

Henderson State University

Arkadelphia, Arkansas



Athletic Training Education Program

Student Handbook

**Policy and Procedure Manual
for
Athletic Training Students**

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The HSU-ATEP reserves the right to modify this manual at anytime.
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Mission Statement

The mission of the Henderson State University Athletic Training Education Program, via a liberal arts education, is to prepare students to become certified professionals by the Board of Certification (BOC) and to obtain employment that will allow them to make significant contributions to the field of athletic training. It is also imperative that the student be adequately trained for admission to any graduate level course of study pertinent to the various fields of health care. The curriculum will include didactic and clinical experiences that will focus on the Athletic Training Educational Competencies and Proficiencies. Each student will be prepared to be a competent athletic trainer and act in accordance with the professional and ethical guidelines set forth by the National Athletic Trainer's Association.

Program Goals

The Henderson State University Athletic Training Education Program, through academic and clinical experiences, shall:

- Actively seek the highest caliber student for the athletic training education program.
- Provide all students exposure to injuries and illnesses of a diverse physically active population.
- Promote acceptable standards of ethical conduct at every opportunity and appreciate the impact of their profession and role of professionalism within the field of athletic training by carefully adhering to the NATA Code of Ethics and the Rules and Regulations set forth by the Arkansas State Board of Athletic Training.
- Prepare students in the Athletic Training Education Program to successfully complete the BOC certification exam by offering an educational experience that includes an effective blend of didactic instruction and clinical experience in relation to the National Athletic Trainers' Association Athletic Training Educational Competencies.
- Provide students with supervised opportunities to apply their knowledge in practical situations by working with both male and female, high and low risk, and upper and lower extremity sports, equipment intensive sports and with physicians and other health care providers.
- Continually seek the highest quality in instructional technique and clinical experiences for the students within the athletic training education program.
- Prepare qualified students in the athletic training education program for employment in a variety of athletic training settings and other allied health care agencies.
- Actively seek positions for students who have graduated from the athletic training education program.
- Aid students in reaching their professional goals past their Henderson State University education.

- Continuously determine the reliability and validity of the athletic training course content and clinical field experiences.
- Reflect current trends and issues of the Athletic Training Profession.
- Strive to meet the program and institutional requirements which conform to and set forth by the CAATE, BOC and the Arkansas State Board of Athletic Training for licensure.
- Keep up-to-date on current trends and issues in the field of Athletic Training.
- Encompass the areas of cognitive, psychomotor and affective competencies and their associated clinical proficiencies into the Athletic Training Education Program through various methods of educational instruction.
- Encourage professional development of the Athletic Training Education Program students by leading them through incremental and sequenced classes and through direct supervision and evaluation in clinical experiences.
- Present to students, allow them practice time, and have them demonstrate mastery of the competencies and clinical proficiencies as defined by the NATA and CAATE.

Program Objectives

- Place athletic training students in supervised situations that may put the theory of the classroom into practice and encourage common sense, rational thinking and problem solving skills. It will also encourage the athletic training student to develop appropriate skills in communications, organization and administration in the athletic training setting.
- Expose the athletic training student to other professionals in the field of athletic training and other allied health care fields both in the classroom and "in action."
- Prepare its students to be successful on the BOC certification exam.
- Encourage the athletic training student to further his/her knowledge through continuing education by joining and attending professional organizations at local, state, regional, and national levels.
- Assist the Athletic Training Education students in reaching their professional goals after leaving Henderson State University by giving them the tools to become lifelong learners capable of contributing to the profession of athletic training.

Terms Defined

Athletic Training Student (ATS): is an undergraduate student who is enrolled in a CAATE accredited entry-level athletic training education program (ATEP).

Clinical Instructor Educator (CIE): A clinical instructor educator is a BOC Certified Athletic Trainer or physician (MD or DO) who is qualified to conduct an ACI training seminar for those individuals who are to teach, evaluate, and supervise ATS's.

Approved Clinical Instructor (ACI):

1. An “ Approved clinical instructor” (ACI) shall supervise the athletic training student’s clinical education.
2. “Supervision” of students by the ACI shall be through “constant visual and auditory interaction between the athletic training student and ACI.”
3. Athletic Training Students shall be assigned and ACI, not to facilities or sports
4. The daily supervision of the Athletic Training Student by the ACI must include multiple opportunities for evaluation and feedback between the Athletic Training Student and the ACI

Clinical Instructor (CI): A clinical instructor (CI) is a BOC certified athletic trainer or other qualified health care professional that teaches, evaluates, and supervises Athletic Training Student in field experiences.

Clinical Education: Clinical education represents the Athletic Training Students’ formal acquisition, practice, and ACI evaluation of the Entry-Level Athletic Training Clinical Proficiencies through classroom, laboratory, and clinical education experiences under the direct supervision of an ACI or a CI. This experience provides an opportunity for integration of psychomotor, cognitive and affective skills, and clinical proficiencies within the context of direct patient care.

Direct Supervision: This applies to the instruction and evaluation of the clinical proficiencies by an ACI. Constant visual and auditory interaction between the ATS and the ACI must be maintained. The instructor shall be physically present for proficiency instruction and evaluation.

