

ADRIAN COLLEGE

Athletic Training Education Program

Student Handbook



TABLE OF CONTENTS

I. MISSION AND PROGRAM OBJECTIVES

II. PERSONNEL

III. STUDENT CODE OF CONDUCT & PROFESSIONAL ATTIRE

IV. RETENTION, PROBATION, TRANSFER & COURSE REQUIREMENTS

V. CLINICAL EDUCATION & RELATED POLICIES

VI. LEGAL, HEALTH, & SAFETY POLICIES

- Injury and blood exposure procedures
- Attendance policy
- Communicable Disease policy
- Grievance procedures
- Confidentiality statement
- Work-study policy

APPENDICES

- Appendix A: NATA Code of Ethics
- Appendix B: Technical Standards
- Appendix C: Physical Examination Form
- Appendix D: Incident Report
- Appendix E: Confidentiality Agreement
- Appendix F: ATS Travel Authorization Form

I. INTRODUCTION

“Certified athletic trainers are health care professionals who specialize in preventing, recognizing, managing and rehabilitating injuries that result from physical activity. As part of a complete health care team, the certified athletic trainer works under the direction of a licensed physician and in cooperation with other health care professionals, athletics administrators, coaches and parents.

Students who want to become certified athletic trainers must earn a degree from an accredited athletic training curriculum. Accredited programs include formal instruction in areas such as injury/illness prevention, first aid and emergency care, assessment of injury/illness, human anatomy and physiology, therapeutic modalities, and nutrition. Classroom learning is enhanced through clinical education experiences.

To become certified athletic trainers, students must pass a comprehensive test administered by the Board of Certification. Once certified, they must meet ongoing continuing education requirements in order to remain certified (www.nata.org).”

This student handbook contains critical information regarding required coursework, requirements for graduation, and codes of conduct for athletic training students. It will be an invaluable resource for students as they prepare for graduation, and to take the Board of Certification exam.

ATHLETIC TRAINING EDUCATION PROGRAM MISSION STATEMENT

The Athletic Training Education Program is committed to the personal and professional growth of all Adrian College students. In a supportive, student-centered learning environment, students will be challenged intellectually as well as socially, so that they may achieve excellence in the profession of athletic training.

PROGRAM OBJECTIVES

1. Provide a secure, but intellectually stimulating academic environment so that learning may be enhanced for all students from diverse backgrounds.
2. Teach students to be proficient at the clinical and didactic skills necessary to be a successful Athletic Trainer
3. Exhibit and promote all aspects of professional conduct of students, staff and faculty.
4. Prepare students for success on the Board of Certification exam
5. Prepare students for social and professional success in advanced professional and academic pursuits.

II. PRIMARY PERSONNEL

1. **Athletic Training Education Program (ATEP) Director**

The ATEP program director oversees all aspects of the athletic training curriculum.

2. **Medical Director**

The ATEP Medical Director is an appropriately credentialed MD/DO licensed to practice in the state of Michigan. The Medical Director works with the ATEP director to enhance the education of athletic training students.

3. **Clinical Coordinator**

The CC oversees the clinical education components of the athletic training curriculum.

4. **Clinical Instructors (CI):**

A clinical instructor (CI) is an American Medical Association or American Osteopathic Association credentialed health care professional who may teach students during the clinical education portion of their program.

5. **Approved Clinical Instructor (ACI):**

An Approved Clinical Instructor (ACI) is an American Medical Association or American Osteopathic Association credentialed health care professional who has completed ACI training. ACIs may oversee students during clinical education, teach students, and formally evaluate proficiency levels on clinical skills.

III. ATHLETIC TRAINING STUDENT CODE OF CONDUCT

The Athletic Training Education Program (ATEP) at Adrian College is committed to excellence. As an allied health profession, it is very important that Certified Athletic Trainers (ATC) and Athletic Training Students (ATS) alike conduct themselves in a professional manner at all times. Whether in the classroom or learning clinically, ATs are expected to uphold Adrian's standards of excellence. While working in community physician's offices, rehabilitation clinics, or on the athletic field, it should be understood that ATs are not only representing themselves, but the profession of athletic training, the sport with which they are working, coaches, athletes, and Adrian College. Therefore, the following standards for attire and conduct have been set for the ATEP. Furthermore, please refer to Appendix A for the National Athletic Trainers' Association Code of Ethics.

