



UNIVERSITY OF MARY

Marauders

**ATHLETIC TRAINING
PROGRAM**

**Student Handbook
2020 - 2021**

St. Gianna School of Health Sciences

**University of Mary
Bismarck, ND**

PRE-FACE

This useful handbook has been developed to aid you as an athletic training student in the development of your athletic training abilities. This manual may not be inclusive, as procedures and policies are always subject to change and updating. The contents do give direction for the student majoring in athletic training and to some basic procedures used in the operation of the athletic training room. **READ IT AND USE IT.** This is a beginning manual and will be updated as needed through your progress in athletic training. A three-ring loose-leaf notebook would be convenient for you to compile the information you receive now and in the future.

The quality of education you absorb from the athletic training curriculum will be positively influenced by the concentrated effort you put into your work. You are an important part of the Sports Medicine teams at the University, as well as, in the surrounding areas and communities. Your role will increase as your education. Any team, to be successful, must work together in harmony. Small detail work can make a difference in the efficient operation of the athletic training room. Study the responsibilities and procedures in the area to which you are assigned.

The role of the athletic training student (ATS) is varied. You will deal with everything, from first aid to assisting qualified personnel in the treatment of emergency situations. In the care of all athletic injuries, never guess how to handle something if you are not sure. If an emergency arises, you are better off doing nothing than attempting something that you are not qualified to perform. In an emergency, only do what you are qualified for; comfort the patient, provide first aid/CPR, and wait until proper medical personnel have arrived to take control of the situation. Always know and follow the Emergency Action Plan (EAP) for each venue. Remember that in an emergency, the most qualified person in the athletic training room will direct the management of the situation.

In order for you to become a good athletic training student, you must know human anatomy, mechanisms of injury, and how to apply that knowledge to your athletic training practices. The University of Mary library has references pertaining to athletic injuries, athletic training, and sports medicine related topics. You will be expected to utilize the library. Be inquisitive, never be afraid to ask questions, and try to learn more information to better yourself as an athletic training student.

Remember that the athletic training and taping rooms are medical facilities and an extension of the University and it is everyone's responsibility to maintain a neat, orderly, and professional atmosphere of there athletic training facilities.

DEFINITIONS

Ability to Intervene – The Preceptor is within the immediate physical vicinity and interacts with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being “physically present.”

Adjunct Faculty -Adjunct faculty include, but are not limited to, professionals from the disciplines of athletic training, physical therapy, occupational therapy, nursing, exercise science, athletic administration, and family and orthopedic medicine

Athletic Trainer (AT) – A qualified health care professional educated and experienced in the management of health care problems associated with physical activity. The athletic trainer functions in cooperation with medical personnel, athletic personnel, individuals involved in physical activity, parents, and guardians in the development and coordination of efficient and responsive athletic health care delivery systems.

Athletic Training - The profession that is concerned with an athlete's health and safety. This is recognized by the American Medical Association as an allied health care profession.

Athletic Training Student – A student enrolled in the Athletic Training Program.

Clinical Education - The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated, and feedback provided by a Preceptor.

Clinical Site - A physical area where clinical education occurs.

Clinical Experiences - Those clinical education experiences for the Athletic Training Student that involve patient care and the application

Communicable Disease – A contagion that may be directly transmitted from person-to-person or by a person from an inert surface.

Direct Patient Care – The application of athletic training knowledge, skills, and clinical abilities on an actual patient.

Direct Supervision – Supervision of the athletic training student during clinical experience. The Preceptor must be physically present and can intervene on behalf of the athletic training student and the patient.

Emergency Action Plan – A venue-specific “blueprint” used for the management of medical emergencies. See: <http://www.nata.org/sites/default/files/EmergencyPlanningInAthletics.pdf>; <https://www.cdc.gov/niosh/docs/2004-101/emrgact/files/emrgact.pdf>

Faculty – An individual who has full faculty status, rights, responsibilities, privileges, and full college voting rights as defined by institution policy and that are consistent with similar positions at the institution necessary to provide appropriate program representation in institutional decisions.

Health Care Professional – Chiropractor, Dentist, Registered Dietician, Emergency Medical Technician, Nurse Practitioner, Nutritionist, Paramedic, Occupational Therapist, Optometrist, Orthotist, Pharmacist, Physical Therapist, Physician Assistant, Podiatrist, Prosthetist, Psychologist, Registered Nurse or Social Worker who hold a current active state or national practice credential and/or certification in the discipline and whose discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty.

Infectious Disease – A disease caused by microorganisms entering the body. An infectious disease may or may not be contagious.

Medical Director – The physician who serves as a resource regarding the program’s medical content. There is no requirement that the medical director participates in the clinical delivery of the program.

Physician – A Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) who possesses the appropriate state licensure.

Preceptor – A certified/licensed profession who teaches and evaluates students in a clinical setting using an actual patient base.

Pre-professional Student – A student who has not formally admitted into the program. Pre-professional students may be required to participate in non-patient activities as described by the term Directed Observation Athletic Training

Program Director – Is a full-time faculty member with voting rights of the host institution and in good standings with the BOC.

Professional Development – Continuing education opportunities and professional enhancement, typically is offered through the participation in symposia, conferences, and in-services that allow for the continuation of eligibility for professional credentials.

Service Learning - Service activities outside of the required clinical experiences. Athletic training skills will not be part of this service work; you will utilize CPR and First Aid skills.

Supervision - This applies to the field experiences under the direction of a preceptor. Eye contact at the site of supervision between the athletic training student and the preceptor, who plans, directs, advises, and evaluates the students' athletic training field experience.

Technical Standards – The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans and Disabilities Act (ADA) and must be reviewed by institutional legal counsel.

Travel – An athlete training student is not allowed to travel unless traveling with an Athletic Trainer who serves as a preceptor

Volunteer Hours-Volunteer activities outside of the required clinical experience and service-learning experience. These hours should be within the surrounding communities or University of Mary community.

DIRECTORY

Athletic Training Faculty and Staff

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UNIVERSITY MISSION AND CHARACTERISTICS

University of Mary Mission Statement:

The University of Mary exists to serve the religious, academic, and cultural needs of the people in this region and beyond. It takes its tone from the commitment of the Sisters of Annunciation Monastery. These Sisters founded the University in 1959 and continue to sponsor it today. It is Christian, it is Catholic, and it is Benedictine.

Servant Leadership Experience: *"Servant Leadership at the University of Mary is a pattern of living marked by competence in one's chosen profession, courage in making ethical decisions based on Benedictine values, and compassion in serving the needs of others. In a context of relationship to God, to one another, and to self, we believe that leadership is making a difference for good. Rooted in the Gospel and in the founding vision of the Benedictine Sisters to serve spiritual, intellectual, and cultural needs of others, the model for servant leadership is Jesus Himself. At the University of Mary students grow into leadership through service. Learners become leaders in the service of truth."-Sister Thomas Welder, President Emerita*

Relationship of the course to servant leadership:

Student will identify how they can model the Benedictine values through service to the University of Mary student athlete's through practice and education.

Relationship of the course to the Benedictine values:

Students will identify how they can provide services to the community and respect all persons that they encounter throughout their journey.

Benedictine Experience and Values:

Although communal life inspired by the Rule of St. Benedict stores a vast treasury of Benedictine values, six of these are of particular importance for our life here at the University of Mary . . . Father James P. Shea, President, University of Mary

Community – Striving together for the common good and growing in relationship with God, one another, and self [Rule of Benedict 33 – “Let all things be common to all.”]

Hospitality – Receiving others as Christ with warmth and attentiveness [Rule of Benedict 53 – “Let all be received as Christ.”]

Moderation – Honoring all of God's creation and living simply with balance and gratitude [Rule of Benedict 31 – “Regard all things as sacred and do everything with moderation.”]

Prayer- Attending to the mystery and sacredness of life, abiding in the divine presence, listening, and responding to God [Rule of Benedict 4 – “Listen intently to holy readings. Give yourself frequently to prayer.”]

Respect for Persons – Recognizing the image of God in each person and honoring each one in their giftedness and limitations [Rule of Benedict 4 – “Honor everyone and never do to another what you do not want done to yourself.”]

Service – Meeting the needs of others in the example of Jesus the servant leader [Rule of Benedict 35 – “The Members should serve one another.”]

Competence Experience:

When students graduate, they are competent in four areas essential for them to function in careers and lead meaningful lives:

Spirituality and Ethics – Draw upon spiritual, philosophical, religious and Benedictine traditions to express and act upon a principled set of values.

Communication – Read, write, listen and speak effectively to gain and share meaning in a diverse world.

