MNU ATHLETIC TRAINING
STUDENT HANDBOOK

ATHLETIC TRAINING PROGRAM
The information in this handbook is intended to educate, guide, and protect the Athletic Training Student while enrolled in the MidAmerica Nazarene University Athletic Training Program.

Contributors to the MNU Athletic Training Program Student Handbook:
Chris Crawford, MSE, ATC, LAT – Program Director

Revised June 2014
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MNU Athletic Training Program Faculty and Administration

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Introduction

Welcome to the MNU Athletic Training Program. The Program Director, Clinical Education Coordinator and other Athletic Training Program faculty and staff want to sincerely thank you for agreeing to be a part of our program. The MNU Athletic Training Program, strives to provide you, the students with a comprehensive classroom and clinical education to prepare you for many of the possibilities of employment following graduation and passing the BOC Examination.

Purpose

The purpose of this handbook is for the Athletic Training Students working towards acceptance into and completion of the Athletic Training Program at MidAmerica Nazarene University. This handbook contains policies, procedures, guidelines, and specific to the MNU Athletic Training Program and relevant professional information to direct and inform the Athletic Training Student’s learning. Students participating in a clinical experience(s) at an affiliated clinical site, should adhere to the policies and procedures of those institutions/sites as stated by the supervising Preceptor only when those policies and procedures do not conflict with the educational philosophy of the Athletic Training Program or accreditation standards established by the Commission on Accreditation of Athletic Training Education (CAATE).

All students accepted into the MNU Athletic Training Program, and those working to be accepted, are responsible to learn and understand all information contained in this handbook. Deviation from the stated policies and procedures could constitute placing the Athletic Training Student on probation in the major, suspension from clinical field experiences, revocation of clinical field experience hours, or dismissal from the MNU Athletic Training Program. If any student does not understand of the material provided, the student should consult with the Program Director.

Athletic Training Program Mission Statement

The MNU Athletic Training Program’s purpose is to engage all students in providing the highest level of educational instruction in a Christian environment while developing Christ-centered learners. Our program is devoted to producing morally, academically, spiritually, and professionally qualified individuals for a career in Athletic Training, an Allied Health Profession recognized by the American Medical Association (AMA).
Athletic Training Program Goals and Learning Objectives

1. To provide an academic program that enables students to demonstrate competence in athletic training knowledge, skills, application of the *NATA Athletic Training Educational Competencies (5th ed.)*, and *NATA Role Delineation Study*.
2. To develop practitioners who focus on advancing and critically examining the body of knowledge for evidence-based practice, as a foundation for the delivery of patient-centered care.
3. To provide knowledge based prevention methods and health promotion activities that allied health professionals practice and use to promote healthy lifestyle choices.
4. To develop practitioners who have informed diagnostic knowledge and clinical application skills for injury assessment, management, treatment, and rehabilitation.
5. To develop practitioners who are competent and confident in the delivery and management of the acute care of injury and illnesses.
6. To develop practitioners who possess the ability to observe and recognize mental and emotional health issues within the student athlete population and demonstrate the proper procedures for referral.
7. To develop practitioners who possess the ability to properly manage an athletic training department, while understanding the role of an athletic trainer as a healthcare provider in the larger context of the healthcare system.
8. To foster professional development and social responsibility by encouraging student participation in professional organizations, in addition to activities that benefit the larger community and/or profession without regard to personal gain.
9. To uphold the Christian mission of MidAmerica Nazarene University, while providing an accredited curriculum that is challenging, innovative and of the highest quality.

CAATE Accreditation Status

The MNU Athletic Training Program is nationally accredited through the Commission on Accreditation of Athletic Training Education Programs (CAATE). After initial accreditation in 2004, the MNU Athletic Training Program will celebrate 10 years of program accreditation and will not stop growing. It is the dream of this program to be a destination program for all interested in athletic training.

All students who successfully complete the MNU Athletic Training Program requirements are eligible as a candidate to challenge the National Athletic Trainers’ Association – Board of Certification examination (BOC).
Foundational Behaviors of Professional Practice

These basic behaviors permeate professional practice and should be incorporated into instruction and assessed throughout the educational program.

Privacy of the Patient
- Recognize sources of conflict of interest that can impact the client’s/patient’s health.
- Know and apply the commonly accepted standards for patient confidentiality.
- Provide the best healthcare available for the client/patient.
- Advocate for the needs of the client/patient.