Adrian College Student Code of Conduct

- We take responsibility for our own learning and personal development
- We challenge each other to develop intellectually and ethically
- We practice personal and academic integrity
- We consider and seek to understand different ideas and viewpoints
- We conduct ourselves with dignity and civility in our interactions with one another
- We care about others' welfare and seek to be responsive to their needs
- We strive to keep one another safe from physical and emotional harm
- We respect the dignity and worth of all persons
- We celebrate human differences in their many forms
- We confront bigotry with caring and without compromise
- We respect the rights and property of others
- We take responsibility for our actions, bear the consequences of those actions, and learn from them
- We challenge others to take responsibility for their actions, to bear the consequences, and to learn from them

Professional Attire

As health care professionals, Athletic Trainers must provide a safe and trusting environment, so that effective emergency care and treatment of athletes may be rendered. Therefore, the following standards **WILL** be upheld. Students may be sent home from their clinical site by any ATEP faculty or clinical instructors for improper attire. Repeated offenses may result in probation, or dismissal from the class or program.

General Rules

- Students are expected to maintain a clean, neat, and well groomed appearance during clinical education. **If at any time there is midriff or undergarments showing, the student will be immediately sent home**
- Piercings and jewelry that may directly inhibit care to an athlete, or potentially transmit bacteria may not be worn. The following piercings are prohibited:
 - Tongue piercings
 - Lip piercings
 - Long or dangling necklaces or bracelets
 - Large rings that may tear protective gloves

Practice & Game Coverage

- Collared shirt (no t-shirts)
 - No ripped or worn out t-shirts
 - No shirts with logos other than AC
 - Shirts will be long enough to be worn tucked in
- Black or tan shorts or pants.
 - Shorts **MUST** be of appropriate length, falling no shorter than mid thigh (faculty and CIs will use professional judgment)

- Shorts and pants must not be excessively baggy or tight (faculty and CIs will use professional judgment)
 - **The fit should be such that when performing day-to-day clinical duties (e.g. squatting, bending), no undergarments or midriff skin is showing**
 - No jeans or torn material may be worn
 - No logos other than AC
- Shoes
 - Shoes must be closed toe
 - Shoes must be appropriate for carrying out the duties of an athletic trainer (athletic shoes)
- Outdoor clothing
 - Inclement weather gear should be worn outside as appropriate (rain gear, boots, hats, mittens)
 - Hats may only be worn outside, and must be worn facing front

Athletic Training Room Coverage (hours between classes)

There will be times that you are required to spend time in the Athletic Training Room between classes.

- An issued Adrian College Athletic Training collared polo shirt must be worn during AT room coverage
 - Shirts must be tucked in
- Blue Jeans may be worn during AT room coverage between classes (ONLY), as long as they are not ripped or frayed.

Off Campus Rotations

****Unless otherwise specified by your ACI, the same rules will apply to off campus sites. Please realize that different standards may exist depending on the assigned site (clinic vs. AT Room). You must work with your ACI to make sure you are presenting yourself professionally, and in line with that site's standards. ****

IV. ATHLETIC TRAINING CURRICULUM

OVERVIEW:

The Athletic Training Education Program (ATEP) at Adrian College is working toward accreditation through the Commission on Accreditation of Athletic Training Education (CAATE). Students who graduate from a CAATE accredited program may sit for the Board of Certification (BOC) exam to become a Certified Athletic Trainer (ATC). The CAATE requires specific programmatic mandates that have guided the development of the program at Adrian College.

ADMISSION:

Students may declare the major of athletic training upon acceptance to Adrian College. The Athletic Training Education Program at Adrian College is a competitive program with limited enrollment. In order to remain in the major past freshman year, there are specific criteria (listed below), that students must meet.

Sophomore Retention: After freshman year, students must apply to be formally reviewed for retention in the athletic training major. Because there are specific accreditation standards regarding maximum enrollment, retention in the athletic training major is competitive, and will be based on students' performance in the following areas:

- Minimum cumulative GPA of 2.75
 - Minimum GPA in major courses 3.00
 - Completion of the following courses with a grade of C- or better: ESPE 140, ESPE 201, ESPE 100, ESPE 115, and ESPE 142, BIOL 101 or 104
 - Interview with athletic training faculty/staff
- Prior to enrolling in sophomore level athletic training clinical coursework (ESPE 241,242) students must have the following on file:*
- Signed technical standards (Appendix B)
 - Proof of current CPR for the professional rescuer (or equivalent), and first aid certifications
 - Proof of a current health history, immunization review (including Hepatitis B vaccine), and physical examination (performed by an MD, DP, NP, or PA) that verifies a student is able to meet the physical and psychological rigors of the program.
 - Proof of annual BBP training

Junior and Senior Retention: Student performance will be evaluated each semester, and retention will be based on the following criteria:

- Minimum cumulative GPA of 2.75
 - Minimum GPA in major courses 3.00
 - Completion of athletic training core coursework with a grade of C- or better
- Prior to enrolling in junior and senior level athletic training clinical coursework (ESPE 341,342,441) students must have the following updates on file:*
- Proof of current CPR for the professional rescuer (or equivalent), and first aid certifications
 - Proof of annual BBP training

Probation: Students who do not meet minimum retention criteria will be placed on probation, and will have one year to rectify the deficiency. If deficiencies are not corrected within the one year period, the student will be dismissed from the athletic training major.