Critical Thinking – Analyze, synthesize, and evaluate ideas and information from multiple perspectives to make decisions and solve problems.

Global Stewardship – Respect and be critically aware of oneself and the diverse world to protect and strengthen natural, cultural, and social environments.

For students to acquire proficiency in these competences, continual assessment of learning in an atmosphere of openness and free inquiry is promoted.

ATHLETIC TRAINING PROGRAM

Vision

The Vision of the University of Mary Athletic Training Program is to provide quality education and collaborate with other healthcare professionals for the good of the student.

Mission and Goals

The mission of the University of Mary Athletic Training Program is to prepare students to become professionals who serve the needs of the active population of all ages and abilities. The program strives to develop transformational leaders in the athletic training profession who possess excellent communication and critical thinking skills and are ethical healthcare professionals. We encourage understanding and respect for social, physical, and cultural diversity.

Outcomes, Objectives, and Assessments:

1. Students will use knowledge from evidence-based research and science methodology to interpret research related to athletic training to answer clinical questions and to guide clinical practice.
 - a. Demonstrate a thorough initial clinical evaluation of injuries and illnesses sustained by the active population.
 - b. Develop and implement a comprehensive treatment plan for injuries and illnesses sustained by the active population.
 - c. Develop a plan for delivering health care information and counseling patients, parents, and coaches on matters pertaining to the physical, psychological, and emotional health and well-being of the patient.
 - d. Design a comprehensive research project

Assessment: ATH 327 and 328 cumulative practical exam 84% or higher; ATH 319 84% or higher on cumulative project; CAT project 84% or higher; ATH 454 research project 84% or higher; ATH 454 focus paper 84% or higher.

2. Students will develop their critical thinking, reflection, analysis and communication skills.
 - a. Demonstrate successful completion of athletic training competencies.
 - b. Demonstrate personal and professional ability effectively reflect on educational and clinical abilities. Practice self-reflection in order to enhance their personal and professional abilities.
 - c. Analyze available research to determine effectiveness, relevance, and its use in evidence-based practice in health care

- d. Develop a plan for delivering effective health care communication and consultation between patients, families, and coaches on matters pertaining to the physical, psychological, and emotional health and well-being of the patient.

Assessment: Completion of competency packet; Completion of CIP packet; above an 84% for all self-evaluations completed for all students; senior research project presentation at colloquium; IRB proposals; above an 84% in ATH 329 on the case description.

3. Students will become effective and ethical healthcare professionals
 - a. Embrace the responsibility for continuing education based on personal strengths and also challenges within the athletic training profession.
 - b. Complete a professional development plan based on self-assessments in order to promote personal and professional growth.
 - c. Develop ethical health practices as outlined by the NATA Code of Ethics

Assessment: above 84% on focus paper for ATH 453; personal and professional growth plan; above 84% on ethics paper in ATH 354.

4. Students will demonstrate servant leadership based on the Benedictine Values to serve those around them.
 - a. Completion of service-learning experience for the surrounding community.
 - b. Apply transformational leadership abilities to effectively collaborate in an interdisciplinary environment.
 - c. Demonstrate Benedictine Values in everyday life.

Assessment: Completion of service-learning experience; day of service reflection; PBL completion; student led prayer/reflection at the beginning of class all ATH syllabi

5. Complete a comprehensive assessment plan that evaluates all aspect of the clinical education program.
 - a. Complete clinical site evaluation completed on a yearly basis to ensure quality.
 - b. Provide preceptor evaluations on a yearly basis to ensure quality of preceptor.
 - c. Increase knowledge of the preceptors to engage the students in education.
 - d. Clinical education placement is equitable and non-discriminatory with varied populations.

Assessment: Clinical evaluations; preceptor evaluation; student placement list; preceptor training.

6. Students will be prepared for post-graduate education or professional experience
 - a. Demonstrate ability to complete all coursework to integrate into a postgraduate/professional setting.
 - b. Validate they are prepared to work as a professional.
 - c. Completion of graduating student exit evaluations; alumni placement rates and report

Assessment: Grad audit; ACES preparatory workshop; 70% first time pass rate on the BOC; graduation rate; senior exit evaluations; alumni placement rates; strategic plan.

Health and Liability Insurance

Students are required to comply with guidelines set forth by the University of Mary and the facility. Please refer to the University of Mary Student Handbook for specific information regarding university policy. The students may need to provide additional proof per facility requirements.

Students are required to be covered under professional liability insurance while completing any clinical exposure, practicum and/or field experience. The University of Mary incorporates the cost of this insurance into student fees for each semester. Fees will be attached to enrollment in the following courses: ATH 300, and 400, the fee covers liability insurance for one year. Student's clinical/field experience exposure as part of an education curriculum is included; student's coverage terminates upon graduation.

Substance Abuse Policy

Alcohol, and Tobacco Products - The use of alcohol and tobacco or tobacco products IS NOT permitted at educational, clinical education, and event. The administrator, host site coordinator, preceptor, faculty/staff shall enforce this policy.

All athletic training students are expected to comply with the substance use/abuse policies outlined in the University of Mary Student Handbook.

Drug products- Athletic training students' taking any substance, illegal, legal, or medically prescribed, that has the potential to impair judgment, alertness, mental status, physical capabilities, or otherwise reduce professional performance, should report this use to the program director immediately and prior to attending any clinical experience. A change of medical record form will need to be completed prior to continuing with any clinical experience.

Drug Screening – All students in the program must go through a drug screening at least one time which is built in a class fee. If an additional drug screen is needed either by the facility requiring additional drug screen OR suspicion of substance abuse, this will be paid for by the student.

CRITERIA FOR ACCEPTANCE OF STUDENTS INTO THE MS

Academic

The following are the pre-requisite courses as well as other information for the MSAT.

- Have a bachelor's degree.
- Minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale for required course work.
- Proof of current First Aid and Emergency Cardiac Care Certification (ECC). Must meet one of these providers: <http://www.bocatc.org/athletic-trainers#ecc-providers>
- Background checks need to be completed as part of the application process and may need to be updated throughout your time in the program. This will be done through CastleBranch.
- Drug screen will be performed at the start of the program.
- 20 hours of observation with a Certified Athletic Trainer.
- 3 letters of recommendation.
- Completed immunizations
- Application completed through ATCAS.
- Pre-requisite courses
 - One semester chemistry

- Statistics
- Exercise physiology
- One semester physics
- Biomechanics and kinesiology
- Medical terminology
- 2 semesters anatomy and physiology
- Lifespan psychology

Medical Records/Health Policy

Participation in clinical experiences by athletic training students necessitates that attention be given to protection from contact. All documents should be uploaded into CastleBranch.

All Athletic Training Students are required to have the following on file after being accepted into the professional athletic training program:

- A current (within past 12 months) Report of Medical History and Report of Health Evaluation performed by a Physician, Nurse Practitioner, or comparable professional prior to acceptance into the ATP.
- Proof of current health insurance.
- Written documentation of a completed or in progress hepatitis B vaccination series.
- A current copy of an immunization certification (measles, mumps and rubella).
- A 2 step Tuberculosis (TB) skin test is required for admission into the ATP
- A flu shot is required for admission into the ATP and is required yearly.
- Two MMR (Measles, Mumps, Rubella) Vaccines or documentation of each illness or lab evidence of immunity
- One Varicella Vaccine if given at age 13 or before, two doses if given after age 13; or documentation of Chickenpox illness or lab evidence of immunity
- BPP/HIPPA training and Universal precautions

The athletic training student is expected to model a healthy lifestyle for their benefit and for the benefit of the patients served. The athletic training student has access to the fitness center and health care services on campus from Student Health Services, which is staffed by a Family Nurse Practitioner. If the student prefers, health care may be obtained from health care provider of their personal choice. All costs for the medical and health services are the responsibility of the individual student.

General health of the athletic training student will allow them to meet the physical standards of the program. The student must be able to perform these duties outlined in the educational competencies for the clinical experience courses. The student should be aware that they may be required to do moderate to heavy lifting at times when caring for injured patients and carrying emergency equipment during practice and game situations. Students must also be aware of the environmental challenges of indoor and outdoor athletic events, practices, games. See technical standards for specific physical demands.

Selection Process

Selection is a two-fold process, including the School of Health Sciences and the ATP. Upon receipt of all materials, the Athletic Training Admissions Committee will review all applications and decide which applicants will be granted an interview.