Clinical Setting: A clinical setting is a clinical environment where health care services are provided. The clinical setting shall include the athletic training facility, athletic practices, and competitive events.

Education Competencies: The educational content required of entry-level athletic training programs. These competencies should be used to develop the curriculum and educational experiences of students enrolled in CAATE-accredited entry-level athletic training education programs.

Clinical Proficiencies: The entry-level athletic training clinical proficiencies define the most common set of skills that entry-level athletic trainers should possess and redefine the structure from a quantitative approach to an outcomes-based qualitative system.

Americans with Disabilities Act, Implication for Athletic Training Majors

Students with documented disabilities who are applying for admission to Henderson and to the ATEP will be welcome according to the guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students who have a documented disability, but who have the abilities to assume the role of a certified athletic trainer. These abilities include verbal and written communication, critical thinking, athletic training assessment of the physical health status of patients, and performance of athletic training procedures including cardiopulmonary resuscitation. Students with disabilities will be evaluated

on an individual basis by the ATEP administrator and university's Department of Disability Services as to their potential for success in a career in athletic training during the pre-professional phase of the program.

HSU Affirmative Action Statement

It is the policy of HSU to provide equal opportunity in employment and education without discrimination on the basis of race, color, religion, national origin, age, sex, disability or veteran's status; to insure that policies and practices affecting members of the university community are administered as not to have the effect of discrimination; and to promote the full realization of equal opportunity by means of an affirmative and continuous program throughout the university.

Student Advising

The program director oversees all student academic advising and will register all junior and senior level students in their courses. The clinical coordinator will advise and schedule courses for freshmen and sophomores. Students will schedule advising appointments when the academic schedule is published in the middle of each semester. The advisor and student will then develop the next semester's schedule and register the student on their respective registration date.

Student Selection/Admission Standards Athletic Training Education Program Henderson State University

Standards

A student's first academic year at Henderson State University will be of a pre-professional status. During this time the student will strive to meet the standards of admission to the professional program and ultimately a Bachelor's of Science Degree with a major in Athletic Training. At the conclusion of the pre-professional year, the student must have successfully met the following criteria:

- Completion of classes: ATP 1102, HPE 2411, ATP 2052, and HPE 2743 with a grade of "B" or better
- Completion of: BIO 1013 and BIO 1021 (if available) with a grade of "C" or better
- A cumulative grade point of 2.50 on a 4.0 scale
- Must successfully complete the freshmen level Cornerstone examination
- Complete and submit an application for acceptance into the professional program, which consists of:
 - Completion of application form
 - Autobiographical essay of experiences and goals pertaining to athletic training
 - Current unofficial transcript
 - Documentation of a minimum of 100 logged observation/participation hours by the time of application (50 fall/spring or 100 spring)

- Current resume
- Proof of immunization and other medical records (requested from Student Health Services)
- Signed release forms
- Photocopy of current CPR and first aid card
- NATA Student Application
- Students accepted into the ATEP will have the remainder of their NATA membership cycle for that year paid through the use of course fee accounts. It will be the student's responsibility to maintain student membership in subsequent years for access to the ATrack system.
- An interview with the Athletic Training Education Committee may be required (an interview may only be scheduled after satisfying the above criteria)

* See Appendix A4-3 for the Grading Form

Submission Deadline

All required materials will be submitted once per year. July 1st is the deadline for submission.

* July 1st is an "in hand" deadline, *not* a "postmark" deadline.

Selection Criteria

Admission packets that meet the submission deadline will then be evaluated by the ATEP committee. The committee will evaluate the student's, application packet, evaluation scores, GPA, and specific class grades on a point scale. Through a *competitive admission process*, the students will then be ordered by rank. The highest ranked students will be accepted to the professional program according to the availability of space. The size of the program will be determined according to the number of Approved Clinical Instructors within the university program and at participating off campus clinical internship sites. All selection proceedings will be conducted by the ATEP Committee. After all the documentation is gathered and ranked at the end of the students' second semester, the students will be contacted by mail or phone during the month of July and informed of their admission status. Any student appeals must follow the appeals guidelines outlined by the university in the HSU student handbook.

Conditional Acceptance

If a pre-professional student is unable to enroll in a required freshman course due to closed sections or a scheduling conflict, they may be admitted to the ATEP on the condition that this deficiency is satisfied within the first two semesters of the professional program.

Transfer Students

Students having no prior athletic training experience that transfer to HSU from another two or four year institution may apply for admission into the ATEP upon completion of all previously outlined application criteria. However, if a student has been participating in another academic AT program he/she will be required to submit a portfolio of previous work accompanied by the before mentioned application process. Previous course work will require an official transcript from the institution accompanied by course syllabi from each ATEP class being considered as transfer credit. Previously documented clinical hours may also be submitted with written verification from ACIs/supervisors. If all application criteria are not met, the student will be asked to participate in an oral evaluation of the appropriate competencies expected of a

sophomore student. All oral evaluation and selection proceedings concerning transfer students will be conducted by the ATEP Committee. Due to national standards and institutional policies no student may graduate from our program in less than two years or four semesters. Please refer to the HSU catalog for specific details of institutional transfer policies. However, a committee review may determine that a student must complete the entire three year program. Program status will be determined on a case-by-case basis. Any student appeals must follow the appeals guidelines outlined by the university in the HSU student handbook.