Transfer Students: Information regarding Adrian College's transfer policies can be found in the Academic Catalog, under the Admissions section. Students wishing to transfer into the athletic training major will be

held to the sophomore retention standards listed above. Transfer acceptance is contingent on space availability, and performance level in the stated criteria.

COURSEWORK:

Below are lists of the required core and cognate coursework for graduation. In addition to these courses, liberal arts distribution requirements must be met (See Academic Catalog). Course descriptions and pre-requisite information can be found in the Academic Catalog. Because of strict CAATE requirements surrounding course sequencing, students who do not meet minimum standards in required courses MAY NOT move on to the post-requisite class. Furthermore, students must be formally instructed and evaluated on a skill before applying that skill in the clinical setting. Therefore, students who have not met the pre-requisite skill requirements may not enter clinical education.

Athletic Training Core (51 hours)

ESPE 115 Care and Prevention of Athletic Injuries (3)
ESPE 140 Athletic Training Clinical Observation (1)
ESPE 142 Orthopedic Taping and Wrapping (1) *Lab fee*
ESPE 201 Red Cross First Aid and Emergency Care (2)
ESPE 215 Orthopedic Assessment I (3) *Lab fee*
ESPE 216 Orthopedic Assessment II (3) *Lab fee*
ESPE 220 Therapeutic Modalities (3) *Lab fee*
ESPE 225 Anatomy (3)
ESPE 241 Athletic Training Clinical Skills I (2) *Lab fee*
ESPE 242 Athletic Training Clinical Skills II (2) *Lab fee*
ESPE 250 Human Physiology (3)
ESPE 300 Kinesiology (3)
ESPE 311 Exercise Physiology (4)
ESPE 315 General Medical Conditions (3) *Lab fee*
ESPE 320 Therapeutic Exercise (3) *lab fee*
ESPE 336 Exercise Testing and Prescription (2)
ESPE 339 Theory and Application of Strength and Conditioning (2)
ESPE 341 Athletic Training Clinical Skills III (2) *Lab fee*
ESPE 342 Athletic Training Clinical Skills IV (2) *Lab fee*
ESPE 401 Athletic Training Administration (2)
ESPE 441 Athletic Training Clinical Skills V (2) *Lab fee*

Athletic Training Cognates (16 hours)

PSYC 100 General Psychology (3)
BIOL 101 or 104 Biology and Society or Animal Biology (4)
PSYC 206 Health Psychology (3)
BIOL 209 Human Nutrition (3)
PHIL 344 or 304 Biomedical Ethics or Ethics (3)

DEPARTMENT OF EXERCISE SCIENCE AND PE

ATHLETIC TRAINING MAJOR – 124 Credits

FALL SEMESTER

SPRING SEMESTER

FIRST YEAR

FIRST YEAR

	ENG 101	Freshman English	4		ESPE 201	First Aid and Emerg Care	2
	MATH 101	Intermediate Algebra	4		ESPE 115	Care and Prevention of Athletic Injuries	3
	ESPE 100	Princ. of Fitness	2	R		Religion/Philosophy elective	3
N	BIOL 101	Biology and Society	4	S	PSYC 100	General Psychology	3
	ESPE 140	AT Clin Observation	1		ESPE 142/299	Othopedic Taping and Wrapping	1
					COMM 102	Princ, and Pract. of Public Speaking	3
			15				15

SECOND YEAR

SECOND YEAR

	ESPE 225	Anatomy	3	W		Writing Intensive	3/4
	ESPE 241	Clinical Skills I	2		ESPE 242	Athletic Training Clinic II	2
	MLC	Modern Language	4		MLC	Modern Language	4
	ESPE215	Ortho Assessment (I)	3		ESPE 216	Ortho Assessment (II)	3
	ESPE 220	Therapeutic Modalities	3		ESPE 250	Human Physiology	3
							15/16
			15				