Team Approach to Practice
- Recognize the unique skills and abilities of other healthcare professionals.
- Understand the scope of practice of other healthcare professionals.
- Execute duties within the identified scope of practice for athletic trainers.
- Include the patient (and family, where appropriate) in the decision-making process.
- Work with others in affecting positive patient outcomes.

Legal Practice
- Practice athletic training in a legally competent manner.
- Identify and conform to the laws that govern athletic training.
- Understand the consequences of violating the laws that govern athletic training.

Ethical Practice
- Comply with the NATA’s Code of Ethics and the BOC’s Standards of Professional Practice.
- Understand the consequences of violating the NATA’s Code of Ethics and BOC’s Standards of Professional Practice.
- Comply with other codes of ethics, as applicable.

Advancing Knowledge
- Critically examine the body of knowledge in athletic training and related fields.
- Use evidence-based practice as a foundation for the delivery of care.
- Appreciate the connection between continuing education and the improvement of athletic training practice.
- Promote the value of research and scholarship in athletic training.
- Disseminate new knowledge in athletic training to fellow athletic trainers, clients/patients, other healthcare professionals, and others as necessary.

Cultural Competence
- Demonstrate awareness of the impact that clients’/patients’ cultural differences have on their attitudes and behaviors toward healthcare.
- Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- Work respectfully and effectively with diverse populations and in a diverse work environment.
Professionalism

- Advocate for the profession.
- Demonstrate honesty and integrity.
- Exhibit compassion and empathy.
- Demonstrate effective interpersonal communication skills.

Because the entry-level credential (ATC®) signifies that the holder is a practitioner prepared for entry into the practice of athletic training, these Behaviors are infused into every aspect of the ATEP in order to prepare students for this public trust. While some Behaviors can be easily defined and presented, students may see applications repeatedly but be unable to demonstrate or modify their behavior because of the roles they are allowed to assume. Other Behaviors are demonstrated by classroom and clinical educators to expose students to the desired behavior, and yet these Behaviors may not be practiced by students (professionals-in-training) because of the nature of their roles and responsibilities. It is most likely the true measure of a student’s understanding of these Behaviors will occur in the clinical setting with patients to whom he or she has a duty. Many of these Foundational Behaviors of Professional Practice will be achieved to their fullest extent when a student becomes a certified athletic trainer and has been practicing for some time (NATA, 2006).

*National Athletic Trainers’ Association, Athletic Training Education Competencies (5th ed.)*
MNU Athletic Training Program Admissions Requirements

The admission requirements listed below are for individuals who enroll at MidAmerica Nazarene University with the intention of completing his or her entire Bachelors of Science degree in Athletic Training at MNU. Students who complete all of the requirements of the MNU Athletic Training Program will be eligible to take the BOC Examination. All applicants who are considering transferring to the MNU Athletic Training Program should also examine the Transfer Policy.

The MNU Athletic Training Program has a limited number of available openings each academic year. This number may vary each year depending on clinical sites, instructors, transfers, and graduation rates. Therefore, the MNU Athletic Training Program is a competitive entry program. Meeting the entry requirements and applying does not guarantee admission into the MNU Athletic Training Program.

- Submit the official ATP application packet to the ATP Director. The application packet will include:
  1. Official application form provided in the application packet (MNU Website)
  2. Two letters of reference to the Athletic Training Program, Program Director from qualified persons on the reference form provided in the application packet.
  3. Two assessment surveys: one Student Self-Evaluation and one MNU Preceptor Student Evaluation
  4. Immunization documentation form from physician or county health department (MNU Website)
  5. Signed Blood-borne pathogen training form
  6. Signed Technical Standards documents (Technical Standards, Student Physical Capabilities Information, and Physician Certification to Meet Standards) (MNU Website)
  7. Copy of CPR for health care professional card
- Confirm that official transcripts from all institutions previously attended have been received by MNU’s Registrar’s Office by the November 1 deadline.
- Attain a minimum grade point average of 2.5 on a 4.0 scale upon the completion of the application semester
- Successful completion of the following courses:
  - BIOL 1704 Human Anatomy (a letter grade of ‘C-’ or better)
  - HLEX 1312 Introduction to Athletic Training (a letter grade of ‘B-’ or better)
  - HLEX 1303 Techniques of Athletic Training and Lab (a letter grade of ‘B-’ or better)
- Documentation of a minimum of 60 hours of observation completed with the MNU Preceptors (MNU Certified Athletic Training staff). Observation hours beyond the minimum will be reflected in evaluations by the preceptor(s).
- If admitted to the Athletic Training Program, each student will be required to provide documentation of Hepatitis B Vaccine (HBV) series or sign the refusal form (MNU Website) prior to enrolling in any Clinical Education classes.
The following list are indicators that the selection committee utilizes to evaluate each applicant:

- GPA (emphasis on BIOL 1704, HLEX 1303 and 1312) and ACT scores
- Application complete and submitted on time
- MNU Preceptor evaluations
- Observation competencies complete
- Two letters of recommendation
- Exhibit appropriate interpersonal skills and behaviors during the interview

The MNU Athletic Training Program Selection Committee determines the appropriate number of positions available for the upcoming academic year. This number depends upon the current total number of ATP athletic training students.

*All materials must be submitted to the MNU Athletic Training Program Director on or before the specified due date of November 1st.

MNU Athletic Training Program Transfer Student Policy

The MNU Athletic Training Program wishes to admit the best cohort (class) each year. In order to accomplish this goal, the review of potential transfer applicants from Athletic Training Programs (community college, junior college, or 4-year university level) is encouraged. If MNU and its Athletic Training Program is one that best fits a candidates’ personality, interests, and learning style; it is encouraged that they read the MNU Athletic Training Program transfer policy.

Candidates who are considering transferring into the MNU Athletic Training Program, should contact the Program Director in the fall or early spring to determine if he or she possess the requirements that would allow for acceptance into the Athletic Training Program. The earlier this is done, the more assistance can be provided in transferring into the program.

Candidates who meet or will meet the requirements listed below AND possess athletic training experience(s) in college (community college, junior college, or 4-year university level) MAY be admitted to the MNU Athletic Training Program without taking the prerequisites courses at MNU.

1. Completion of the MNU Athletic Training Program prerequisite courses by the time the prospective student would begin the Athletic Training Program (during the spring semester). A minimum of a “B-” in each of the prerequisite courses is required to enter the Athletic Training Program. If currently enrolled in the remaining needed courses please apply.
2. Possess a minimum cumulative GPA of 2.75.
3. Formally apply to the MNU Athletic Training Program by the application deadline of November 1st.
4. Provide documentation that a minimum 75 hours have been completed under the direct supervision of a Certified Athletic Trainer.

Those potential candidates who do not meet the requirements stated above and are still interested in the MNU Athletic Training Program must complete the same steps a first-year student would complete.
Candidates who meet the above requirements may apply for the Athletic Training Program without taking the prerequisite courses at MNU. Please submit the above information, a completed MNU Athletic Training Program application, three letters of reference, and:

1. Official transcripts
2. Course syllabi or a catalog description of each prerequisite course
3. Documentation that a minimum 75 hours have been completed under the direct supervision of a Certified Athletic Trainer.

These materials MUST be submitted as described on the application by the deadline of November 1st for full consideration. Upon receipt of the completed application packet with all of the supporting documents included, the potential candidate will be contacted to schedule an interview with the selection committee. Potential candidates will be informed of his or her admission status by January 1st.

If accepted as an Athletic Training Student at MNU, candidates MUST apply to and be formally accepted as a student to the University. If a candidate is currently taking or will be taking prerequisite classes at the time of his or her acceptance notification, the candidate is still admitted into the Athletic Training Program but on a provisional basis until all prerequisite grades are final. If the candidate does not receive a minimum of a “B-” in any prerequisite classes or no longer possess the GPA requirements, he or she will be notified that they no longer meet the MNU Athletic Training Program admission requirements; resulting in the rescinding of their acceptance.

Upon acceptance and arrival on campus, the incoming transfer student will still be responsible for demonstrating competence on all entry-level skills. The student must successfully complete an entry-level examination before he or she will be allowed to start any clinical experience. If at the end of the first semester the student has passed the entry-level examination and successfully demonstrated competence in the skills expected, the probationary status will be dropped. However, if the faculty and/or student do not feel comfortable with the placement, the Athletic Training Student will be required to complete the pre-admission courses in their entirety before progressing in the program.