Change of Major Students

Students having no prior athletic training experience that change their major course of study within the HSU community may apply for admission into the ATEP upon completion of all previously outlined application criteria. No special privileges will be afforded these students. They must meet regular admission standards to participate within the ATEP.

Attrition/Retention

To remain in the Athletic Training Education Program, a student must maintain a cumulative GPA of 2.5 while maintaining an average GPA of 3.0 in the ATEP major courses. Failure to meet these standards will result in a one semester probationary period. The student is required to show academic progress and improvement throughout the probationary semester to remain in the ATEP. If the student fails to regain favorable academic status during the probationary period the student will be suspended from program participation. If the student regains favorable status following the probationary period the student must maintain that status to remain in the program. Throughout the three year professional program a student will be allowed a total of two probationary periods (non-concurrently); however, if the student falls below ATEP retention standards a third time the student will be suspended from the program.

It is university policy that no grade lower than a “C” will be accepted within your major field of study. In other words, an HSU athletic training major may not make a grade of “D” or “F” in any of the major courses required for program completion. If a student fails to complete a major course with a “C” or better, that student will be required to retake the course when it is next offered *Please refer to your HSU student handbook for further clarification of university grading policies.*

Any student that is placed on suspension may reapply to the ATEP by repeating the application process. All retention proceedings will be conducted by the ATEP Committee. Any student appeals must follow the appeals guidelines outlined by the university in the HSU student handbook.

Admission Acceptance Requirements

Application: An application must be filled out and returned to ATEP administration. Subsequent materials and forms will be enclosed with your summer admission status notification.

Immunization: The student’s immunization record must be on file with the ATEP Director. The student must request and obtain a copy of their immunization records from the HSU Student Health Services department.

Physical: A physical examination is required for entry into the program as proof of compliance with the ATEP Technical Standards. The student may request a physical from the HSU team physicians or go to their family physician. If your physical is performed at HSU the NCAA form will be used, if you go to your family physician we will accept that clinic's document or you may use the generic form located within the appendices of this document.

Technical Standards: See page 21.

Proof of Student Liability Insurance: A blanket student liability insurance policy will be purchased by the program using a portion of the ATEP course fees. Proof of this coverage will be held in the office of the program director.

Personal-Equipment and supplies: Students will be required to purchase some of their own personal equipment: fanny pack, scissors, blood pressure cuff, stethoscope, CPR mask, pen light, and protective eyewear. See the director for kits that may be purchased from the program. This equipment is also a requirement for ATP 1136, Emergency Medical Technology class.

Drug Testing: Some clinical settings may require athletic training students to pass a drug test prior to clinical placement. The drug testing costs will be the responsibility of the student. A drug test may be offered by the Clark County Health Clinic at a minimal cost or even free in some cases.

Background Checks: Some off campus clinical settings may require athletic training students to submit to a background check. This is necessary for compliance by some accrediting institutions. The cost of a background check will be the responsibility of the athletic training student.

Explanation of Activities

Team practice and game coverage: The ATS is required to establish a schedule with their supervising ACI concerning team practices and games of the sport(s) for which the ACI is responsible. There is a minimum of 10 hrs. and a maximum of 20hrs. per week (this may include games and practices that occur during **holidays** or **vacations**).

Taping and bandaging: The ATS must demonstrate specific taping and bandaging skills required to efficiently perform the tasks of an Athletic Training Student.

Rehabilitation of injured athletes: After gaining proficiency, ATS will be required to instruct the injured athletes on specific rehabilitation exercises assigned and supervised by the student's ACI.

Sanitation of equipment and facilities: The ATS will be required to perform assigned daily cleaning duties. (i.e.; mop floors, sanitize tables, counters, and whirlpools.)

Preparation of kits and supplies: The ATS will be responsible for properly stocking the medical kits and training room each day before and after their use.

Administration of first aid: The ATS will administer first aid as instructed or as qualified.

Record keeping: The ATS will be required to complete any and all paperwork required by the assigned ACI.

There are occasional special situations that may require additional assignments. At no time will an assignment or duty be given to an ATS that is beyond his/her capabilities or established competency and/or proficiency levels.

Duties of Faculty and Staff

Program Director

1. Organization and administration of all aspects of the educational program
2. Curricula planning and development
3. Fiscal and budgetary input and management
4. Equitable distribution of educational opportunities at all clinical and classroom sites
5. Oversight for the day-to-day operation, coordination, supervision, and evaluation of all components (academic and clinical) of the ATEP
6. Initial contact for all prospective students for counseling on application procedures
7. Counsels students on their academic progress
8. Maintains records concerning academic and clinical progression
9. Supervises students with clinical skill development while performing sport coverage at off campus sites

Head Athletic Trainer (ACI)