THIRD YEAR

THIRD YEAR

	ESPE 300	Kinesiology	3		ESPE 315	General Medical Conditions	3
	ESPE 320	Therapeutic Exercise	3		ESPE 336	Ex. Test. and Prescription	2
	ESPE 341	Athletic Training Clinic III	2		ESPE 342	Athletic Training Clinic IV	2
	ESPE 311	Exercise Physiology	4		ESPE 339	Strength and Conditioning	2
	PSYCH 206	Health Psychology	3		BIOL 209	Human Nutrition	3
				A		Arts elective	3
			15				15

FOURTH YEAR

FOURTH YEAR

	ESPE 441	Athletic Training Clinic V	2			Non Western elective	3
	ESPE 401	Athletic Training Administration	2		ESPE 405	AT exam prep (recommended)	1
H		Humanities elective	3		PHIL 344 or 304	Biomedical Ethics or Ethics	3
		Electives (Non-ESPE)	10		399	Internship (optional)	3
						Electives (Non-ESPE)	6
			17				16

V. CLINICAL EDUCATION

According to CAATE standards, clinical experiences must:

- Be “under the direct supervision of a qualified ACI or CI.” This means that ACIs and CIs must be physically present to act on behalf of the athletic training student and the athlete they are caring for.
- Be tied to course credit (Athletic Training Clinical Skills I-V), with clear objectives and criteria for completion in course syllabi.
- Provide opportunities for students to practice and skills learned in the classroom and lab, in the clinical setting.
- Provide an opportunity for ongoing evaluation of student progress, learning and experiences.
- Occur over a minimum of 4 semesters (2 academic years) with at least 2 semesters (one year) under the direct supervision of an ACI or CI who is an ATC.
- Provide a variety of experiences including gender diversity, equipment intensive, diversity in risk level and injury type, and general medical experience.

Given these requirements, the following policies and frequently asked questions are addressed:

1. **What is Direct Supervision?**

The purpose of clinical education is to allow students to practice skills learned in the classroom, and to learn the practical aspects of the profession of Athletic Training. Students may not act on the behalf of, or take the place of an ATC at any time. Because the emphasis is on learning rather than service, the ACI/CI must be able to see AND hear the ATS at ALL times. This allows for the ACI/CI to act on behalf of the student or athlete they are caring for. This policy fosters an active teaching environment that is safe for the students and athletes.

2. **What if my ACI/CI leaves me alone?**

At times, it may be necessary for an ACI/CI to leave the student alone (take care of an emergency, answer the phone, etc). In such situations, the ATS may only act as a first aide provider. A first aide provider may NOT make return to play decisions, nor perform duties specific to the profession of athletic training. Furthermore, while acting as a first aide provider, if a coach, parent, or athlete asks you to perform a duty outside your responsibility, you should politely decline, and report the incident to the clinical coordinator or program director. **If the student finds themselves unsupervised on a regular basis, it must be reported to the program director immediately.**

If unsupervised, you may perform the following First Aide Provider Duties

- Provide immobilization, wound care, ice, compression, elevation
- Perform CPR and/or rescue breathing, and/or AED procedures
- Activate EMS
- Provide first aid care for medical emergencies
 - If first aid is required for a non-medical emergency, the student must refer the athlete to the clinical supervisor

If unsupervised, the following are duties that may NOT be performed by a first aide provider

- Continued care past first aid for a non-emergency injury
- Determine a diagnosis, prognosis, or make a return to play decision
- Perform or supervise rehabilitation (exercises, modalities, etc)
- Tape/wrap for athletic participation

3. **Can I travel with the teams?**

Travelling with sports teams will be allowed when invited by an ACI/CI (home or away), and on a voluntary basis. Students may not perform treatment without the direct supervision of an ACI. The program director and clinical coordinator of the ATEP may withhold a student from travelling if they are not in good academic standing.

When requesting to travel to an affiliated site to be overseen by the home ACI/CI, approval from the clinical coordinator must be granted in writing. See appendix F for the travel authorization form.

4. When can I start working directly with the athletes?

Under CAATE standards, ATs may only perform clinical skills on athletes under the following circumstances:

- The student has learned, and been formally evaluated on the skill in a previous course
- The student is officially enrolled in the athletic training program, and has met all admission criteria
- The student is directly supervised

Clinical education seeks to create an environment where novice students have limited responsibility, and more seasoned students are allowed comprehensive responsibility. Therefore, as ATs move through the curriculum, they will be allowed to perform more advanced skills, and take on more responsibility.