The following are minimum standards for receiving an interview:

- Interest and desire of student to become an athletic trainer as expressed during assigned clinical education opportunities and as documented on the letter of application
- Successful completion of all academic required courses and observation hours
- Minimum GPA of 3.0 on a 4.0 scale
- Positive rating on an objective rating scale based on criteria that will include current First Aid and Emergency Cardiac Care Certification, prerequisite and cumulative GPA, positive responses on all three recommendation forms, number and variety of observation hours, format and content of letter of application
- Completed application process, which culminates with an application, a letter of application, three recommendations, personal interview, and completion of an essay at the time of interview.
- Completed information on ATCAS.

The ATP Admissions Committee reviews all applications for completeness, and the applicant is informed of any deficiency. The applicant has the opportunity for immediate remediation of the deficiency to allow for continuation in the application process. Applicants with completed application materials are notified of their accepted application with instructions to arrange an interview time. A non-remediated deficiency affects the applicant's continuation in the admission process.

Interview

- The candidate will be interviewed by the Athletic Training Admissions Committee.
- The applicant's interests and future goals are discussed, as well as strengths and weaknesses that are considered pertinent to the educational process and an athletic training career.
- Candidates will also have the opportunity to:
 - ◆ Discuss previous experiences with injuries and illness in the active population.
 - ◆ Discuss how they acquired an interest in athletic training.
 - ◆ Clarify or expand on any factors or circumstances candidate determines are essential.
- After review of application materials, the Athletic Training faculty decides the student's acceptability for the program and the student will be immediately notified.

Notification

- If a student meets criteria and demonstrates characteristics indicative of success in the athletic training profession, if the student meets is in qualifying number, he/she is accepted.
- Once accepted into the professional Athletic Training Program, the student must continue to maintain his/her successful completion of: (a) academic course work, (b) clinical experience, and (c) maintain current First Aid and Emergency Cardiac Care Certification.

Equipment/Supplies

Once accepted into the ATP at the University of Mary, it will be the responsibility of each student to purchase the following equipment/supplies to allow them to properly perform their duties:

- Bandage scissors
- Fanny pack/Backpack/Sideline kit
- University of Mary Athletic Training Program Clothing

ADVISING

Advising Statement

The goal of your academic advisor is to design a class schedule that gives the athletic training student a well-rounded educational experience as well as meet the requirements of the Board of Certification, Inc. graduation from the University of Mary.

Academic advising for students in the ATP is provided by the full-time athletic training faculty members. The advisor works with the students on a 1-2 times per semester basis, as well as on an as needed basis. Together, the student and the advisor work on course scheduling, degree planning, and career planning. In addition, the advisor provides direction to the student who needs tutoring or other additional services as offered by the University.

Responsibilities of Advisors

- Meet with advisees at least once each semester to develop a plan of studies, help interpret catalog statements regarding requirements, schedule courses, and evaluate progress toward meeting academic and career goals
- Meet with new advisees to become familiar with their educational and career objectives.
- Read advisees grade reports and keep files with all pertinent information sent by the Registrar (uniform standards of confidentiality and security regarding files must be maintained).
- Direct advisees experiencing academic difficulties to appropriate sources of assistance.
- Encourage advisees to obtain information about extracurricular on-campus activities, organizations, internships, scholarships, as well as career opportunities.

Responsibilities of Students

- The athletic training student is expected to work toward obtaining a degree in the following ways:
 - ◆ Become familiar with general education, graduation, and program requirements and monitor progress toward fulfillment of these requirements.
 - ◆ Schedule an appointment with your assigned advisor in advance of your registration date and come prepared for this meeting with a course schedule and a draft of next semester's class schedule.
 - ◆ Athletic training students should bring their updated Student Status record and a proposed class schedule to their appointment with their academic advisor. If properly prepared, this appointment should take no more than 15 minutes.
 - ◆ Attend classes on a regular basis.
 - ◆ Complete all classroom assignments.
 - ◆ Attend tutoring, study groups as needed.
 - ◆ Seek academic advising/counseling when needed.
 - a. If a student is having difficulties in class(s), make an appointment immediately with the class instructor AND their academic advisor to discuss options for academic success (i.e., tutoring, study groups). Do not wait until the end of the semester when it is too late.
 - ◆ Seek your advisor's assistance with academic decisions rather than expecting advisors to make those decisions. Accept responsibility for the decisions you make.
 - ◆ Seek information about on-campus opportunities, appropriate to your major (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and graduate programs
 - a. *Make sure that you check your umary.edu email and Canvas daily.*

BACHELORS ATHLETIC TRAINING COURSE DESCRIPTION

*Athletic Training Pre-Admission Courses are in **BOLD** print, Sophomore year needs to be completed in correct sequence for the student to be able to be admitted into the program*

Freshman:	Fall	
HUM 122	Freshman Leadership Seminar/HSL (1 or 2 credits)	1
BIO 103	General Biology (Math-Science)	4
ENG 121/COM 110	College Comp II/Oral Communications	3
PED 157	First Aid (1/2 of semester)	1
PED 159	Personal and Community Health (1/2 of semester)	3
POL 101/ANT 171	Responsible Citizenship (Core)/Culture Anthropology (Core)	3
		15
	Spring	
ANT 171/POL 101	Culture Anthropology (Core)/Responsible Citizenship (Core)	3
ATH 121	Intro to Athletic Training	1
KIN 151	Intro to Athletic Training Taping Tech	1
KIN 238	Prevention & Care of Athletic Injuries	2
ART ---	Art Core (ART 108, 115, 116, MUS 196, ENG 130)	3
ENG 121/COM 110	College Comp II/Oral Communications	3
HPS 206	Medical Terminology	2
THE125	Search for God	3
		Spring Credits 18
		Total Freshman Credits 33

Sophomore:	Fall	
ATH 243	Foundations in Athletic Training	2
BIO 207	Human Anatomy and Physiology I (Math-Science)	4
CIS 101	Intro to Computers	3
THE 234	Benedict today and yesterday	3
PHI 108	Search for truth	3
PSY 201	Introduction to Psychology (Social and Behavioral Science)	3
		Fall Credits 18
	Spring	
ATH 200	Intro to Clinical Education I	1
ATH 244	Foundations in Athletic Training II	2
ATH 314	Advanced Techniques in Athletic Training	3
BIO 208	Human Anatomy and Physiology II (Math-Science)	4
ATH 250	Emergency Management	2
ATH 250L	Emergency Management Lab	0
PED 360	Biomechanical and Kinesiological Studies	4
		Spring Credits 16
		Total Sophomore Credits 33

Junior:	Fall	
ATH 300	Clinical Education I	1

ATH 327	Evaluations I	4
ATH 329	Therapeutic Modalities in Athletic Training	3
ATH 353	General Medical Conditions in Athletic Training	3
MAT 180	Elementary Statistics/Applied Statistics (Liberal Arts)	4
		Fall Credits 15
Spring		
ATH 305	Clinical Education II	1
KIN 316	Basic Pharmacology for Human Performance Sciences	3
ATH 319	Therapeutic Exercise in Athletic Training	3
ATH 328	Evaluations II	2
PSY 207	Life Span Development (Social Science)	3
		Spring Credits 12
		Total Junior Credits 27

Senior:	Fall	
ATH 400	Clinical Education III	1
ATH 441	Practicum in Athletic Training (or spring)	1
ATH 453	Athletic Training Senior Capstone I	3
ATH 354	Healthcare Administration	3
EXS 336	Exercise Physiology	4
IPE 401	Inter-professional Experience	1
		Fall Credits 13
Spring		
HUM 499	Senior Outcomes Assessment: HPS	0
KIN 317	Sports Nutrition for Health and Performance	3
ATH 405	Clinical Education IV	1
PSY 310	Psychology of Injury	3
ATH 454	Athletic Training Senior Capstone II	3
PHI 308	Ethics	3
		Spring Credits 13
		Total Senior Credits 26
		Total Credits 120

Need 124 Credits to graduate

The athletic training students must maintain full-time status at the University of Mary while they are in the athletic training program. All ATH, KIN courses must have a B or above. The prospective student must have successfully completed the following courses with a grade of B or better to be admitted into the professional program: ATH 151, 238, 243; and PED 157; successfully completed the following courses with a grade of C- or better: BIO 103, 207; HPS 206; PED 159; have a minimum cumulative GPA of 2.5 on a 4.0 scale for Required course work (including transfer courses); and maintain First Aid and Emergency Cardiac Care Certification.