1. Responsible for the administration and daily operation of the training room
2. Enforces policies and procedures for the athletic training room according to accreditation guidelines
3. Supervise the athletic training staff and is responsible for all athletic team medical coverage
4. Teaches ATEP courses as assigned
5. Provides classroom/clinical instruction and/or evaluation of the athletic training educational competencies
6. Supervises students with clinical skill development while performing sport coverage
7. Provide assessment of athletic training students' clinical proficiency
8. Have regular communication with the appropriate ATEP administrator
9. Demonstrate understanding of and compliance with the policies and procedures of the ATEP

Assistant Athletic Trainer I (ACI)

1. Assists the head athletic trainer with administrative duties and daily operation of the training room
2. Responsible for athletic team medical coverage as deemed necessary by the head athletic trainer
3. Perform the duties of Clinical Coordinator for the ATEP
4. Teaches ATEP courses as assigned
5. Provides classroom/clinical instruction and/or evaluation of the athletic training educational competencies
6. Supervises students with clinical skill development while performing sport coverage

7. Provide assessment of athletic training students' clinical proficiency
8. Have regular communication with the appropriate ATEP administrator
9. Demonstrate understanding of and compliance with the policies and procedures of the ATEP

Assistant Athletic Trainer II (ACI)

1. Assists the head athletic trainer with administrative duties and daily operation of the training room
2. Responsible for athletic team medical coverage as deemed necessary by the head athletic trainer
3. Teaches ATEP courses as assigned
4. Provides classroom/clinical instruction and/or evaluation of the athletic training educational competencies
5. Supervises students with clinical skill development while performing sport coverage
6. Provide assessment of athletic training students' clinical proficiency
7. Have regular communication with the appropriate ATEP administrator
8. Demonstrate understanding of and compliance with the policies and procedures of the ATEP

Graduate Athletic Trainer I (ACI or CI, if qualified)

1. Assist the program director with administration and daily operation of the ATEP (as needed)
2. Assist all staff athletic trainers with administrative duties and daily operation of the training room
3. Responsible for athletic team medical coverage as deemed necessary by the head athletic trainer
4. Teaches ATEP courses as assigned
5. Provides classroom/clinical instruction and/or evaluation of the athletic training educational competencies
6. Supervises students with clinical skill development while performing sport coverage
7. Provide assessment of athletic training students' clinical proficiency
8. Have regular communication with the appropriate ATEP administrator
9. Demonstrate understanding of and compliance with the policies and procedures of the ATEP

Work Scholarship Athletic Trainer (GA-II) (ACI or CI, if qualified)

1. Responsible for athletic team medical coverage for Arkadelphia Public Schools
3. Teaches ATEP courses as assigned
4. Provides classroom/clinical instruction and/or evaluation of the athletic training educational competencies
5. Supervises students with clinical skill development while performing sport coverage
6. Provide assessment of athletic training students' clinical proficiency
7. Have regular communication with the appropriate ATEP administrator
8. Demonstrate understanding of and compliance with the policies and procedures of the ATEP

Clinical Experience Requirements

Clinical Supervision Policy

While obtaining clinical education hours, the athletic training student will be supervised by an approved clinical instructor (ACI) or a clinical instructor (CI). To comply with direct

supervision, as mandated by the Commission on Accreditation of Athletic Training Education, the athletic training student will be required to obtain hours in the presence of an ACI or CI. This supervision can occur in the athletic training room, and during practices and competitive events. The ACI/CI must take educational opportunities to teach the student about injuries and illnesses in which the student has learned in the didactic setting.

Once the athletic training student has demonstrated sufficient ability in certain skills, the student should be allowed to perform those skills without the hands-on help of the ACI/CI. However, the ACI/CI must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education. This is not only necessary for the correction of any improper techniques but also for the protection of the athletes or patients on which the student is attempting to help. Allowing the student to perform athletic training principles and techniques builds self-confidence and allows for critical thinking and decision making with the knowledge of the ACI/CI being present for extra help.

During the clinical hours, there will be times where the student has completed all duties and are awaiting the next part of the schedule. This will be a designated time for the ACI/CI to allow the student to practice competencies and complete evaluations of competencies.

Travel Policy

Students are allowed to travel with an ACI/CI to away competitions as space and budgetary constraints allow. Athletic training students are not allowed to travel without a supervising ACI/CI and will never be used to replace an ATC in this respect. When traveling, the student must follow all rules and regulations that apply to the athletes from that institution.

First Responder Policy

Athletic training students will **not** be allowed to acquire clinical education experience without the presence of an ACI/CI. Students will only be assigned to supervised clinical experiences and therefore cannot be used as First Responders during ATEP-related clinical experiences.

If the ACI/CI has to step away from supervising the students (e.g., ACI/CI leaves to take a phone call or use the restroom), the student is instructed to leave the clinical experience site.

Unsupervised experiences cannot be mandated of any student. If the student voluntarily chooses not to leave the site, the student will only be allowed to perform techniques that were learned during CPR/First Aid training and are in accordance with the Arkansas Athletic Training Practice Act. The student must be certified and possess a current Health Care Provider card. In this situation, the student would not function as an "Athletic Training Student". The student will not utilize athletic training skills related to: evaluation to determine return-to-play status, therapeutic modality and/or exercise application. ACI/CIs are strongly urged to make preparation and limit these unsupervised moments as much as possible.