5. How many hours do I have to spend at my clinical site?

In your clinical course syllabi, there are specific course requirements and minimum hour standards. Students must meet these minimum standards in order to pass the associated clinical course. Students should work out a schedule with their ACI/CI to determine a regular weekly schedule that requires attendance throughout the whole semester. This may include pre and post season play outside the semester, as long as comparable days off are offered otherwise. On average, students will be present at their clinical site 12-15 hours per week throughout the semester. It is important to note that this is an average, and some weeks will require more hours than others. Often, students work with their ACI/CIs closely, and gain more valuable learning time through additional game coverage, travel, or special events. ACI/CIs have the autonomy to schedule students in such a way that will enhance clinical learning. While the ATEP encourages students to take advantage of all learning opportunities, students must be allowed days off to enjoy extra-curricular activities, and to remain successful in classroom work.

Hours documentation will be the responsibility of the student. In the clinical course, students will receive an hours log that must be signed by the supervising ACI, and turned into the course instructor at the end of the semester. Only those hours where the student was directly supervised will count toward the minimum for the course.

6. Can I date one of the athletes?

Because fieldwork experiences are an academic requirement, the focus of the environment should be as such.

Collegiate Assignments: It is HIGHLY DISCOURAGED for an ATs to develop a romantic relationship with an athlete they are working with. In the case of an existing relationship, the student MUST notify the clinical coordinator and the program director, so that the student is not assigned with that sport. If a relationship develops during clinical assignments, the student MUST notify the clinical coordinator and program director. At that time, a decision will be made regarding the clinical assignment for the remainder of the semester. If at any time, inappropriate behaviors and relationships detract from the learning environment, the student may be reassigned at the discretion of the clinical coordinator and program director.

High School & Other Off-Campus Assignments: Relationships with high school or students or patients are PROHIBITED! In the case of an existing relationship, the student MUST notify the clinical coordinator and the program director, so that the student is not assigned to that site. If a new relationship develops, the program reserves the right to dismiss the ATs from the program.

7. What are my responsibilities as an Athletic Training Student?

In order for ACI/CIs to create a positive learning environment, student must abide by the following rules”

- Follow the clinical site's policies and procedures
- Follow ATEP's policies and procedures
- Report on-time to ALL assigned clinical rotations
 - Please refer to attendance and communicable disease policies
- Maintain in good academic standing with the ATEP (including health criteria requirements for clinical education)
- Treat fellow students, athletes, coaches, and clinical instructors with respect (see code of conduct)
- Maintain professional attire (see dress code policy) and a professional demeanor (see code of conduct)
- Be proactive. Take an active role in learning, and contribute to the productive operation of the clinical site
- Communicate with the program director, clinical coordinator, and clinical instructor if anything precludes you from completing your clinical or academic responsibilities.
- Maintain patient confidentiality at all times (refer to confidentiality policy)
- Participate in professional activities:
 - The ATEP strongly encourages students to become involved in professional organizations early in their academic career. While not mandatory, membership with the National Athletic Trainers' Association, Great Lakes Athletic Trainers' Association, and Michigan Athletic Trainers' Society is a nice compliment to students' academic experiences. Membership and conference attendance opens opportunities for scholarship, learning, and networking within the profession.

8. Do I need to provide my own transportation to off-campus clinical sites?

Yes. All students must be able to provide their own transportation to off-campus clinical assignments.

9. How am I evaluated during my clinical rotations?

While there are specific course requirements outlined in the associated course syllabi, in general, you will be evaluated on the following criteria:

1. Attendance
2. Professionalism
3. Ability to interact and communicate with athletes, coaches, students etc.
4. Completion of minimum hour responsibilities
5. Completion of required proficiency skills
6. Other course assignments deemed appropriate by the instructor

Students will receive a written evaluation from their assigned ACI/CI approximately one month into the semester, and at the end of the semesters.

10. Do I have the opportunity to evaluate my clinical site or site supervisor?

Yes. Just as students are evaluated at the beginning and end of the semester, students are required to evaluate their ACI/CI at the same time. This evaluation is used so that students and ACI/CIs may have an open dialogue regarding performance. Additionally, students will also evaluate the physical clinical site at the end of each clinical rotation. Completion of such evaluations allows for students, ACIs and the ATEP to communicate for the betterment of the overall experience.