MASTER OF SCIENCE IN ATHLETIC TRAINING CURRICULUM

Course Number	Course Name	Hours
Fall I – classes 10 weeks		
ATH 505	Foundational Anatomy I	2
ATH 510	Orthopedic Assessment and Diagnosis I	4
ATH 515	Therapeutic Interventions I	4
ATH 590	Research Methods	2

ATH 520	Emergency Management	2
ATH 530	Clinical Experience I-5 weeks	1
	Total	15
Spring I – classes 10 weeks		
ATH 535	Foundational Anatomy II	2
ATH 540	Orthopedic Assessment and Diagnosis II	4
ATH 545	Therapeutic Interventions II	4
KIN 675	KIN675 Applied Research	2
ATH 550	Clinical Experience II-5 weeks	1
	Total	13
Summer – 8 weeks		
ATH 605	Pathophysiology and Epidemiology	3
ATH 620	Healthcare Administration	3
ATH 630	Clinical Experience III-4 weeks	1
ATH 560	Cultural Care in Athletic Training	2
	Total	9
Fall II – classes 5 weeks		
ATH 665	Research and Statistics	3
ATH 640	Medical Interventions	3
IPE 501	IPE501 Inter-professionalism in Healthcare	1
ATH 730	Clinical Experience IV-10 weeks	3
ATH 645	Problem Based Learning	1
	Total	11
Spring II – 15 weeks		
ATH 790	Capstone	3
ATH 670	Public Health and Informatics	2
ATH 750	Clinical V	1
ATH 680	Wellness and Performance	3
ATH 770	Leadership and Emerging Trends	2
	Total	11
	Program Total	60

STUDENT INFORMATION

Records maintenance policy

The program maintains student records housed in a central location in a locked room. In addition, there are student electronic files that are housed on the University program, ATED, drive. These student records include all the information need for accreditation. The program maintains clinical assignment tables to ensure all students have a variety of clinical experiences.

Clinical Integration Competencies/Athletic Training Milestones

Clinical competencies and clinical integrated proficiencies are provided by NATA and mandated to complete by CAATE and are to be completed during the Athletic Training Program. Students must obtain an 84% on all competencies to pass. Any grade below 84% must be redone until at least an 84% is achieved. Original grade will stand. All Competency testing will be performed by graduate assistants or ATP staff. Clinical integrated proficiency packet needs to be completed prior to graduation with the preceptor.

Responsibilities of the ATP Student while on clinical rotations

- Maintain a good professional relationship with all athletic training personnel and visitors to the athletic training facilities.
- Confidential information is never discussed with persons not associated with the student-athletes' care. (*Refer to Confidentiality and Privacy Oath Statement at the end of this handbook*)
- Personal problems should never be discussed in the athletic training environment with other staff members, coaching staff members, or other patients.
- Establish a friendly rapport with each individual patient. All patients should be treated the same.
 - ◆ The role of an athletic training student is twofold:
 - a. Student roles
 - b. Athletic training roles
 - ◆ Both in and out of the clinical setting, students should remember that they are filling both roles and act accordingly.
 - ◆ It is recognized that in working closely with a team, friendships may arise between the athletic training students and patients or parents.
 - ◆ It is acceptable that you are friends with the patients but professionalism as an athletic training student is always a must in the clinical setting.
 - ◆ In the clinical setting, students should act as athletic training students. In this role
 - a. Students are responsible for assisting with the care of the patients at that facility.
 - b. Students are there to learn and increase their athletic training skills.
- Dating Patients:
 - ◆ Athletic training students dating patients can lead to compromising situations and is highly discouraged.
 - ◆ If, however, a situation arises where an athletic training student is dating a student-athlete, this relationship should not become evident in the athletic training facilities.
 - ◆ If this becomes a problem and the athletic training student cannot perform his/her duties, the athletic training student may be reprimanded or removed from assigned duties.
- Be aware of all patients' injury/illness situations when treating a patient. Know diagnoses, treatment plans, precautions, and physicians' recommendations for care.
- Documentation of all treatments, conversations, etc. should always be recording in a timely manner. All documentation for a patient should be reviewed before proceeding to treat a patient. All documentation must be completed prior to departing for the day.
- Maintain a friendly attitude without losing respect as a professional person. Always be polite though firm with all patients.
- Be courteous and respectful to coaching staff members always. Always address them professionally. Do not argue with or judge a coach (do not try to coach).
- Be courteous and professional to all physicians and preceptors within the athletic training program. Always address them professionally.
- Some travel is required by the athletic training student to attend practices or games or clinical experiences. It is the responsibility of the student to find their own transportation to the events. The student will incur all expenses for travel for clinical experiences.
- Athletic Training Students, who are also athletes, are not allowed to gain clinical experiences with their sport. This includes rotations and ATR experiences.

- **Medical Records, HIPPA, and Confidentiality**

- The security, record-keeping, and confidentiality requirements and concerns that relate to patients' medical records generally apply equally to those portions of patients' medical records.
- Since social stigma is sometimes attached to individuals infected with blood borne pathogens, athletic trainers should pay particular care to the security, record-keeping, and confidentiality requirements that govern the medical records for which they have a professional obligation to see, use, keep, interpret, record, update, or otherwise handle.
- Security, record keeping, and confidentiality procedures should be maintained with respect to the records of other athletic trainers, employees, athletic trainer students, and patients, to the extent that the athletic trainer has responsibility for these records.

Clinical Education Assessment

Assessment of the student will occur at the following set intervals by the preceptor and/or CEC depending on the student's level in the ATP. All assessments will be completed through E-Value.

Clinical Rotations

Through a combination of formal classroom instruction and clinical experience, an athletic training student applies a wide variety of specific healthcare skills and knowledge during assigned hours of supervised clinical experience. Clinical experience opportunities are available in a variety of locations and setting. The completion of the clinical integration proficiency (CIP) packet will need to be completed with real time experiences prior to graduation. Each CIP needs to be signed off by a preceptor in E-Value. The signing of the CIP form must include your score for each category, equipment used, and case description.

All clinical experience, service learning, and volunteer hours must be completed without any monetary acceptance. All clinical experiences must always be supervised by a Certified Healthcare Professional.

The rotational system is designed to allow all students the opportunity for experience in a variety of settings. These setting may be at the University or at a site that has a formal agreement with the Athletic Training Program. The athletic training student is also given the opportunity to work with competitive and recreational individuals engaged in physical activity, in a variety of settings, regardless of their own gender. This opportunity will give the student some exposure to equipment intensive activities, general medical experiences, contact, non-contact, clinical experience, collision, individual, dual, and team sports. The student will be allowed experience with both male and female patients and staff members. Athletic Training Students, who are also athletes, are not allowed to gain clinical experiences with their sport. This includes rotations and ATR experiences. Students will not receive any monetary remuneration during this educational experience. Scholarships are acceptable.

Please feel free to ask questions and become involved with your observational experience, do not be a wallflower.

Clinical experience events should be recorded daily and initialed by the supervising preceptor in E-Value.

- Events should also be recorded.
- Mandatory day off during a 7-day period.

Minimum number of events per week for the Bachelor of Athletic Training = 3 for juniors (minimum hours per week = 10-15) and 4 for seniors (minimum hours per week = 12-20). Students are not allowed to go over the maximum of 20 hours experience per week. Due to the seat time rule, some students may have a maximum of less than 20 hours. Seat time plus experience hours cannot exceed 40 hours per

week. Number of events per week should average: Juniors = 3-5; Seniors = 4-6 events (3 events when not assigned to a sport) Specific details will be in the course syllabi.

Examples of events; 2 hours of ATR/rehab equals 1 event, 1 game or practice = 1 event.

Minimum number of hours per year for the Bachelor of Athletic Training –Junior 300 hrs. & Senior 360 hrs. Maximum number of hours per year- Junior 450 hrs. & Senior 600 hrs. **If the minimum hour requirement is not met, remedial work will need to be completed prior to graduation or the end of year. This remedial work may include completing clinical experience in May.** Failure to attend the designated events per week will result in a loss of points. See course syllabi for specific grade details. This will be reflected in the grade of the assigned course - 84% is required. All late assignments must be turned in. Late assignments will be graded as a zero.

For the Master's in Athletic Training full experiences will occur each of the 5 semesters. These will follow the guidelines of placement listed above. The athletic training student will maintain the regular work week of the preceptor. Maximum number of hours per week is 52 according to the Bureau of Labor.

Failure to meet clinical hour requirement will result in probation and potential in the delay of graduation. Terms of probation will be determined by the PD and CEC.

Recording Clinical Experience

CAATE mandates keeping accurate record keeping under “**direct supervision**” of a **healthcare professional (preceptor)**. You are required to document daily. If at any time you fail to document on a timely basis, you will be docked points. The preceptor oversees initialing documentation immediately after hours are completed.

Accuracy is of the utmost of importance in recording of clinical education experience.

Code phrases for documentation are available on Canvas on the ATP page.