Clinical Education Policy

Athletic training students are required to earn 100 observation hours during their freshman year. These hours are included in the overall grade for the Introduction to Athletic Training course. If a student in this course earns more than 100 hours, the excess hours will not count toward the clinical hours that are required after admission into the program.

Once a student is accepted into the ATEP, he/she is required to earn no less than 150, and a maximum of 300 clinical hours per semester. These hours are required for the overall grade in Practicum courses 1-5. Practicums 1 & 2 are during the sophomore year, Practicums 3 and 4 are during the junior year, and Practicum 5 is during the fall semester of the senior year. There is a

penalty for earning less than 150 hours. The number of hours earned will be graded on a point system, from 0-200, as follows:

- 150 hours or more- **200 points**
- 100 -149 hours- **150 points**
- 50 - 99 hours- **100 points**
- 1 - 49 hours- **50 points**
- 0 hours- **0 points**

Clinical observation and participation must include 2 doctor's visits per semester. At the end of the semester, the student will submit the documented clinical hours to the Practicum instructor who will then use the documents to determine the student's grade for clinical hours.

By being assigned to various ACIs and CIs, the students will earn clinical hours with various sports. There will be different rotations every semester. Due to the ACI/CI at Henderson covering multiple sports, a student could possibly have the same ACI/CI in two consecutive semesters but will have the opportunity to experience a different sport.

When the students are assigned their semester rotations, they are to make a clinical hours schedule with their ACI/CI. The student is responsible for following the schedule and communicating with the ACI/CI if there needs to be any changes made to the schedule.

During the rotations with the ACI/CI, clinical education will involve a constant visual and auditory interaction between the student and the ACI/CI. The daily supervision of the student by the ACI/CI must include multiple opportunities for evaluation and feedback between the student and AC/CI. The ACI/CI will have direct supervision of the student, meaning that the ACI/CI will be physically present for proficiency instruction and evaluation. The ACI/CI is to assist the student with studying for and completing the proficiencies (only an ACI can grade the proficiency evaluation) that are assigned through the various levels of Practicum courses.

Observation and clinical hours will be documented, and signed by the ACI, weekly. At the end of the semester, the student will submit the documentation to the Practicum instructor who will then use the documents to determine the student's grade for clinical hours. The instructor will ultimately file the documents into the student's folder.

The required clinical experience prior to program acceptance is the ***“observation/participation”*** period. Freshman students are classified as ***“participating observers”*** and are required to gain a minimum of 100 logged observation hours prior to program application. During this time the student will observe higher level athletic training skills and attempt to learn as much as possible. Prior to participation the student will exhibit proficiency level within these skills as taught in the Introduction to Athletic Training course. Once proficiency is exhibited the student will actively participate in skills and activities of pre and post event coverage. These skills must be deemed appropriate by their supervisor. These hours are NOT attributed toward the three year program graduation standards. In order for an ATS to meet the requirements for graduation, the student is required to document all clinical experience hours.

It is the student's responsibility to schedule and provide weekly documented field experience hours with their supervisor and log them in the ATrack program. The student must complete a minimum of ten (10) contact hours but not to exceed twenty (20). The student's supervisor may require more than ten hours insuring that all demands of effected programs are met. At least five (5) contact hours per week should consist of clinical experiences that result in hands on activities concerning the health and rehabilitative care of the athletic population. Combined, the contact hours on the field, court and athletic training room should not exceed an average of 20 hours per week over the course of a 15 week semester. Completion of the required minimum 150 semester hours does not signal the end of a student's experience for that semester. In order to remain in good standing, the ATS must continue to be active in meeting the needs of his/her supervisor, while not exceeding the 20 hour weekly maximum average. This results in a minimum of 150 and a maximum of 300 required logged hours during a 15 week semester (average semester totals will not reflect early reporting for pre-semester activities such as two-a-day practices). Therefore, at the completion of the final senior semester the student will have logged a minimum of 750 up to a maximum of 1500 hours to be eligible for graduation.

Freshman		Sophomore		Junior		Senior		Graduation Requirements
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	750-1500
50	50-100	150-300	150-300	150-300	150-300	150-300	Sr. Internship	

If outside activities (i.e. off campus employment, work study, intercollegiate athletics) begin to conflict with clinical experience, hinder the attainment of program goals, and/or impede the student from meeting minimum clinical requirements, appropriate actions will be taken toward the student which may ultimately result in suspension from the program. Failure to meet the program's standard of clinical and field experience will result in a one semester probationary period. If the student fails to regain favorable status during the probationary period the student will be suspended from program participation. If the student regains favorable status within the program following the probationary period the student must maintain that status to remain in the program. Throughout the three year professional program a student will be allowed a total of two probationary periods (non-concurrently); however, if the student falls below clinical guidelines a third time the student will be suspended from the program. Any student that is placed on suspension may reapply to the ATEP by repeating the application process. If the student falls below ATEP retention standards a second time the student will be permanently withdrawn from the program. All retention proceedings will be conducted by the ATEP Committee. Any student appeals must follow the appeals guidelines outlined by the university in the HSU student handbook.