11. Can I play sports and be an athletic training student?

Athletic Trainers specialize in the emergency treatment, prevention, and care of athletic injuries. Consequently, athletes or former athletes, are generally the population most interested, and in many cases most qualified, to work in this field. At Adrian College, over half of the student body are student-athletes, and it is the ATEP's desire to serve that population as well as possible. In order to gain clinical experience, students must work with athletes during practice times and games. If the athletic training student is also an athlete, there is a constant and severe conflict of scheduling between athletics and academics. Consequently, for success, student-athletes in athletic training MUST have excellent time-management and communication skills.

Adrian College's policy on AT majors who are athletes are as follows:

- The student-athlete must limit their participation to the traditional season of ONE sport
- The student-athlete must maintain constant communication with the clinical coordinator, the program director, and their coach to alleviate any clinical education and sport conflicts.
- The student-athlete must complete ALL required course content and clinical education requirements in order to graduate

VI. LEGAL, HEALTH, AND SAFETY POLICIES

Injury or Blood Borne Pathogen Exposure Procedures

A. Blood –borne pathogens Training

According to CAATE standards, students involved in clinical education must comply with Occupational Safety and Health Administration or appropriate blood-borne pathogen procedures. Students must have:

- *Formal blood-borne pathogen training before being placed in a potential exposure situation.* This training occurs as a part of the Athletic Training Observation course, prior to any observation experience
- *Annual education in pathogen and infection control.* For student formally admitted to the program and involved in clinical experience, blood-borne pathogen training occur annually at the beginning of the fall semester.
- *Access to and utilize appropriate blood-borne pathogen barriers, disposal equipment and procedures, and have access to and utilize proper sanitary precautions.* All educators at all clinical sites (both on and off campus) provide and utilize proper barriers to blood-borne pathogens.

B. Exposure Procedures

During clinical experience assignments, an ATS may be exposed in situations of inherent injury, blood and body fluid exposure. In such cases, follow the steps below.

If a student injured or is exposed to blood or other body fluids through a needle stick, cut, splash to the eyes or mouth or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the following actions are to be taken:

1. The student immediately informs the clinical instructor.
2. The clinical instructor informs the Program Director or Clinical Coordinator of Athletic Training Education
3. The student is medically evaluated within 48 hours
4. An incident report is filed with the facility, if required.
5. An incident report is completed and sent to the Program Director of Athletic Training (Appendix D)

Attendance

- *Class Attendance:* Students will be held to the attendance policies set by the instructors for your courses.
- *Clinical Rotation Attendance:* Clinical education is a requirement for graduation. Regular attendance will help ensure a positive and productive clinical rotation. It is the nature of athletic training that clinical rotation hours will occur during nights and weekends, as well as the regular work week. It is the expectation of the program that students will schedule their clinical experience to align with their clinical instructor's schedule (regardless of day of the week or time of day). Students and ACI/CIs

should work out an appropriate weekly schedule that spans the entire semester, or sport season as agreed upon with the ACI and Clinical Coordinator. It is the program's expectation that students show up for ALL assigned days. REMEMBER...THE EMPHASIS IS BECOMING PROFICIENT IN SPECIFIC SKILLS, RATHER THAN COUNTING HOURS!

In the case of an extenuating circumstance or illness (see Communicable Disease Policy), it is the responsibility of the student to gain permission from the Clinical Coordinator to miss their assigned clinical rotation. This MUST occur prior to the assigned hours for that day. It is the student's responsibility to be proactive in working with their ACI/CI in order to make up missed hours, and proficiency skill work. **If an ACI/CI reports regularly missed assignments, the student may have to repeat the clinical course, or may be dismissed from the program.**

Communicable Disease Policy

As a program in an allied health profession, transmission of communicable disease is of great concern. In order to address this concern, the policy of the Adrian College Athletic Training Education Program is as follows:

- Any ATS should report any personal illness that might place those they work with at risk of infection to their supervising ACI/CI
- An ATS should be examined by a physician or nurse at the Student Health Center if there is any question about the illness
- Any ATS that is ill and has communicated this to his/her ACI/CI prior to the assigned clinical experience should stay home. This should be considered an excused absence having no effect on the final clinical evaluation.