Preseason/Holiday/Postseason Requirements

- Senior athletic training program students assigned to a fall sport with a pre-season starting before classes: will be required to return to school for the beginning of the assigned rotation. Reasons for alternative start date must be submitted to and approved by the CEC. If housing is necessary on campus, please contact the Athletic Training Secretary prior to the end of April. Failure to report to pre-season will result in placing the student on probation. Terms of probation will be determined by the PD and CEC.
- Senior Athletic training students assigned to a sport in-season over a university holiday will be expected (required) to adhere to their assigned teams' practice and competition schedule, unless otherwise stated by the preceptor or CEC. Juniors are not required to attend events over preseason, holidays, breaks, or past the end of the school year are encouraged to attend if they can but are not required to. If housing is necessary on campus, please contact the Athletic Training Secretary two weeks prior to the holiday.
- Athletic training students assigned to a spring sport with a postseason that continues past the end of the spring semester are strongly encouraged to continue with the sport. If housing is necessary on campus, please contact the Athletic Training Secretary prior to the second week of April.

- Immersion clinical rotations are determined by the program, the preceptors, and the athletic training student is to be fully submersed to develop as a future athletic trainer. The scheduled work schedule of the preceptor should be maintained. Immersive experience during one's education process enhanced the student to the real-world schedule as well as experiences.

Absence Policy

- The instructor in each course establishes class attendance policy. If circumstances arise which make it impossible for a student to attend class, the instructor should be notified, and the work missed made up to the satisfaction of the instructor. You are in a professional program and are expected to attend class daily. If you are to miss class, you need to bring a medical note excusing you from class. If medical issues continue to rise and inhibit you to attend class a plan must be developed by the student, instructor, and program director.
- If a student chooses to have an extended (more than one day absence) this will need to be cleared prior to departure by both the instructor and the program director.
- Presence at clinical rotations is a key factor in the education and success of the athletic training student. Therefore, absence from one's clinical setting is strongly discouraged. Unexcused absences are not acceptable and will lead to probation for the student. However, if you miss class you should not show up for your clinical rotation and you should contact your preceptor and the Clinical Education Coordinator to inform them of your absence.
- Students will meet with the Clinical Education Coordinator (CEC) to come up with a schedule and are expected to adhere to the agreed upon schedule.
- If a situation arises which makes it impossible for a student to attend a scheduled clinical experience, he/she should contact his/her preceptor and CEC and apprise them of the situation immediately, and the fieldwork hours must be made up to the satisfaction of the program.
- Unless an athletic training student has prior permission from their preceptor, all personal business (i.e., work, doctors' appointments, haircuts, job interviews, making up class work) should be taken care of outside of assigned clinical education responsibilities (i.e., athletic training room hours, practice prep, practice, competition).
- Excused absences are school related functions. A replacement should be found and communicated to the preceptor and the CEC should be notified of the replacement.
- In case of illness, a phone call or email is expected as early as possible.
- If you fail to inform the CEC and preceptor of your absence you will be considered non-compliant and negligent. Additional responsibilities will result, and possibility of the student being placed on probation.
- Non-compliance of clinical education hours require the student to make up the missed hours within one (1) weeks' time. Failure to do so will result in disciplinary action. Possible action could be revocation of athletic training room responsibilities, or field experience grade adjustments.

Service-Learning Activities and Volunteerism

The University of Mary exists to serve the religious, academic, and cultural needs of the people of the region and the communities of Bismarck and Mandan. Aware of its close historical ties with the immediate community, the University seeks to enhance the quality of life of the community. The University encourages each person to participate in his or her religious, educational, and political communities. Furthermore, it promotes a setting of freedom and initiative in which everyone may attain self-identity and self-realization.

As an educational opportunity the Athletic Training Program serves these needs, as well as the needs of the physically active population of the community. The opportunities for students to work within the community are available to nurture the Benedictine Values of hospitality, respect for others, moderation,

community, service, and prayer. These hours are a requirement for graduation from the University of Mary and the Athletic Training Program and are an opportunity for the student to provide CPR and First Aid care in the community.

Service-learning opportunities during the academic year will include, but are not limited to:

- U-Mary Athletic Training Student Association (UMATSA) service projects
- University of Mary Intramurals
- Bismarck Youth Football League
- Bismarck and Mandan Youth Hockey
- Kroll's Marathon
- Fargo Marathon

All opportunities presented are for the benefit of the Athletic Training Program and the athletic training student. Each student's responsibility for the progress of society is the development of individual leadership qualities - self-direction, self-initiative, and self-actualization - to become a decision-maker, problem solver and change agent to others.

Service Learning and Community Volunteer Requirements

30 total hours of service learning required to graduate from the University of Mary

ATP service-learning requirement: providing first aid/CPR care for athletic training related experiences.

- 6 hours/semester, 12 hours/year

All students are required to participate in an additional 3 hours of Volunteer service every year.

ATP Community volunteer hours required: These are separate from service learning.

Community Volunteer hours-hours completed to help in the Bismarck/Mandan or surrounding communities. All students are required to participate in an additional 3 hours of Community Volunteer service every year.

All hours listed above can be recorded on E-Value. Make sure you code each experience correctly.

Conflicts – Grievance Policy

If conflicts arise with another athletic training student, preceptor, instructor, coach, patient or any other person involved in the athletic training program, arrange a private meeting with that individual so as not to involve the entire athletic training room.

- Contact the ATP Chair or CEC if problems with other personnel are unresolved. The staff member will intervene to handle the conflict situation.
 - ◆ Didactic/Classroom conflicts should be resolved with student teacher interaction before other University personnel are involved. See the syllabus for chain.
 - ◆ Clinical Education conflicts should be resolved with the athletic training student and preceptor before other University personnel is involved. The proper method for conflict resolution should be the Preceptor, Clinical Education Coordinator, Athletic Training Program Chair, Dean for School of Health Sciences. If a conflict cannot be resolved, you need to inform the person that you are going to meet with the next person on the chain of command.

Personal appearance / Dress Code

It is important for all athletic training students to project a professional image of the University of Mary and the ATP. To uphold this image to students, patients, visitors, and guests, it is important

that all athletic training students maintain a clean, neat, and well-groomed personal appearance always. Students are expected to use good taste in selecting the clothes and hair styles they wear during clinical experiences avoiding extreme styles, such as overly provocative clothing in the athletic training room or on athletic training time. ATP attire is required at practices, no yoga pants, and no jeans. Game attire - dress pants and ATP polo for games. **It is mandatory to wear name tags while performing the duties of an athletic training student.** Approved polo and t-shirt colors are: Black, White, approved Blue or Grey. Hats are allowed for outdoor activities; HOWEVER, THEY MUST BE A UNIVERSITY OF MARY HAT! Hats must be worn with the bill of the cap pointed forward. Proper footwear is - Tennis shoes during all practices and games (ex. no heels, no flip flops, sandals, or open toe shoes). Appropriate professional dress is allowed by your preceptor and if you can perform all the duties of the athletic training student. Closed toe shoes are always a must. If you are not properly dressed, the preceptor or program staff member reserves the right to start the discipline process. This includes being sent home and an unexcused absence.

The University of Mary ATP is confident each student will use his/her best judgment in following this policy. This is not an all-inclusive list; thus, management reserves the right to determine appropriateness.

Inclement Weather Considerations

During any outdoor observation experience, the student will need to plan for different weather conditions. Expect anything and of utmost importance is to be dressed appropriately for the weather. Clothes should be appropriate for the weather conditions and priority should be given to those clothing items that will keep the student warm and dry regardless of whether that clothing items has the University of Mary Athletic Training logo.

Social Media

As a professional athletic training student, you are not to fraternize with the patients in either a social setting or through social media. This goes for patients at the high schools and the colleges that you will meet through your clinical experiences. Remember confidentiality, no information regarding a patient status or injury can be shared on any of the social media sites. No social media contact with patients. Failure to follow this rule will lead to disciplinary actions.

Academics

At all times you are expected to attend every class. If you fail to notify your instructor prior to class of the absence you will receive an unexcused absence. Two unexcused absences and you will be placed on probation and an academic plan will be put into place. You are expected to maintain a B for all ATH and KIN classes. If you fail to uphold a B in your ATH or KIN course, you will be placed on probation and an academic plan will be put into place.

Disciplinary Action

- **Program**

In order to continue in the athletic training, you must maintain a B in all your athletic training courses. Failure to do so will cause you to be placed on suspension until the course is taught again. This can only happen one time. The second time you fail to have a B in an athletic training course you will be dismissed from the program.