*Transferring MNU from another intuition IS NOT a guarantee of being placed at the assumed level. Final placement of the transferring Athletic Training Student will most certainly depend on their previous athletic training knowledge, clinical experience, and availability in the cohort.*
MNU Athletic Training Program Technical Standards for Admission

The Athletic Training Program at MNU is a rigorous and intense program that places specific requirements and demands on the students enrolled. 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 MNU Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program’s accrediting agency (Commission on Accreditation of Allied Health Education Programs [CAAHEP]). All students admitted to the Athletic Training Program 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 NATABOC certification exam.

Candidates for selection to the MNU Athletic Training Program 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 deviations 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 a 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 MNU Athletic Training Program 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 MNU’s Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

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

*Please see the “Technical Standards for Admission” in Appendix B for complete details.*

**Physician Certification to Meet Technical Standards**

All students admitted to the MNU Athletic Training Program must meet certain 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.

*Please see the “Physician Certification to Meet Technical Standards” in Appendix A for complete details.*

**MNU Athletic Training Program Physical Capability Information**

*Please see the “Physical Capability Information Form” in Appendix A for complete details.*

**MNU Athletic Training Program Scholarships and Awards**

Athletic Training Students at MNU are also afforded the opportunity to apply for the “Mr. and Mrs. Wayne Dance Scholarship” once they are admitted into the program. Students are given the opportunity to apply during the spring semester based on the criteria stated on the application form. When all of the applications have been received, the Program Director, Clinical Education Coordinator and MNU’s Certified Athletic Training staff review the applications and make their recommendation. The applications and recommendations are sent to Jeff Dance, son of Mr. and Mrs. Wayne Dance. He reviews all the submitted material, taking into consideration recommendations provided, and the winner is selected. The winner is announced during the spring banquet and will be given the award and presented with a congratulatory letter from Mr. Dance. The recipient’s name is then placed on a plaque located in the Cook Center Athletic Training Room acknowledging this accomplishment.

Starting in the 2014-2015 school year, 3 student awards will be given at the end of the semester to acknowledge the outstanding accomplishments of three very professional and dedicated Athletic Training Students.
MNU Athletic Training Program Course Requirements

The MNU Athletic Training Program curriculum was developed to educate students in a progressive manner. This philosophy focuses not only on the knowledge base of the student but also the skill sets required to fulfill the expectations of an Entry-Level Certified Athletic Trainer.

Required courses that make up the Athletic Training Major:

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>BIOL 1704</td>
<td>Human Anatomy with Lab</td>
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<tr>
<td>BIOL 1803</td>
<td>Human Physiology</td>
<td>3 Hours</td>
</tr>
<tr>
<td>HLEX 1303</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3 Hours</td>
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<tr>
<td>HLEX 1312</td>
<td>Introduction to Athletic Training</td>
<td>2 Hours</td>
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<tr>
<td>HLEX 1402</td>
<td>Clinical Education I</td>
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<td>HLEX 2302</td>
<td>Medical Terminology</td>
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<tr>
<td>HLEX 2303</td>
<td>Advanced Care and Prevention of Athletic Injuries with Lab</td>
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<td>HLEX 2402</td>
<td>Clinical Education II</td>
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<tr>
<td>HLEX 2412</td>
<td>Clinical Education III</td>
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<tr>
<td>HLEX 3303</td>
<td>Athletic Training Administration</td>
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<tr>
<td>HLEX 3323</td>
<td>Injury Evaluation &amp; Recognition with Lab - Upper Extremity</td>
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<td>HLEX 3333</td>
<td>Injury Evaluation &amp; Recognition with Lab - Lower Extremity</td>
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<td>HLEX 3402</td>
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<td>HLEX 3412</td>
<td>Clinical Education V</td>
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<td>HLEX 3503</td>
<td>General Medical Conditions</td>
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<td>HLEX 3513</td>
<td>Psychology of Sports</td>
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<td>HLEX 3533</td>
<td>Sports and Exercise Nutrition</td>
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<td>HLEX 3543</td>
<td>Kinesiology/Biomechanics with Lab</td>
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<td>HLEX 4304</td>
<td>Techniques of Therapeutic Modalities with Lab</td>
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<td>HLEX 4314</td>
<td>Techniques of Rehabilitation with Lab</td>
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<td>HLEX 4402</td>
<td>Clinical Education VI</td>
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<td>HLEX 4503</td>
<td>Exercise Physiology with Lab</td>
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<td>HLEX 4713</td>
<td>Research in HLEX</td>
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<td>HLSC 3603</td>
<td>Core Concepts of Health</td>
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<td>PSYC 1103</td>
<td>General Psychology</td>
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Athletic Training Major = 72 Credit Hours
## MidAmerica Nazarene University Recommended Athletic Training Program Course Sequence