Athletic Training Student Duties and Responsibilities

Athletic Training is a profession which takes a great deal of dedication. Prioritize your extracurricular activities and you will achieve success in the classroom and the athletic training room. For the ATS, the school year begins around the first week of August each year. Athletic training students are not average college students, and may be asked to participate in field activities during holidays. This includes holidays such as Christmas, Thanksgiving and spring

break. However, if at any time a student is overwhelmed they should discuss taking some “time-off” from clinical responsibilities with their ACI.

Professional & Program Responsibilities:

1. Students are expected to adhere to all policies and procedures.
2. ATEP students will maintain their student membership status with the NATA throughout the professional program.
3. Program students are required to be active within the student organization (ATSO). The organizational meetings will be followed by an ATEP meeting conducted by the PD. These meetings are MANDATORY. Absence is a policy violation and habitual offenders will be suspended from the program.
4. Maintain the required GPA (ATTEND ALL CLASSES & STUDY HARD).
5. Adhere to your clinical experience schedule (BE THERE & BE ON TIME).

Athletic Training Facility Duties:

1. Keep the athletic training facilities clean at all times. This is a health care facility.
2. Athletes should not be left unattended while in the athletic training room.
3. Keep an eye on the wet room when athletes are being treated.
4. See that all athletes follow athletic training room rules.
5. Athletic Training Students are required to practice universal precautions to prevent transmission of Blood Borne Pathogens.
6. All local, state, and federal laws must be followed.
7. Students must follow OSHA guidelines at all times.
8. Perform no duties unless you are properly supervised by your ACI.

Daily Tasks:

1. Document clinical hours and evaluation activities daily. These hours will be turned in to the supervising ACI and reported in ATrack.
2. Keep treatment sheets updated as treatment is given to the athlete
3. Maintain safe and sanitary conditions in the athletic training room and on the practice field at all times
4. Clean clinical facilities

Record Keeping:

1. All treatments are documented on the daily treatment form or computer program
2. All rehabilitation is to be documented promptly and on the proper form or computer program
3. All hospital information and referrals are to be completed promptly and accurately
4. All injury reports are to be filled out as quickly as possible after an injury occurs
5. Coaches injury reports are updated and given to them daily according to HIPAA guidelines
6. All treatment and rehab sheets are to be entered daily into Sports Ware

Athletic Training Equipment:

1. Have respect for HSU equipment- return equipment and materials to their proper place
2. All equipment is to be kept clean and orderly
3. Report damaged equipment to athletic training staff/faculty
4. Do not allow athletes to operate or mistreat athletic training equipment

Practice/Game Responsibilities:

1. Arrive 1-2 hours before each event at the discretion of the ACI
2. Set up game field with equipment
3. Wear fanny packs when on the field
4. Maintain radio contact at all times
5. Stay with assigned groups
6. Communicate with visiting team athletic trainers

Dress Code:

1. Shorts and shirts of appropriate length and style may be worn during hot weather practices and games. Shorts or pants must be khaki, cardinal, gray, or white
2. Game dress for indoor and outdoor may be different
3. Shoes must be athletic footwear with socks (this includes hikers in case of wet weather)
4. No altered shirts of any kind (cut-off, sleeveless, half shirts, tank tops, etc)
5. No other school logos on shirts, shorts, hats or any other articles of clothing
6. All attire will be clean and neat with shirts tucked in
7. EMT patches may be applied to the uniforms upon completion of the EMT requirements

****Off Campus clinical facilities may require certain attire.** When interning in an off campus setting athletic training students **may not** have visible piercings or tattoos. Other uniform stipulations may be enforced according to the off campus institution. The most common attire is “business casual.” It consists of khaki type pants or slacks, closed toe shoes, belt, and knit dress shirt or polo style shirt. Hats or caps are often not allowed, and some facilities may require a name tag. A good rule of thumb is to be observant of the attire of the professionals already working in the facility, and to match their dress.

Athletic Training Student Rules of Conduct

1. **Be on time for everything!** With your supervisor’s leadership, establish and follow your clinical experience schedule.
2. Practices will be a very demanding and productive experience. At all times you should keep at least two water bottles with you.
3. Do not allow water bottles to be thrown around. Keep them picked up and clean. If athletes continue to throw and destroy water bottles, inform your supervisor immediately.
4. Do not just stand around and watch practice. There are too many things that can happen and need to be done while you are watching practice. Help each other and be a leader.
5. Be responsible for the athletic training facilities. The HSU athletic training facilities are not lounges! The equipment and supplies are to be administered and/or distributed in the athletic training room by the athletic training staff, faculty and students only.
6. No food or drinks in the AT facilities
7. Check in the training room daily for notes or announcements
8. **Be committed!!** Be committed to being an athletic training student
9. No drinking of alcohol on team trips or prior to scheduled clinical responsibilities
10. No tobacco use while on duty in the AT facilities or on the field/court
11. Be respectful to the ATC’s, athletes, coaches and each other
12. Keep medical information on athletes confidential
13. Organize and manage your time, athletic training education should take precedence over any

- other outside events.
14. If you have a problem of any kind, speak with your supervising ATC.
 15. Cell phones, Blackberries, iPods, iPhones, etc. are to be turned off and put away while on duty in AT facilities and at the practice/game venues unless being utilized for an emergency situation.

