resistance equipment (e.g., stability balls, weights, bands, resistance bars, and water exercise equipment)
Skill in teaching and demonstrating appropriate exercises for enhancing musculoskeletal flexibility

Skill in teaching and demonstrating safe and effective muscular strength and endurance exercises (<i>e.g.</i> , free weights, weight machines, resistive bands, Swiss balls, body weight, and all other major fitness equipment)
E. Establish exercise progression guidelines for resistance, aerobic, and flexibility activity to achieve the goals of apparently healthy participants.
Knowledge or Skill Statement
Knowledge of the basic principles of exercise progression
Knowledge of adjusting the frequency, intensity, time, and type (FITT) framework in response to individual changes in conditioning
Knowledge of the importance of performing periodic reevaluations to assess changes in fitness status
Knowledge of the training principles that promote improvements in muscular strength, muscular endurance, cardiorespiratory fitness, and flexibility
Skill in recognizing the need for progression and communicating updates to exercise prescriptions
F. Implement a weight management program as indicated by personal goals that are supported by preparticipation health screening, health history, and body composition/anthropometric.
Knowledge or Skill Statement
Knowledge of exercise prescriptions for achieving weight management, including weight loss, weight maintenance, and weight gain goals
Knowledge of energy balance and basic nutritional guidelines (<i>e.g.</i> , MyPyramid, United States Department of Agriculture [USDA] Dietary Guidelines for Americans)
Knowledge of weight management terminology including but not limited to obesity, overweight, percent fat, body mass index (BMI), lean body mass (LBM), anorexia nervosa, bulimia, binge eating, metabolic syndrome, body fat distribution, adipocyte, bariatrics, ergogenic aid, fat-free mass (FFM), resting metabolic rate (RMR), and thermogenesis
Knowledge of the relationship between body composition and health
Knowledge of the unique dietary needs of participant populations (<i>e.g.</i> , women, children, older adults, pregnant women)
Knowledge of common nutritional ergogenic aids, their purported mechanisms of action, and associated risks and benefits (<i>e.g.</i> , protein/amino acids, vitamins, minerals, herbal products, creatine, steroids, caffeine)
Knowledge of methods for modifying body composition including diet, exercise, and behavior modification
Knowledge of fuel sources for aerobic and anaerobic metabolism including carbohydrates, fats, and proteins
Knowledge of the effects of overall dietary composition on healthy weight management
Knowledge of the importance of maintaining normal hydration, before, during, and after exercise
Knowledge of the consequences of inappropriate weight loss methods (<i>e.g.</i> , saunas, dietary supplements, vibrating belts, body wraps, over exercising, very low calorie diets, electric stimulators, sweat suits, fad diets)
Knowledge of the kilocalorie levels of carbohydrates, fat, protein, and alcohol
Knowledge of the relationship between kilocalorie expenditures and weight loss
Knowledge of published position statements on obesity and the risks associated with it (<i>e.g.</i> , National Institutes of Health, American Dietetic Association, American College of Sports Medicine [ACSM])
Knowledge of the relationship between body fat distribution patterns and health
Knowledge of the physiology and pathophysiology of overweight and obese participants
Knowledge of the recommended frequency, intensity, time, and type (FITT) framework for participants who are overweight and obese
Knowledge of comorbidities and musculoskeletal conditions associated with overweight and obesity that may require medical clearance and/or modifications to exercise testing and prescription
Skill in applying behavioral strategies (<i>e.g.</i> , exercise, diet, behavioral medication strategies) for weight management
Skill in modifying exercises for individuals limited by body size
Skill in calculating the volume of exercise in terms of kilocalories per session

G. Prescribe and implement exercise programs for participants with controlled cardiovascular, pulmonary, and metabolic diseases and other clinical populations.