### Pre-Professional Phase - 1 Semester

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<td>ENGL 1503 Eng Comp 1</td>
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<td>BIOL 1704 Human Anatomy &amp; Lab</td>
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<tr>
<td>HLEX 1312 Introduction to AT</td>
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<tr>
<td>HLEX 1303 Care &amp; Prev of Ath Injuries &amp; Lab</td>
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<td></td>
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<tr>
<td>CHEM 1004 Intro to Chemistry &amp; Lab</td>
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### Professional Phase - 7 Semesters

#### Freshman

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<td>FRST 1101 Freshman Seminar</td>
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<tr>
<td>ENGL 1503 Eng Comp 1</td>
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<td>HLEX 2303</td>
<td>Adv. Care &amp; Prev of Ath Inj &amp; Lab</td>
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<tr>
<td>BIOL 1704 Human Anatomy &amp; Lab</td>
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<td>HLEX 1402</td>
<td>Clinical Ed in AT I*</td>
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<tr>
<td>HLEX 1312 Introduction to AT</td>
<td>2</td>
<td>BLIT 1004</td>
<td>Discovering the Bible</td>
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<td>HLEX 1303 Care &amp; Prev of Ath Injuries &amp; Lab</td>
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<td>BIO 1803</td>
<td>Human Physiology</td>
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<td>CHEM 1004 Intro to Chemistry &amp; Lab</td>
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<td>HLEX 2302</td>
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<td>HLEX 2412</td>
<td>ClinCal Ed in AT III*</td>
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<td>GNSC 3703</td>
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<td>HLEX 3333 Inj Eval &amp; Recog - lower ext &amp; lab</td>
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<td>Inj Eval&amp;Recog - upper ext &amp; lab</td>
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<td>MATH 1223</td>
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#### Junior

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<td>HLEX 4303</td>
<td>Tech of Therapeutic Modalities &amp; Lab</td>
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<tr>
<td>HLEX 3513 Psychology of Sports*</td>
<td>3</td>
<td>HLEX 3412</td>
<td>Clinical Ed in AT V*</td>
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<td>HLEX 4313 Tech of Therapeutic Rehab &amp; Lab</td>
<td>4</td>
<td>HLEX 3503</td>
<td>General Medical Conditions</td>
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<td>SOCI 1003 General Sociology</td>
<td>3</td>
<td>HLEX 3303</td>
<td>AT Administration</td>
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<td>PSYCH 1103 General Psychology</td>
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<td>MATH 3503</td>
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#### Senior

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<td>HLEX 4533</td>
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<td>HLEX 4523 Senior Seminar</td>
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<td>PSYCH 2513</td>
<td>Lifespan Development</td>
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<td>HLEX 4713 Research in HLEX</td>
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<td>PHIL 2003</td>
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<td>HLEX 3543 Sport &amp; Exercise Nutrition</td>
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<td>HLSC 3603</td>
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<td><strong>Total Hours</strong></td>
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*Courses Available in Summer

**Total Credit Hours of General Education and Athletic Training Major = 120**
MNU Athletic Training Program Academic & Clinical Retention Policy

The Athletic Training Student must meet and maintain all of the requirements and standards of the University as a whole to even be considered for retention in the Athletic Training Program.

In order to be retained in the MNU Athletic Training Program, an Athletic Training Student must meet certain academic and clinical requirements once they are admitted into the program.

1. Academically, an Athletic Training Student must maintain a minimum cumulative GPA of 2.5 and a minimum Athletic Training major GPA of 2.7 (B-) (with no HLEX prefix course grade below a (“C-”). If an Athletic Training Student earns a grade below “C-,” the course must be repeated until the required grade is obtained. If a student fails to meet the GPA requirements, they will be placed on Probation within the Athletic Training Program. (Information of probation listed later within the document.)