NATA Code of Ethics

The National Athletic Trainer's Association Code of Ethics shall be adhered to at all times. Please refer to appendix A-37. Or, it can be found at <http://www.nata.org/publications/brochures/ethics.htm>

Athletic Training Student Organization (ATSO)

Students within the athletic training education program are required to become members of this organization. The students are able to socialize with fellow trainers while having a support group for athletic training situations. The students in the organization are involved in fundraising, community out reach, tutoring, etc. Furthermore, students are encouraged to become involved with the state, regional, and national athletic training organizations.

Iota Tau Alpha Athletic Training Education Honor Society

The purpose of Iota Tau Alpha Athletic Training Education Honor Society shall be to function as an honor and professional society for students of Athletic Training Education. Iota Tau Alpha activities shall be designed to stimulate interest, scholarly attainment, and investigation in Athletic Training Education, and to promote the dissemination of information and new interpretations of the Society's activities among students of Athletic Training Education.

Qualifications for regular undergraduate members shall:

- be undergraduate majors in Athletic Training Education at Henderson State University
- have completed at least two terms of the second year of the four-year curriculum
- have an accumulative GPA of 3.0 and a 3.5 GPA within the required program courses
- be in good academic standing within the program and Henderson State University

Candidates shall be nominated by the HSU-ATEP Director and Clinical Coordinator. Candidates will then be elected to membership through a majority vote by the PD, CC, and existing program society membership.

Semester Evaluations

Each semester consists of approximately 16 weeks. During week eight, a mid-term evaluation will be completed by the student and the supervisor respectively. Strengths and weaknesses will be identified and goals will be established to see that the student remains on track for successful

completion of the semester. At the end of each semester the ATS will complete an evaluation of themselves and an evaluation on the supervising ACI. The supervising ACI will also complete an evaluation of each student under his/her supervision. Meeting times will be set up for the ACI and the Athletic Training Student to meet and discuss the evaluations. The purpose of the evaluations is to help improve both the ATS and the ACI.

Learning Over Time

A Cornerstone exam will be administered after the freshman, sophomore, and junior years. These examinations will be conducted in the manner of the national certifying examination (BOC). These tests **will be comprehensive** of the entire school year. The examinations must be successfully completed in order for the student to continue to the next level of the program. Acceptable levels of success are as follows:

Freshmen	60%	Juniors	70%
Sophomores	65%	Seniors	75%

Concluding the first semester of the senior year the student will be required to score at least 75% on a Capstone examination which is comprehensive of the entire athletic training education program. The student will have three chances to show success on these qualifying examinations. Failure to do so will delay program progression. The student must show success on the Capstone exam prior to the off-campus clinical internship semester.

Sophomore and junior level students will also complete a series of modules within the practicum course that will further exhibit learning over time.

Off-Campus Internship

The final semester of the student's senior year will consist of an off-campus placement at an affiliated site. There are several affiliated sites from which to choose. This style of full emersion is comparable to other professional programs on campus such as; nursing, recreation and teacher education. The internship will be considered a full time job, yet there will likely be no monetary compensation involved. The student intern should not expect or request compensation during the off-campus experience. Requesting compensation for your internship could be viewed in a negative manner and may be reflected as such on your internship evaluation. Since the internship semester will be very demanding, you should plan well in advance and save your money so that the internship will be of top priority. Furthermore, most sites are in neighboring communities that will require travel at the student's expense. Due to the nature of the internship the student will have no HSU sports obligations during their last full semester. A detailed internship packet will be distributed to internship candidates during their Senior Seminar course in the first semester of the senior year.

Pre-Internship Requirements:

- successful completion of all practicum modules
- successful completion of the Capstone examination

- in good standing with didactic and clinical portions of the ATEP
- completed application to graduate
- finalized resume
- interview with the affiliated site supervisor
- possible drug test
- possible background check

Internship Requirements:

- BOC registration
- orientation of affiliated site rules and codes of conduct
- documented (hours log) of clinical and field experiences
- student evaluations of the affiliated site and supervisor
- supervisor evaluations of the intern
- HSU supervisor’s student evaluation visit
- journal of each day’s experiences
- case study
- two case study presentations
 - * one at the affiliated site
 - * one at HSU

Grievance

All complaints concerning clinical athletic training should first be directed to the supervising ATC. Academic concerns should be first directed to the classroom instructor, followed by the Program Director. The ATS will never approach a student athlete or coach with complaints.

An ATS who believes they have been discriminated against or sexually harassed should report the conduct immediately to a supervising athletic trainer and it should be documented.

Chain of Command

Education

University President
 V.P. of Academic Affairs
 Dean of Teacher’s College
 Chairperson of HPER
 ATEP Director
 Classroom Instructor
 ACI or CI
 Athletic Training Student

Athletics

University President
 Athletic Director
 ATEP Director & Head A.T.
 Assistant A.T. & Coach
 ACI
 Athletic Training Student



If problems arise within the academic/clinical program the ATS will follow the chain of command for education. If a problem arises with a student athlete or coach you will follow the athletic chain of command. However, since the clinical experience is directly related to the didactic program, the educational administrator (P.D.) will become involved. The ATS will

never approach a student athlete or coach with complaints. You must follow the chain of command or may be subject to disciplinary action.