Knowledge or Skill Statement

Knowledge of American College of Sports Medicine (ACSM) risk stratification and exercise prescription guidelines for participants with cardiovascular, pulmonary, and metabolic diseases and other clinical populations

Knowledge of ACSM relative and absolute contraindications for initiating exercise sessions or exercise testing and indications for terminating exercise sessions and exercise testing

Knowledge of physiology and pathophysiology of cardiac disease, arthritis, diabetes mellitus, dyslipidemia, hypertension, metabolic syndrome, musculoskeletal injuries, overweight and obesity, osteoporosis, peripheral artery disease, and pulmonary disease

Knowledge of the effects of diet and exercise on blood glucose levels in diabetics

Knowledge of the recommended frequency, intensity, time, and type (FITT) principle for the development of cardiorespiratory fitness, muscular fitness, and flexibility for participants with cardiac disease, arthritis, diabetes mellitus, dyslipidemia, hypertension, metabolic syndrome, musculoskeletal injuries, overweight and obesity, osteoporosis, peripheral artery disease, and pulmonary disease

Skill in progressing exercise programs, according to the FITT principle, in a safe and effective manner

Skill in modifying the exercise prescription and/or exercise choice for individuals with cardiac disease, arthritis, diabetes mellitus, dyslipidemia, hypertension, metabolic syndrome, musculoskeletal injuries, overweight and obesity, osteoporosis, peripheral artery disease, and pulmonary disease

Skill in identifying improper exercise techniques and modifying exercise programs for participants with low back, neck, shoulder, elbow, wrist, hip, knee, and/or ankle pain

H. Prescribe and implement exercise programs for healthy special populations (i.e. older adults, youth, pregnant women).

Knowledge or Skill Statement

Knowledge of normal maturational changes from childhood to old age and their effects on the skeletal muscle, bone, reaction time, coordination, posture, heat and cold tolerance, maximal oxygen consumption, strength, flexibility, body composition, resting and maximal heart rate, and resting and maximal blood pressure

Knowledge of techniques for the modification of cardiovascular, flexibility, and resistance exercises based on age, functional capacity, and physical condition

Knowledge of techniques for the development of exercise prescriptions for children, adolescents, and older adults regarding strength, functional capacity, and motor skills

Knowledge of the unique adaptations to exercise training in children, adolescents, and older adults regarding strength, functional capacity, and motor skills

Knowledge of the benefits and precautions associated with exercise training across the lifespan

Knowledge of the recommended frequency, intensity, time, and type (FITT) framework for the development of cardiorespiratory fitness, muscular fitness, and flexibility in apparently healthy children and adolescents

Knowledge of the effects of the aging process on the musculoskeletal and cardiovascular structures and functions during rest, exercise, and recovery

Knowledge of the recommended FITT framework necessary for the development of cardiorespiratory fitness, muscular fitness, balance, and flexibility in apparently healthy older adults

Knowledge of common orthopedic and cardiovascular exercise considerations for older adults

Knowledge of the relationship between regular physical activity and the successful performance of activities of daily living (ADL) for older adults

Knowledge of the recommended frequency, intensity, type, and duration of physical activity necessary for the development of cardiorespiratory fitness, muscular fitness, and flexibility in apparently healthy pregnant women

Skill in teaching and demonstrating appropriate exercises for healthy populations with special considerations

Skill in modifying exercises based on age, physical condition, and current health status

I. Modify exercise prescriptions based on environmental conditions.

Knowledge or Skill Statement

Knowledge of the effects of a hot, cold, or high-altitude environment on the physiologic responses to exercise

Knowledge of special precautions and program modifications for exercise in a hot, cold, or high-altitude environment

Knowledge of the role of acclimations when exercising in a hot or high-altitude environment

Knowledge of appropriate fluid intake during exercise in a hot, humid environment as well as cold, and high altitude