- **University**

The program has the right reserved to place students in disciplinary action for dress code violations, academic violations, behavioral violations, drug, alcohol, or tobacco violations, and other as deemed by the program. Each disciplinary action will be handled on a case-by-case protocol decided upon by the program director and CEC. The following are the disciplinary steps that will be taken by the program all

these steps will come with a written notification from the Program Director or Clinical Education Coordinator with specifics of what needs to occur and the time frame of the disciplinary action.

- 1st Written documentation/warning
- 1st offense – program probation
- 2nd offense – program suspension
- 3rd offense - termination from the program

After the first written documentation/warning, the student will be required to meet with the program director and CEC to discuss disciplinary action as well as develop an action plan to avoid future issues. After each meeting, the student will be presented with an offense letter outlining their action steps. Students are required to sign this letter within 48 hours or will automatically move up one offense level. Terms of probation will be determined by the PD and CEC.

Personal Telephone Calls and Cellular Phone Policy

The use of the telephones for personal calls, both outgoing and incoming, should be held to an absolute minimum. Any necessary calls should be as brief as possible and should not extend more than several minutes except in an emergency. Identify yourself when answering the telephone. “Athletic training room, this is _____ speaking. May I help you?” Take messages and give them to the appropriate person.

- The use of cellular phones for personal calls and text messaging is not allowed during clinical education experiences (classrooms, athletic training room hours, practice and game coverage, etc.). All cell phones and pagers must either be set on vibrate mode or turned off during clinical education experiences so that others are not disturbed. If you must answer a page or a phone call, please be courteous to others. Playing games on your device during assigned times is prohibited.
- Cell phones should not be on around patients that are receiving treatment. The patient’s phone should also be turned off during treatment.

Educational Reference Material and Athletic Training Room Checkout Policy

Bandage scissors, goniometers, reflex hammers, pin wheels, pen lights, tape measures, CPR pocket masks, textbooks, etc. located in the athletic training facilities and classrooms are for official use only. If you are required to purchase such items for a specific course, please do so. The removal of these items from the athletic training facilities and classroom to make them your personal property is strictly prohibited.

- The athletic training facilities house a variety of anatomical models and charts, joint specimen models, a selection of simulation and muscular anatomy and kinesiology software, as well as a small library of textbooks that are used to facilitate greater understanding of key concepts. Students have access to these instructional aids for clinical instruction and practice. If you are required to purchase a textbook that is in the library for a specific course, please do so. The removal of these items from the athletic training facilities and making them your personal property is strictly prohibited.
 - ◆ If the situation arises that requires the athletic training student to borrow one of the above mentioned items, write the name of the borrowed item, the date and the student’s name on a piece of paper and submit it to the Athletic Training Program Chair, CEC, ATP instructor or the ATP secretary. Please return the items in a timely manner.

Professional Policies

The curriculum phase of the University of Mary Athletic Training Program requires a strong commitment to the athletic training profession. With new responsibility, the athletic training student is expected to

attend practices, scheduled treatments, and competitions. In addition to the athletic responsibilities, CAATE/NATA competency/ proficiencies will be met.

- Further questions regarding the professional policies can be directed to the Athletic Training Program Chair.

Professionalism

- All codes of ethical conduct are to be observed, including the NATA Code of Ethics
- As a current and enrolled student in the Athletic Training Program it is the professional responsibility of the Student to hold an active annual membership of the National Athletic Trainers' Association (NATA). nata.org
- Due to the clinical nature of the athletic training students' positions, it is expected that all staff and students will conduct themselves in a professional and ethical manner while on duty and representing the Athletic Training Program and the University of Mary.
- Unprofessional and unethical behavior will not be tolerated and will be dealt with by the administrative staff. Any unprofessional or unethical behavior must be reported immediately to the Program Director or CEC.
- Unprofessional and unethical behavior may be cause for corrective action and/or dismissal.

Rules of Conduct

- Be on time for mandatory activities. Tardiness will be documented, and additional responsibilities will result.
- Always present yourself as a professional. While you are still a student, the Athletic Training Staff expects you to act in a professional manner. Act in a manner befitting the athletic training profession.
- As a University of Mary athletic training student, you are a representative of the school and the Athletic Training Program.
- Treat all patients with equal respect.
- Do not become loud or boisterous with patients.
- Do not use profanity or vulgar language at any time in the athletic training facilities, or as an athletic training student.
- Treat coaches and team physicians with respect. Address them as "Coach ____" and "Dr. _____" respectively.
- Maintain your professional distance and realize that everyone has their own individual has their own personal space.
- ***You are expected to enforce the athletic training room rules!***
- When on the field/court/track or in the pool, do not leave the athletic training and taping rooms unattended. For security reasons, please close and lock all the athletic training facilities when you leave the building.
- The use of alcohol, tobacco or tobacco products IS NOT permitted by any member of the athletic training staff in the athletic training facility as well as in the playing areas during all sanctioned competition and practices for such competition.
- The athletic training student must always be supervised by a certified athletic trainer whenever the student is providing athletic training services.

Medication Policy

During the clinical aspect of the ATP, athletic training students are not allowed to dispense any medications (prescription or over the counter) to the patients or parents. If medication is dispensed the student will be placed on probation.

Safety Policy

The University of Mary Athletic Training Program ensures that the health and safety of the Athletic Training students is being upheld. The clinical sites need to submit the following documentations:

- Therapeutic equipment table
- Maintenance of the therapeutic equipment including fridge, freezers, and ice machines
- Verification of maintenance therapeutic equipment log (receipt, calibration, safety check logs, etc.)
- Verification of external accreditation

The following are documentations that are needed for the program along with being posted for students to view and are reviewed with the students during initial visits and an ongoing basis.

- Blood Borne pathogens procedures
- Blood Borne pathogens exposure plan
- Personal protective equipment readily and visibly able
- Emergency action plan

Please refer to the ATP page on Canvas for site specific safety policy.

Behavioral Health Policy

If there is a time that you or someone you know needs assistance, please follow the guidelines below for the ATP. Notify the ATP program director with any changes in medical status.

Change of Medical Records, Health, and Immunization Policy

Note: For life-threatening mental health emergencies, dial 911 or call the National Suicide Hotline at 800-273-8255.

CHI counseling services: _Appointments with a counselor may be made by calling 701-530-7195 or 1-800-327-7195. Appointments can be virtual or in person.

UMary Student Health Clinic: 701-355-3770

See attached NCAA guidelines:

https://www.ncaa.org/sites/default/files/HS_Mental-Health-Best-Practices_20160317.pdf

Blood Borne Pathogens and Infectious Disease

Each athletic training student will be required to attend an annual Blood Borne Pathogen and HIPAA training and complete a quiz covering the material. This will occur the fall semester of each year and will be mandatory. Each athletic training student will be made aware of the potential risk of infection associated with providing athletic training services, as well as the measures that can be taken to prevent the risk of blood borne pathogen transmission.

Blood Borne Pathogens and Infectious Disease Policy

Infectious disease:

If a student is known to have a condition (infection, environmental disease, communicable disease) that may have a negative impact on others. The student has a professional obligation to inform the University of Mary Student Health Clinic and the program chair immediately. Precautionary measures should be taken immediately. Signature of the infectious disease policy at the end of the handbook confirms acknowledgement and understanding of policy.

Communicable diseases may include the following:

Chickenpox	Conjunctivitis	Diarrhea
Diphtheria	Hepatitis A, B, or C	Herpes Simplex
HIV	Impetigo	Influenza
Lice	Measles	Mumps
Meningitis	Pertussis	Rabies
Rubella	Scabies	Strep

The Athletic Training Student and Blood Borne Pathogens at Athletic Events

The risk of blood borne pathogen transmission at athletic events is directly associated with contact with blood or other body fluids. Athletic training student who have responsibility for covering events under the supervision of the Certified Athletic Trainer or Certified Healthcare professional at which such contact is possible should use appropriate preventative measures and be prepared to administer appropriate treatment, consistent with the requirements and restrictions of their job, and local, state, and federal law.

In most cases, these measures will include:

- Pre-event care and covering of existing wounds, cuts and abrasions
- Provision of the necessary or usual equipment and supplies for compliance with universal precautions, including, for example, latex gloves, biohazard containers, disinfectants, bleach solutions (1-part bleach to 10 parts water), antiseptics, and sharps containers. Disinfectants should inactivate the HIV virus.
- Early recognition and control of a bleeding patient, including measures such as appropriate cleaning and covering procedures, or changing of blood-saturated clothes.
 - ◆ Towels or other linens that have been contaminated should be bagged and separated from other laundry
 - ◆ Soiled linen is to be transported in red containers or bags that prevent soaking or leaking and are labeled with biohazard warning labels.
 - ◆ Contaminated laundry should be washed in hot water (71 degrees C/159.8 degrees F for 25 minutes) using a detergent that deactivates the virus.
 - ◆ Gloves must be worn during bagging and cleaning of contaminated laundry.
- Requiring all patients to report all wounds immediately.
- Insistence that universal precaution guidelines be always followed in the management of acute blood exposure.
- Appropriate cleaning and disposal policies and procedures for contaminated areas or equipment.