Disciplinary Actions

All disciplinary actions will be discussed and conducted on a one-on-one basis with the ATS involved. The ATS will be held responsible for his/her own actions and not the actions of others that may be involved in a similar situation. This is a program that could put the student in situations where their actions mean the life or death of another individual. A high level of maturity and responsibility is expected at all times. Disciplinary actions will be given to the student on the same level of maturity. You will not be treated like a child and are not expected to act like one!

First Violation: The athletic training student will be given a verbal and written warning by their supervising athletic trainer. The student will be placed on probation and will be expected to return to a favorable status or face program suspension. This will be noted in the student's permanent folder located in the program director's office.

Second Violation: The Athletic Training Student will be given a written warning by the ACI, Clinical Coordinator and the Program Director and may have duties reassigned. The student will be placed on probation and will be expected to return to a favorable status or face program suspension. A copy of the warning will be located in the office of the Program Director in the student's file.

Third Violation: After a thorough review by the Program Director, Clinical Coordinator, and all other ACIs the athletic training student will be dismissed from the Athletic Training Education Program.

Program Violations Leading to Disciplinary Actions

1. Disrespect to anyone that is an employee or visitor to HSU
2. Chronic tardiness and/or erratic attendance to all required clinical, curricular, laboratory and practical experiences
3. Failure to report for games/duty assignments without proper notification
4. Consistent conflict with student, faculty and staff members
5. Repeated failure to perform the duties and responsibilities required of Athletic Training Students both academic and clinical
6. Failure to meet academic guidelines
7. Failure to meet clinical experience standards

Due to the nature of athletic training, it is crucial that everyone involved in this program acts and performs in a responsible and professional manner. The above grounds for dismissal are the general basis established for this program. Any student placed on probation must exhibit acceptable levels of progress in order to regain a favorable status. Through due process, the Program Director has the right to dismiss anyone that is not productive and/or contributing to the advancement of themselves and the Athletic Training Education Program at Henderson State University.

HSU Athletic Training Room Rules for Athletes

These rules have been developed to assist the athletic training staff and students to remain in compliance with all local, state, and federal health, safety, and privacy acts. Safety, cleanliness, and the student athletes' privacy of medical records are of utmost importance. All OSHA and HIPAA guidelines must be observed at all times.

1. Athletic Training Students have the authority and are required to help enforce the rules.
2. No Shoes in the athletic training facilities.
3. Shower before visiting the athletic training facilities after a workout.
4. No food and/or drink in the athletic training facilities.
5. No chewing or dipping in the athletic training facilities.
6. Do not bring athletic equipment into the athletic training facilities.
7. Do not use the athletic training facilities as an entrance and exit for the locker room.
8. If you need treatment, sign in and one of the athletic training students will assist you.
9. When the athletic training facility is busy, do not wait in the athletic training room. Wait in the hall and check back to make sure you are not missed.
10. Shirts and shorts will be worn in the athletic training facilities at all times unless removal is necessary for rehabilitative treatment.
11. The athletic trainer will determine how you are to be taped.
12. If you are waiting on someone that is receiving treatment, wait outside of the athletic training room.
13. Treat the A.T. staff with respect and you will be shown the same respect in return.

Technical Standards for Admission to Clinical Education

The Athletic Training Education Program (ATEP) at Henderson State University is a rigorously intense program that places specific requirements and demands on its students. 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 ATEP 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]). All students admitted to the ATEP must meet the following abilities and expectations. 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 BOC examination.

Candidates for selection to the ATEP must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviation from the norm.

2. 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.
3. 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.
4. The ability to record the physical examination results and treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the ATEP as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the ATEP 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 HSU Office of Disability Services may 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 whether the accommodation requested is reasonable, taking into account whether accommodations would jeopardize clinician/patient safety or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

Exposure to Risks During Athletic Training Experiences

Exposure to infectious illnesses (including the human immunodeficiency virus which causes AIDS), injuries and related accidents can occur as part of athletic training experiences. Students in the Henderson-ATEP are provided with information and guidance concerning: a) universal precautions for protection from infectious illnesses, b) immunizations recommended for health care workers, c) testing for infectious diseases (including tuberculosis) and d) protection from injuries during clinical courses. We **STRONGLY RECOMMEND** that all ATEP students submit to a series of Hepatitis B vaccination shots at their expense. If the student chooses not to have the vaccine administered, they must sign a release form stating that they are aware of the potential hazards of not doing so. Proof of all other vaccinations must be up to date and

submitted to the program director (must be requested from Student Health Services by the student).

TB Skin Testing

All athletic training students are required to have an initial TB skin test prior to program acceptance. This service is provided free of charge by the HSU Student Health Center. Written documentation of the test result is required prior to clinical exposure. It is strongly recommend that the ATS continue to have annual TB skin tests.

MMR Policy

Based on the recommendation of the HSU Student Health Center, all athletic training students will be required to have proof of two (2) MMR boosters on file prior to allowance to gain clinical experience. These shots can be provided free of charge by the Student Health Center. A copy of the ATS's shot record with evidence of both MMR boosters will be required to be on file in the ATEP director's office.