Domain III: Exercise Counseling and Behavioral Strategies
A. Optimize adoption and adherence to exercise programs and other healthy behaviors by applying effective communication techniques.
Knowledge or Skill Statement
Knowledge of the effective and timely uses of communication modes (<i>e.g.</i> , e-mail, telephone, Web site, newsletter)
Knowledge of verbal and nonverbal behaviors that communicate positive reinforcement and encouragement (<i>e.g.</i> , eye contact, targeted praise, empathy)
Knowledge of group leadership techniques for working with participants of all ages
Knowledge of active listening techniques
Knowledge of learning modes (auditory, visual, kinesthetic)
Knowledge of types of feedback (<i>e.g.</i> , evaluative, supportive, descriptive)
Skill in using active listening techniques
Skill in applying teaching and training techniques to optimize participant training sessions
Skill in using feedback to optimize participant training sessions
Skill in applying verbal and nonverbal communications with diverse participant populations
B. Optimize adoption of and adherence to exercise programs and other healthy behaviors by applying effective behavioral and motivational strategies.
Knowledge or Skill Statement
Knowledge of the role extrinsic and intrinsic motivation plays in the adoption and maintenance of behavior change
Knowledge of relapse prevention strategies and plans of action
Knowledge of applying health coaching principles and lifestyle management techniques related to behavior change
Knowledge of strategies that increase nonstructured physical activity levels (<i>e.g.</i> , stair walking, parking farther away, bike to work)
Skill in explaining the purpose and value of understanding perceived exertion
Skill in using imagery as a motivational tool
Skill in evaluating behavioral readiness to optimize exercise adherence
Skill in applying the theories related to behavior change to diverse populations
Skill in developing intervention strategies to increase self-efficacy and self-confidence
Skill in developing reward systems that support and maintain program adherence
Skill in setting effective behavioral goals
C. Provide educational resources to support clients in the adoption and maintenance of healthy lifestyle behaviors.
Knowledge or Skill Statement
Knowledge of the relationship between physical inactivity and common chronic diseases (<i>e.g.</i> , atherosclerosis, Type 2 diabetes, obesity, dyslipidemia, arthritis, low back pain, hypertension)
Knowledge of the dynamic interrelationship between fitness level, body composition, stress, and overall health
Knowledge of modifications necessary to promote healthy lifestyle behaviors for diverse populations
Knowledge of stress management techniques and relaxation techniques (<i>e.g.</i> , progressive relaxation, guided imagery, massage therapy)
Knowledge of the activities of daily living (ADL) and how they relate to overall health
Knowledge of accessing and disseminating scientifically based, relevant health, exercise, nutrition, and wellness-related resources and information
Knowledge of specific, age-appropriate leadership techniques and educational methods to increase client engagement
Knowledge of community-based exercise programs that provide social support and structured activities (<i>e.g.</i> , walking clubs, intramural sports, golf leagues, cycling clubs)
Skill in accessing and delivering health, exercise, and wellness-related information
Skill in education clients about benefits and risks of exercise and the risks of sedentary behavior

D. Provide support within the scope of practice of a health fitness specialist (HFS) and refer to the other health professionals as indicated.

Knowledge or Skill Statement

Knowledge of the side effect of common over-the-counter and prescription drugs that may impact a client's ability to exercise

Knowledge of signs and symptoms of mental health states (e.g., anxiety, depression, eating disorders) that may necessitate referral to a medical or mental health professional

Knowledge of symptoms and causal factors of test anxiety (i.e., performance, appraisal threat during exercise testing) and how they may affect physiological responses to testing

Knowledge of client needs and learning styles that may impact exercise sessions and exercise testing procedures

Knowledge of conflict resolution techniques that facilitate communication among exercise cohorts

Skill in communicating the need for medical, nutritional, or mental health intervention

Domain IV: Legal/Professional

A. Create and disseminate risk management guidelines for health/fitness facility, department, or organization to reduce member, employee, and business risk.

Knowledge or Skill Statement

Knowledge of employee criminal background checks, child abuse clearance, and drug and alcohol screenings

Knowledge of employment verification requirements mandated by state and federal laws

Knowledge of safe handling and disposal of body fluids and employee safety (Occupational Safety and Health Administration [OSHA] guidelines)

Knowledge of insurance coverage common to the health/fitness industry including general liability, professional liability, workers' compensation, property, and business interruption

Knowledge of sexual harassment policies and procedures

Knowledge of interviewing techniques

Knowledge of basic precautions taken in an exercise setting to ensure participant safety

Knowledge of preactivity screening medical release, and waiver of liability for normal and at-risk participants

Knowledge of emergency response systems and procedures employee assistance program

Knowledge of the use of signage

Knowledge of preventive maintenance schedules and audits

Knowledge of techniques and methods of evaluating the condition of exercise equipment to reduce the potential risk of injury

Knowledge of documentation procedures for cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification for employees

Knowledge of AED guidelines for implementation

Knowledge of the components of the American College of Sports Medicine (ACSM) Code of Ethics and the ACSM Certified HFS scope of practice

Skill in developing and disseminating a policy and procedures manual

Skill in developing and implementing confidentiality policies

Skill in maintenance of a safe exercise environment (*e.g.*, equipment operation, proper sanitation, safety and maintenance of exercise areas, and overall facility maintenance)