2. Clinically, an Athletic Training Student must successfully complete each Clinical Education course with no course grade below a “B”. If the student does not meet the “B” requirement, the course must be repeated.
   - To “repeat” a Clinical Education course and to be eligible to proceed to the next Clinical Education level, the student will be required to retake that particular Clinical Education course in a summer session.
   - At the conclusion of the spring semester, all Athletic Training Students will take a final written exam covering the Clinical Education course material learned that year.
   - These exams will be computer based, 175 question timed test to mock that of the BOC examination conditions.
   - The ATS must pass the examination with a 70% to earn the appropriate Professional Development Point and progression to the next clinical level.
   - The Athletic Training Student will have a total of three opportunities to take and pass this exam. If the student does not pass, they will be required to retake that particular Clinical Education course(s) a summer session.

3. Submit and maintain current health documentation to the Program Director annually. This information will be uploaded and stored in E*Value. Below are the required documents:
   - Adult, child, and infant CPR/AED certification
   - Annual physical
   - Vaccination record (verification only after initial application) *
   - Annual TB two-step test results
   - OSHA training
   - HBV Record or Waiver (verification only after initial application)
   - Background Check (upon admittance into program)
   - Professional Liability Insurance

*If an event occurs that results in a change in the Athletic Training Student’s Health status, these forms must be resubmitted for approval.
MNU Athletic Training Program Requirements for Graduation

In order to graduate from the MNU Athletic Training Program, the following criteria must be met:

1. Complete all requirements for the Athletic Training major:
   a. Complete all Athletic Training major course work.
   b. Maintain a minimum cumulative GPA of 2.5.
   c. Maintain a minimum AT major GPA of 2.7 (B-) (HLEX 1303, 1312, 2302, 2303, 3303, 3323, 3333, 3503, 3513, 3533, 3543, 4304, 4314, 4503, 4523, 4533, 4713, and BIOL 1704), with no HLEX prefix course grade below a “C.”
   d. Complete all Continuing Education courses (HLEX 1402, 2402, 2412, 3402, 3412, 4402) with no course grade below a “B”.
   e. Be in good standing with the MNU Athletic Training Program at the time of graduation.

2. Complete all Clinical Education requirements:
   a. Complete all clinical observation experiences for Intro to Athletic Training (HLEX 1312).
   b. Complete 60 clinical credits of clinical field experience under the direct supervision of an MNU Preceptor (HLEX 1402, 2402, 2412, 3402, 3412, 4402).
   c. Complete at least one clinical rotation in each of the following categories: upper extremity, lower extremity, equipment intensive, male/female, general medical and clinic/rehabilitative service.
   d. Complete all Intro to Athletic Training competencies, HLEX 1402, 2402, 2412, 3402, 3412, 4402 competencies and clinical integration proficiencies.

3. Complete all other University requirements for graduation.

MNU Athletic Training Program Disciplinary Policy

A code of ethical behavior and conduct has been established by the NATA and the MNU Athletic Training Program feel it is also important to maintain those same standards so code of ethical behavior and conduct has been developed to insure the professional behavior of athletic training students. Because of an increased visibility in the intercollegiate, clinical, and high school settings, Athletic Training Students are highly recognized and identifiable.

This demands higher levels of professional conduct because the student is also held accountable for the codes of conduct at their specific facility (Affiliate Clinical Sites). Affiliate sites may impose additional and more stringent sanctions for code-of-conduct violations. The MNU Athletic Training Program will strictly support these sanctions.

The following Formal Disciplinary Action Procedure will be used to monitor unprofessional behavior and misconduct of all Athletic Training Students:
Notice of Formal Disciplinary Action Procedure