- Post-event management including, as appropriate, re-evaluation, coverage of wounds, cuts, and abrasions.
- Appropriate policy development, including incorporation, with necessary legal and administrative assistance, of existing OSHA and other legal guidelines and conference or school rules and regulations
- Report all exposures to ATP Chair and immediately to the supervising preceptor.

Universal Precautions and OSHA Regulations

Athletic training students should work with their preceptor who should, consistent with their job descriptions and the time and legal requirements and limitations of their jobs and professions, inform themselves and other affected and interested parties of the relevant legal guidance and requirements affecting the handling and treatment of blood borne pathogens.

Athletic training students cannot be expected to practice law or medicine, and efforts with respect to compliance with these guidelines. It may be appropriate for athletic training student to talk with their preceptor to have copies of the Center for Disease Control regulations and OSHA regulations and guidelines available for their own and others' use.

OSHA/BBP management and personal protection equipment

Personal protective equipment is available at all sites. Please see your preceptor to review the location of the specific equipment.

BE AWARE - Treat all blood and bodily fluid as if they were infected with:

- HIV (Human Immunodeficiency Virus) which frequently leads to AIDS
- HBV (Hepatitis B Virus)
- Staph infections (MSRA)
- Other blood-borne pathogens (Microorganisms found in human blood which can cause disease).

Action in the Event of Exposure

All incidents that involve actual exposure shall be reported ***immediately*** to the supervising Preceptor or Athletic Training Program Chair. Examples of exposure include but are not limited to needle sticks, splashing of blood into face, contact with vomit or other bodily fluids on mucus membranes. The exposure form is found on the ATP page on Canvas.

The exposed individual will be referred immediately to the Student Health Clinic or local emergency room for evaluation, documentation, and possible testing and treatment as determined by the treating physician.

An athletic training student infected with a blood borne pathogen should practice safety measures. Considering all professionally, medically, and legally relevant issues raised by the infection.

Depending on individual circumstances, the infected athletic training student will or may wish to:

- Seek medical care and on-going evaluation
- Take reasonable steps to avoid potential and identifiable risks to his or her own health and the health of his or her patients.
- Inform, as or when appropriate, relevant patients, administrators, or medical personnel.
- An exposure report form must be completed upon incident and given to the Program Director within 24 hours.

HIV and HBV Testing

Athletic training students with the assistance of their preceptor should follow federal, state, local and institutional laws, regulations, and guidelines concerning HIV and HBV testing. Athletic training students under the supervision and in conjunction with the preceptor should, in appropriate practice settings and situations, find it advisable to educate or assist patients with respect to the availability of testing.

HBV Vaccinations

As part of the application process, student enrolled in the University of Mary Athletic Training Program are required to provide written documentation of a completed or in progress hepatitis B vaccination series.

Withholding of Care and Discrimination

NATA's policies and its Code of Ethics make it unethical to discriminate based on medical conditions.

Change of medical record form must be signed when you have a medical change. See change of medical record, health, and immunization policy at the end of the handbook.

UNIVERSITY OF MARY ATHLETIC TRAINING STUDENT ASSOCIATION – UMATSA

History

The University of Mary Athletic Training Student Association (UMATSA) strives to help students attend state, district, and national conventions and conferences; gain experience in areas that they would not traditionally see in the University setting; and bring in outside speakers to increase the knowledge of the association.

The executive board consists of three students. The offices are President, Vice-President, and Secretary/Treasurer. Also, members are encouraged to serve on committees and to facilitate ideas for fund raising, public relations, and continuing education.

Membership is available to any student enrolled in the athletic training program. Annual dues are required to keep membership current. Students must pay dues according to the policies set forth by the association.

For further information about regarding membership in UMATSA contact the Athletic Training Program Chair or executive board members.

TECHNICAL STANDARDS CRITERIA

Section 1, explains the rationale for the technical standards and how they may be used by the program

Section 2, includes the technical standards

Section 3, includes a statement that the student has read the technical standards and, by their signature, acknowledges an understanding of the implications of the standards

Section 1.

The Athletic Training Program at the University of Mary is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the certification exam.

Section 2.

Candidates for selection to the University of Mary Athletic Training Program must demonstrate:

- The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
- Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.

- The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
- The ability to record the physical examination results and a treatment plan clearly and accurately.
- The capacity to maintain composure and continue to function well during periods of high stress.
- The perseverance, diligence and commitment to complete the athletic training program as outlined and sequenced.
- Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
- Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Section 3.

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The University of Mary student support services department will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student, other students or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

Signature stating that you understand these technical standards is required at the end of the handbook.

ATHLETIC TRAINING CLINICAL PROFICIENCIES NATA EDUCATION COUNCIL

Professional Education

Professional training education uses a competency-based approach in both the classroom and clinical settings. Using a medical-based education model, athletic training students are educated to provide comprehensive patient care in five domains of clinical practice: prevention; clinical evaluation and diagnosis; immediate and emergency care; treatment and rehabilitation; and organization and professional health and well-being. The educational requirements for CAATE-accredited athletic training education programs include acquisition of knowledge, skills, and clinical abilities along with a broad scope of foundational behaviors of professional practice. Students complete an extensive clinical learning requirement that is embodied in the clinical integration proficiencies (professional, practice oriented outcomes) as identified in the [Athletic Training Education Competencies \(PDF\)](#).

Students must receive formal instruction in the following specific subject matter areas identified in the Competencies:

- Evidence-based practice
- Prevention and health promotion
- Clinical examination and diagnosis
- Acute care of injury and illness
- Therapeutic interventions
- Psychosocial strategies and referral
- Health care administration
- Professional development and responsibility

NATIONAL ATHLETIC TRAINING ASSOCIATION

Code of Ethics

Preamble

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare, and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules, and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5 Members shall not provide or publish information, photographs, or any other communications related to athletic training that negatively reflects the profession.

Organization Contact Information

Board of Certification, Inc.

1415 Harney Street
Suite 200
Omaha, Nebraska 68102
Phone: (877) 262-3926
Fax: (402) 561-0598
Website: www.bocatc.org

Commission on Accreditation of Athletic Training Education (CAATE)

6850 Austin Center Blvd.,
Suite 100
Austin, TX 78731-3184
Phone: (512) 733-9700
Fax: (512) 733-9701
Website: www.caate.net

National Athletic Trainers' Association (NATA)

1620 Valwood Parkway
Suite 115
Carrollton, TX 75006
Phone: 214-637-6282
Fax: (214) 637-2206
Website: www.nata.org

CAATE STANDARDS FOR THE ACCREDITATION OF ATHLETIC TRAINING EDUCATION PROGRAMS

© Commission on Accreditation of Athletic Training Education, (Updated 2017)

ABOUT

The Commission on Accreditation of Athletic Training Education (CAATE) is a 501(c)(3) non-profit organization currently incorporated in the State of Texas. Filings of incorporation are available through the [Texas Secretary of State](#). The CAATE is recognized as an accrediting agency by the Council of Higher Education (CHEA).

Mission

Defining, measuring, and continually improving AT Education.

Vision

Improving health by assuring and recognizing excellence in AT education.

Values

- Accountability
- Transparency
- Integrity
- Excellence
- Leadership
- Partnership

PROFESSIONAL PROGRAMS

The purpose of the Commission on Accreditation of Athletic Training Education (CAATE) is to develop, maintain, and promote appropriate minimum education standards for quality for professional, post-professional, and residency athletic training programs. CAATE is sponsored by the American Academy of Family Physicians, the American Academy of Pediatrics, the American Orthopaedic Society for Sports Medicine, and the National Athletic Trainers' Association (NATA).

A complete copy of the CAATE Standards for the Accreditation of Athletic Training Education Programs is available on the CAATE website, www.caate.net

SIGNATURE PAGES

UNIVERSITY OF MARY ATHLETIC TRAINING STUDENT CONSENT

Receipt of ATP Student Handbook

I acknowledge that I have read a copy of the University of Mary Athletic Training Program (ATP) Student Handbook.

I understand that the Student Handbook states the ATP policies and practices in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

I agree to comply with the policies and procedures delineated in the ATP Student Handbook.

Please sign and date this receipt and return it to the Athletic Training Program Chair.