Skill in the organization, communication, and human resource management required to implement risk management policies and procedures

Skill in training employees to identify high-risk situations

B. Create an effective injury prevention program and ensure that emergency policies and procedures are in place.

Knowledge or Skill Statement

Knowledge of emergency procedures (*i.e.*, telephone procedures, written emergency procedures, personnel responsibilities) in a health and fitness setting

Knowledge of basic first aid procedures for exercise-related injuries, such as bleeding strains/sprains, fractures, and exercise intolerance (dizziness, syncope, heat and cold injuries)

Knowledge of the HFS responsibilities and limitations and the legal implications of carrying out emergency procedures

Knowledge of safety plans, emergency procedures, and first aid techniques needed during fitness evaluation, exercise testing, and exercise training

Knowledge of potential musculoskeletal injuries (*e.g.*, contusions, sprains, strains, fractures), cardiovascular/pulmonary complication (*e.g.*, tachycardia, bradycardia, hypotension/hypertension, dyspnea) and metabolic abnormalities (*e.g.*, fainting/syncope, hypoglycemia/hyperglycemia, hypothermia/hyperthermia)

Knowledge of the initial management and first aid techniques associated with open wounds, musculoskeletal injuries, cardiovascular/pulmonary complications, and metabolic disorders

Knowledge of emergency documentation and appropriate document use

Skill in applying basic first aid procedures for exercise-related injuries, such as bleeding, strains/sprains, fractures, and exercise intolerance (dizziness, syncope, heat and cold injuries)

Skill in applying basic life support, first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) techniques

Skill in designing an evacuation plan
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Skill in demonstrating emergency procedures during exercise testing and/or training
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Domain V: Management
A. Manage human resources in accordance with leadership, organization, and management techniques.
Knowledge or Skill Statement
Knowledge of industry benchmark compensation and employee benefit guidelines
Knowledge of federal, state, and local laws pertaining to staff qualifications and credentialing requirements
Knowledge of techniques for tracking and evaluating member retention
Skill in applying policies, practices, and guidelines to efficiently hire, train, supervise, schedule, and evaluate employees
Skill in applying conflict resolution techniques
B. Manage fiscal resources in accordance with leadership, organization, and management techniques.
Knowledge or Skill Statement
Knowledge of fiduciary roles and responsibilities inherent in managing an exercise and health promotion program
Knowledge of principles of financial planning and goal setting, institutional budgeting processer, forecasting, and allocation of resources
Knowledge of basic software systems that facilitate accounting (e.g., Excel)
Knowledge of industry benchmarks for budgeting and finance
Knowledge of basic sales techniques that promote health, fitness, and wellness services
Skill in efficiently managing financial resources and performing related tasks (e.g., planning, budgeting, resource allocation, revenue generation)
Skill in administering fitness- and wellness-related programs within established budgetary guidelines
C. Establish policies and procedures for the management of health/fitness facilities based on accepted safety and legal guidelines, standards, and regulations.
Knowledge or Skill Statement
Knowledge of accepted guidelines, standards, and regulations used to establish policies and procedures for the management of health/fitness facilities
Knowledge of facility design and operation principles
Knowledge of facility and equipment maintenance guidelines
Knowledge of documentation techniques for health/fitness facility management
Knowledge of federal, state, and local laws as they relate to health/fitness facility management
D. Develop and execute a marketing plan to promote programs, services, and facilities.
Knowledge or Skill Statement
Knowledge of lead generation techniques
Knowledge of the four Ps of marketing: product price, placement, and promotion
Knowledge of public relations, community awareness, and sponsorship and their relationship to branding initiatives
Knowledge of advertising techniques
Knowledge of target market (internal) assessment techniques
Knowledge of target market (external) assessment techniques
Skill in applying marketing techniques that promote client retention
Skill in applying marketing techniques that attract new clients
Skill in designing and writing promotional materials
Skill in collaborating with community and governmental agencies and organizations
Skill in providing customer service

E. Use effective communication techniques to develop professional relationships with other allied health professionals (e.g., nutritionists, physical therapists, physicians, nurses).

Knowledge or Skill Statement

Knowledge of communication styles and techniques

Knowledge of networking techniques

Skill in planning meetings