1. A Preceptor completes the “Notice of Disciplinary Action” form (Appendix B) on the day of occurrence.
2. Notify the Athletic Training Student that a Notice of Disciplinary Action has been issued and send the student home.
3. Within 24 hours, notify the Clinical Education Coordinator or the Program Director of the infraction and forward the completed form to the Clinical Education Coordinator or the Program Director. The Preceptor may be contacted by the Clinical Education Coordinator or the Program Director to gather further details about the incident and situation.
4. The Clinical Education Coordinator or Program Director will contact the Athletic Training Student and arrange a meeting to discuss the reprimand. During this meeting, the Athletic Training Student will be formally notified of the infraction.
5. The Athletic Training Student will have the opportunity to discuss the situation. A resolution will result from this meeting and will be described on the notice of disciplinary action form.
6. The Athletic Training Student and Clinical Education Coordinator and/or Program Director will sign the Notice of Disciplinary Action and a copy will be placed in the students’ permanent academic file.
7. The Clinical Education Coordinator or Program Director will notify the Preceptor of the outcome of the meeting and the proposed solution.
8. The Notice of Disciplinary Action process should take a maximum of one (1) week from incident to resolution.
   a. During this time the Athletic Training Student and Preceptor should refrain from discussing the Notice of Disciplinary Action with any party except the Clinical Education Coordinator and/or the Program Director.
9. The Athletic Training Student will not perform any clinical hours or education competencies with the Preceptor who submitted the Notice of Disciplinary Action until the notice process has concluded.
10. An Athletic Training Student who receives a Notice of Disciplinary Action will have his or her associated clinical course grade reduced by at least one letter grade.
11. An Athletic Training Student who receives three (3) or more notice of disciplinary action(s) at any time during his or her enrollment in the MNU Athletic Training Program can be administratively withdrawn from the program regardless of their GPA, grades in Athletic Training courses, completion of the required education competencies, clinical hours, or satisfactory clinical performance evaluations.

*Please remember to communicate with the Clinical Education Coordinator or Program Director about possible negative situations between the Athletic Training Student and other Athletic Training Students, the Preceptor, and any other clinical site staff members, coaches, or patients. Completing a Notice of Disciplinary Action against the student should be considered as a last resort effort to address a specific situation. Most situations can be avoided by addressing them during their early stages before the point is reached where a notice of disciplinary action must be issued.

Please see the “Notice of Formal Disciplinary Form” in Appendix B for complete details.
Probation

During the probation period, the Athletic Training Student will not be allowed to gain clinical rotation experience. This probationary status will be given both verbally and in writing to the appropriate Athletic Training Program Preceptor. Once the student meets the academic requirements (i.e. overall GPA rises to a level higher than 2.5) or appropriate disciplinary action has been taken for misconduct at an affiliated site, he or she will be removed from probation and will be reinstated to good standing within the Athletic Training Program. Since the Athletic Training Student is not allowed to complete clinical rotation experience during the probationary period, it will be necessary for the student to audit the clinical course during the semester they are on probation. This will allow the student to continue to complete all competencies and proficiencies, staying in sequence with the academic courses. In order to fulfill the clinical field experience requirements for the audited course and to complete program requirements, the student will be required to retake that Clinical Education course in the summer session.

Suspension

MNU Athletic Training Program suspension is the temporary removal of a student from clinical rotation experience. The length of the suspension is determined by the Program Director after consultation with the Clinical Education Coordinator, other Athletic Training Program faculty/staff and the supervising Preceptor. Students may be temporarily suspended from the program for the following, but not limited to:

1. Low mid-term grade report
2. Infraction of the policies and procedures of the Athletic Training Program or affiliated clinical site
3. Others as deemed appropriate by the Program Director, Clinical Education Coordinator, Preceptor, and/or Athletic Training Program faculty.

Dismissal

Students may be dismissed from the MNU Athletic Training Program for the following reasons:

1. Earning a grade below a “B” for any two Practicum courses (they do not need to be consecutive).
2. Being on University or MNU Athletic Training Program probation for two consecutive semesters.
3. Inappropriate or unethical behavior as outlined in the MNU Athletic Training Student Handbook.
   If dismissed, the student(s) will be counseled on other career and academic options.
Grievances and Appeals

If a student deems it appropriate to appeal an academic decision (for example - probation from an academic program, dismissal from an academic program, academic integrity decision, etc.), the following steps must be followed:

1. Communicate and seek to resolve the situation with the professor concerned.
2. If the student does not accept the resolution proposed by the professor, an appeal may be made in writing to the Department Chair. Grievance Forms are available in the Office of the Associate Academic Vice President. The written appeal must specify both the complaint and the action requested. The written appeal form must be filed with the department no later than six (6) weeks after the beginning of the next full semester.
3. If the student does not accept the resolution proposed by the Department Chair, the student may advance their grievance to the School Dean within three (3) working days who will review the petition and discuss the matter with the Department Chair. The Dean will then make a recommendation. If the student does not accept the recommendation, the student may advance their appeal within three (3) working days to the Associate Academic Vice President who will convene a university appeals committee.
4. The Committee, appointed by the Associate Academic Vice President, shall consist of two (2) faculty members not assigned to the academic school and one (1) student. The committee may at its discretion summon evidence pertinent to the appeal and question persons involved. The committee will provide a hearing for the student and/or faculty member to present their position and evidence.
5. Neither student nor faculty is allowed to bring in attorneys or outside persons or counsel. The burden of proof lies with the student filing the appeal to demonstrate that the academic decision made was clearly unfair. A written summary of the proceedings and of the rationale for the decision shall be provided to the grievant, the person alleged to be the offender, the department chair, the Associate Academic Vice President, and the Provost.