Grievance Procedures

- *Grievances against other students:* If at any time, any student is not abiding by the Adrian College Student Code of Conduct, they may be subject to violation of this expectation. In such cases, a report may be filed in accordance with the judicial process outlined in Article IV: Judicial Policies of the Adrian College Student Handbook.
- *Grievances against staff/faculty:* Students who feel they have received unfair or improper treatment in the Department of Exercise Science and Physical Education, must address the complaint through the following procedures:
 1. The student shall first seek an informal resolution of the matter with the appropriate faculty/staff/clinical instructor. This contact should be in person, but may be by telephone, or via email.
 2. If not satisfied with the informal resolution, the student shall discuss the complaint with the Program Director of Athletic Training and then the Chair of the department, who will prepare a written summary of the meeting and the nature of the complaint. Before making any judgment, the program director and/or chair shall discuss it privately with the faculty member. If a complaint is made against the chair, the College Dean will designate a tenured departmental faculty member ('designee' hereafter) to handle the complaint.
 3. If the problem cannot be resolved by informal discussion among the principal parties, the student shall submit a signed and dated written statement of grievance to the department chair or designee. The statement must:

- a. describe the grievance and the facts related to the complaint;
 - b. identify the individual(s) against whom the complaint is directed;
 - c. state the remedy sought with respect to the complaint;
 - d. describe the steps previously taken to resolve the complaint.
4. The chair will: a) review the complaint, b) make the complaint available to the faculty member and request a response, c) make such investigations as he/she deems appropriate (with both principal parties cooperating in the investigation by providing relevant documents and materials), and d) provide the principal parties with a written response to the complaint within 10 working days of the date of the written complaint.
 5. If either party involved in the complaint is dissatisfied with the outcome of the complaint, they may appeal to the Dean of Adrian College.

Student and Patient Confidentiality

All students, staff, faculty and clinical instructors affiliated with the ATEP are held to FERPA and HIPAA confidentiality standards. FERPA, the Family Educational Rights and Privacy Act states that students' academic information may not be disclosed without the student's consent. Therefore, clinical instructors and faculty may not discuss academic or personal information with unauthorized personnel.

HIPAA, the Health Insurance Portability and Accountability Act regulates the use and disclosure of protected health information. Student-athletes and patients being cared for in the clinical setting have a right to privacy. Legally, students and staff may not discuss health information with anyone without the athlete or patient's consent. HIPAA laws will be strictly adhered to, and all students are required to have a confidentiality statement signed and on file (Appendix E). The following cases apply:

- Patient files should be closed and out of public sight
- Computer health information databases should be password protected. Those who have access to the password may not disclose that information to unauthorized personnel
- Paper based health files should be locked
- Health information may not be disclosed to parents (of individuals over 18 years), other athletes, coaches, fans, press, or others without the patient's written consent.

Work-Study Policy

Per accreditation standards, work-study, scholarship, or other funding opportunities must not require students to perform athletic training skills or services as a replacement of certified athletic training staff. Athletic Training Students or other students who work in the athletic training room as a part of work study may not perform athlete/patient care or other professional athletic training duties. Additionally, hours that Athletic Training Students spend fulfilling work-study employment may not be used toward clinical education requirements.

ADDITIONAL RESOURCES

Refer to the following web resources for more information about the Athletic Training profession, the academic preparation of Athletic Trainers, or the process of becoming a Certified Athletic Trainer.

National Athletic Trainers' Association	www.nata.org
NATA Education Council	www.nataec.org
Board of Certification	www.bocatc.org
Great Lakes Athletic Trainers' Association	www.goata.org
Michigan Athletic Trainers' Society	www.matsonline.org/mc/page.do

APPENDICES

APPENDIX A

NATA 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.

APPENDIX B
Technical Standards

ATHLETIC TRAINING EDUCATION
TECHNICAL STANDARDS FOR ADMISSION

“Certified athletic trainers are health care professionals who specialize in preventing, recognizing, managing and rehabilitating injuries that result from physical activity (www.nata.org).” Students who are preparing for this profession must have the mental and physical capacity to learn and carry out the necessary duties for success and graduation from a Commission on Accreditation of Athletic Training Education (CAATE) accredited program.

Listed below are the essential qualities a student must possess in order to be retained within the Athletic Training Education Program at Adrian College. Students must be able to meet these standards with reasonable accommodation throughout their academic tenure. If a student feels that they may need special accommodations at any time, they must be evaluated by Academic Services on the Adrian College campus, and must attain verification by a physician or appropriate institution disability officer. A student who is admitted to the major but unable to fulfill these technical standards, with or without reasonable accommodation, will not be able to complete the major. It is important to note that compliance with the programs technical standards does not guarantee a students eligibility for the Board of Certification (BOC) certification exam.

It is a requirement for accreditation and retention within the ATEP, that students verify that they meet the following standards. Please check whether or not you meet the following standards, and sign below.

Do you possess the following qualities:

1. Yes No 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.
2. Yes No 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. Yes No The ability to record the physical examination results and a treatment plan clearly and accurately.
4. Yes No The capacity to maintain composure and continue to function well during periods of high stress.
5. Yes No The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
6. Yes No Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
7. Yes No Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

I certify that I have read and understand the technical standards for selection listed above, 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.