Printed Name

Signature

Date

DOCUMENTATION OF STUDENT UNDERSTANDING ONLY SIGN BELOW IN ONE SPOT

I certify that I have read and understand the technical standards in the ATP Student Handbook and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Printed Name

Signature

Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards in the ATP Student Handbook, and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the University of Mary student support services department to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Printed Name

Signature

Date

CONFIDENTIALITY, HIPAA, & PRIVACY OATH

The University of Mary (U-Mary) Athletic Training Program (ATP) is committed to safeguarding the confidentiality of protected health information and other confidential information which is or may be contained in the records of the University and to ensuring that protected health information and other confidential information is used and/or disclosed only in accordance with the University's policies and procedures and applicable state and federal law.

All U-Mary ATP athletic training students must hold confidential information used or obtained in the course of their clinical education courses/experiences in confidence. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements. All athletic training students with access to confidential information, including patient / student-patient medical records information, employment information, and/or information systems must read and sign the Confidentiality and Privacy Oath, which will be kept on file and updated periodically.

I, _____ (print name) promise to hold confidential, health information and other confidential information received through observation of, direct contact with, or in paper, electronic, verbal, video, oral, or any other form about individuals who are recipients of services from agencies, programs, facilities or their constituents and entities. I further promise to uphold, in good faith, ethical obligations expected by National Athletic Trainers' Association, Department of Health and Human Services Office of Civil Rights, the Health Insurance Portability and Accountability Act (HIPAA), the University of Mary and the Athletic Training Program concerning privacy, rights, and respect of individuals who are a part of my learning experience, directly or indirectly, including other professionals, families, student peers, and support staff and omit the patient / student-athlete's name and other unique identifiers when using case reports or hypotheticals for educational or training purposes.

By signing the Confidentiality, HIPAA, & Privacy Oath, I pledge that I have read, understand and will comply with the University of Mary Athletic Training Programs Confidentiality and Privacy Policy.

Printed Name

Signature

Year in Program

Date

Professionalism and Code of Conduct

As a member of the University of Mary Athletic Training Program, I understand that I must maintain a high level of professionalism and code of conduct. By signing below, I promise to comply with the professionalism and code of conduct rules that set forth by the University of Mary ATP program and the NATA code of ethics.

Printed Name

Signature

Year in Program

Date

Photograph & Video Authorization for Release

I, _____, authorize the University of Mary School of Health Sciences Program in Athletic Training (AT) to photograph and or video, taken any time during my course of study for the purpose of teaching, learning, and promoting athletic training, the school of health science, or the University of Mary.

This release is effective the date of signature and is indefinite.

Signature

Date

Infectious Disease Policy

As an Athletic Training Student in the University of Mary Athletic Training Program, I am required to understand FERPA laws and HIPAA regulations regarding the giving and receiving of information of patients, as well as treatment of them using Universal Precautions.

Blood-borne pathogens and infectious disease can negatively impact others. These infections, environmental diseases, and communicable diseases may be present in activities associated with Athletic Training Services and the Athletic Training Program. Athletic Training Students are made aware of the potential risks of infection of these diseases and are educated on prevention and control of them.

If I, _____, a student in the Athletic Training Program, is personally known to have an infectious disease that may negatively impact others, then I have a professional obligation to inform the University of Mary Student Health Center and the Program Director immediately of the condition/s. I will report all suspected and diagnosed diseases; and take precautionary and appropriate medical measures, if any of the following or other blood-borne pathogens, environment diseases, or communicable diseases are suspected or diagnosed in myself: Chickenpox, Diphtheria, Conjunctivitis, Diarrhea, Hepatitis A, B, or C, Herpes Simplex, HIV, Impetigo, Influenza, Lice, Measles, Mumps, Meningitis, Mumps, Pertussis, Rabies, Rubella, Scabies, Strep.

Print Name	Signature	Year in Program	Date
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Official Statement from the National Athletic Trainers' Association on Communicable and Infectious Diseases in Secondary School Sports (nata.org March 2007)

The National Athletic Trainers' Association (NATA) recommends that health care professionals and participants in secondary school athletics take the proper precautions to prevent the spread of communicable and infectious diseases. Due to the nature of competitive sports at the high school level, there is increased risk for the spread of infectious diseases, such as impetigo, community acquired methicillin-resistant staphylococcus infection (MRSA) and herpes gladiatorum (a form of herpes virus that causes lesions on the head, neck and shoulders). These diseases are spread by skin-to-skin contact and infected equipment shared by patients, generally causing lesions of the skin. The following

The following are suggestions from NATA to prevent the spread of infectious and communicable diseases:

- Immediately shower after practice or competition.
- Wash all athletic clothing worn during practice or competition daily.
- Clean and disinfect gym bags and/or travel bags if the patient is carrying dirty workout gear home to be washed and then bringing clean gear back to school in the same bag. This problem can also be prevented by using disposable bags for practice laundry.
- Wash athletic gear (such as knee or elbow pads) periodically and hang to dry.
- Clean and disinfect protective equipment such as helmets, shoulder pads, catcher's equipment and hockey goalie equipment on a regular basis.
- Do not share towels or personal hygiene products with others.
- All skin lesions should be covered before practice or competition to prevent risk of infection to the wound and transmission of illness to other participants. Only skin infections that have been properly diagnosed and treated may be covered to allow participation of any kind.
- All new skin lesions occurring during practice or competition should be properly diagnosed and treated immediately.
- Playing fields should be inspected regularly for animal droppings that could cause bacterial infections of cuts or abrasions.
- Athletic lockers should be sanitized between seasons.
- Rather than carpeting, locker or dressing rooms should have tile floors that may be cleaned and sanitized.
- Weight room equipment, including benches, bars and handles should be cleaned and sanitized daily.

Change of Medical Records, Health, and Immunization Policy

As a member of the University of Mary Athletic Training Program, I understand and have maintained and have given appropriate written documentation to the Program in the area of medical records. This is in compliance with general health of myself, _____, the Athletic Training Student, and shows that I have met all physical standards of the Program.

This includes but may not be limited to a current medical history and evaluation, hepatitis B vaccination series completion or in progress, current and updated immunization certification (measles, mumps, and rubella), Tuberculosis skin tests(if applicable after Application), current influenza vaccination records, and documentation of any illnesses, lab evidence of immunity, or change in medications(current or new prescriptions).

I have not had any changes of my medical records except, the reception of my annual flu vaccination last flu season. Other than that, I am in good health and have no changes to my medical records.

I have had changes to my medical records and have provided the proper document to the Program.

A summary list of my health or medical records changes are:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

*if you need additional lines, please write below

Print Name

Signature

Year in Program

Date

Updated 8.11.2020

COVID-19 Addendum for 2020-2021 Academic Year

Despite the continued effects of the COVID-19 pandemic, the University of Mary's Athletic Training program has maintained the requirement that every Senior ATS must maintain at least 360 hours minimum (600 hours maximum) for a given academic year. If any students do not achieve the minimum requirement for hours, then they must participate in supplemental standardized patient case scenarios to gain simulated clinical experience to meet the requirements of the Athletic Training program, and before they can sit for their BOC.

Please note the attached CDC guidelines of Clinical Rotation Return to Site Algorithm (page 42), that must be adhered to continue to matriculate in the Program. Students must test negative for COVID-19 before they can start their clinical rotation at the beginning of the 2020-2021 academic year and those results must be sent to the CEC and Program Chair before the start of your rotation. If they test positive for COVID-19 before the start of the academic year, they are required to self-isolate for 10 days. After the 10-day period, students must re-test and receive a negative test result before they can start their first clinical rotation assignment, with the results sent to the CEC and Program Chair before returning to their site. If a student displays symptoms and/or tests positive for COVID-19 anytime during the regularly scheduled academic year, the student(s) is/are required to self-isolate for 14 days. After that, if they are asymptomatic, the student(s) may return to class and clinical assignments.

Natural Disasters Addendum

In the event of a natural disaster or illness pandemic, the University of Mary's Athletic Training program will be maintaining educational and clinical experiences for all students using virtual learning. Virtual learning for educational experiences will include but is not limited to coursework through Canvas (BigBlueButton), GoToMeeting, Skype, and Microsoft Teams. Faculty will have all learning materials readily available on Canvas should the University of Mary choose to go completely online due to any natural disaster or illness pandemic. Students will be expected to continue completing learning and related coursework unless deemed unnecessary by the faculty member and/or program chair (case by case decision).

Clinical experiences will continue using virtual learning, which will include but it not limited to students participating in supplemental standardized patience case scenarios, telehealth, and telemedicine. Students are expected to maintain the minimum hour requirement for clinical experience for the given academic year.

Protocol for Clinical Students Exposed to COVID-19