Signature of Applicant

Date

ONLY FOR STUDENTS REQUESTING SPECIAL ACCOMMODATIONS:

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Academic Services office 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.

Signature of Applicant

Date

**APPENDIX C
Physical Form**

ADRIAN COLLEGE
ATHLETIC TRAINING PHYSICAL EXAM FORM

DATE _____	SS# _____
Name _____	

Height _____ Weight _____ BP _____

Resting Heart Rate _____

Vision: Right 20/ _____ Left 20/ _____ Corrected: Yes No

	NORMAL	ABNORMAL FINDINGS
General Appearance		
PUPILS		
Equal		
Unequal (describe)		
Eyes/Ears/Nose/Throat		
Lymph Nodes		
Heart		
Pulses (radial/brachial and femoral)		
Lungs		
Abdomen		
Genitalia (males only) (? Hernia)		
Skin		
Neck		
Back		
Shoulder/Arm		
Elbow/Forearm		
Wrist/Hand		
Hip/Thigh		
Knee		
Leg/Ankle		
Foot		

<u>CLEARANCE</u>	
____ Cleared for all athletic training related activities	
____ Not Cleared for: _____ Reason: _____	
Examiner Signature: _____	Date: _____
Physician Signature: _____	Date: _____

**APPENDIX D
STUDENT INCIDENT REPORT**

Date of report:

Your Name:

Your relationship to student (check one): ACI/CI Parent Coach Faculty other

Your phone number:

Name of injured student:

Student's Phone number:

Date of incident:

Time of incident:

check one: AM PM

Specific location where incident occurred:

Name of person or persons who witnessed the incident:

Phone number(s) of witnesses:

Description of the Incident

Describe with detail, what happened. If there was an exposure to bio-hazardous waste, describe the specifically the type of bodily fluid and the exposure to the student:

What, if any, care was administered?

Date of initial treatment (check one): Same day Next day Other (describe):

Who initiated care? ACI/CI Parent Coach Faculty Self Other (describe):

Was the student treated off site? Yes : Where? No

Send the completed report immediately to:

**Tina Claiborne, PhD, ATC, CSCS
Program Director of Athletic Training
Phone: 517-265-5161 ext 4432
Fax: 517-264-3802
e-mail: tclaiborne@adrian.edu**

APPENDIX E

CONFIDENTIALITY AGREEMENT

As an Athletic Training Student at Adrian College, I may have access to, use, or disclose confidential health information. I agree to comply with the laws of the Health Insurance Portability and Accountability Act (HIPAA), and the following points:

- I will only use and distribute health information as a part of my duties as an Athletic Training Student (ATS)
- I will secure health information on the computer through password protection, and keep paper files out of public areas and locked in a filing cabinet
- I will not give others access to computer passwords or keys to areas that contain private health information
- I will use and disclose confidential health information solely in accordance with the federal and University policies set forth above or elsewhere. I will not discuss patient information with any individuals who are not directly involved in that patient's care

I understand that my failure comply with HIPAA law may result in disciplinary action or dismissal from the Athletic Training Education Program.

Athletic Training Student's Name

Athletic Training Student's Signature

Date

ATHLETIC TRAINING STUDENT TRAVEL AUTHORIZATION

Submission Process:

1. This form is to be completed in order for permission to be granted for a student to travel to an approved clinical site. The form must be submitted at least ONE WEEK prior to expected travel.
2. Any student requesting travel must be in Clinical Skills III or higher.
3. The clinical coordinator will send official approval via email to the ACIs and student prior to travel. If approval has not been received, the student may not travel.

Date of submission: _____

Student Name: _____

Assigned School and ACI: _____

School and ACI the student will be travelling to: _____

Requirements (all provisions must be met in order to receive approval):

The student has travelled at least TWICE with their assigned ACI and independently performed travel requirements (packing, pre-game treatments, etc). ____ Yes ____ No

The student has shown proficiency on patient/treatment skills expected to be performed during travel. The ACI has documented that the student has performed these skills independently to level of an entry level professional. ____ Yes ____ No

The assigned ACI has contacted the host ACI (where the student will travel) to discuss student expectations. ____ Yes ____ No

The assigned ACI has discussed the treatment expectations and rules of direct supervision with the team and coach with which the student will travel (may only perform skills students are proficient with, and only under direct supervision) ____ Yes ____ No

By signing this form, the ACI and student attests that the above provisions have been met.

ACI Signature _____

Student Signature _____