*Grievance and Appeals Policy taken directly from MNU Course Catalog and Handbook*
MNU Athletic Training Program Clinical Education

MNU Athletic Training Program Clinical Education Policy

Clinical education is a hands-on learning component of the Athletic Training Students’ education. Per the Commission on Accreditation of Athletic Training Education (CAATE) Standards, clinical education must be contained in individual courses that are completed over a minimum of two academic years. The MNU Athletic Training Program exceeds that minimum and requires Athletic Training Students (ATS) to complete clinical education courses over three and a half academic years. This allows the student more time to integrate and apply clinical skills to further develop critical-thinking skills. These clinical education courses have two components: clinical laboratory class sessions and clinical education experience.

The purpose of the clinical laboratory class is to refine and evaluate required proficiencies as defined by the CAATE. The class affords students the ability to synthesize information that has been previously instructed in didactic coursework. It should be noted that Athletic Training Students should be formally instructed and formally assessed on athletic training clinical skills prior to performing those skills on a patient. Once the student has been evaluated on the proficiency, the student will then be expected to practice this skill on a patient, or in a simulated environment during the clinical education experience.

The purpose of the clinical education experience is to provide the student with opportunities to practice and integrate cognitive learning with associated psychomotor skills in order to develop entry-level clinical proficiency and professional behavior as an athletic trainer. During clinical education experiences, Athletic Training Students must refrain from performing clinical skills on patients that have yet to be formally instructed and assessed. For each experience, the ATS will be assigned to a Preceptor. Preceptors are to assist in the professional development of the Athletic Training Student including knowledge and skills related to the Athletic Training Educational Competencies. Clinical education experiences may take place with MidAmerica Nazarene University Athletics, local high schools, physical therapy clinics and general medical clinics.

Failing to abide by this policy will be a direct violation of the CAATE Standards for the Accreditation of Entry-Level Athletic Training Programs.
Student Assessment and Application of Competencies and Clinical Integration Proficiencies

As identified in the *Athletic Training Education Competencies (5th ed.)*, the MNU Athletic Training Program must provide students with a comprehensive background in basic and applied science for the development of discipline specific knowledge and skills (competencies). The competencies are organized into the following eight content areas:

- Evidence-Based Practice (EBP)
- Prevention and Health Promotion (PHP)
- Clinical Examination and Diagnosis (CE)
- Acute Care of Injuries and Illnesses (AC)
- Therapeutic Interventions (TI)
- Psychosocial Strategies and Referral (PS)
- Healthcare Administration (HA)
- Professional Development and Responsibility (PD)

Clinical Integration Proficiencies (CIPs) are defined as “the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care” *(NATA, 2011, p. 32)*. As directed by the *Standards of Accreditation of Entry-Level Athletic Training Programs (5th ed.)* the Athletic Training Student must be formally instructed and formally assessed on the competencies as part of a required course before he or she may perform those skills in a real-world or clinical setting. Skill assessment techniques may include, but are not limited to, a practical examination, written examination, or written assignment. Students must attain a minimal 75% passing rate to successfully demonstrate initial proficiency with a skill. Once the students have been assessed and successfully passed on specific skills, MNU Athletic Training Program Preceptors will be notified of the student’s clearance to practice those specific competencies on patients while being directly supervised.

Formal assessment of the CIPs will be completed during the fourth year of the Athletic Training Program as a requirement of HLEX 4402 Clinical Education VI. Portions of the CIPs may be evaluated any time after the student has been formally taught and assessed on specific knowledge and skills. However, students will not have been taught and assessed all of the knowledge and skills which comprise the CIPs until the fall of the fourth year. Furthermore, assessment of the CIPs during the fourth year will allow the students to have adequate experiences to progress toward mastery of the CIPs. Ideally, CIPs are performed in the real-world setting on actual patients and assessed by the student’s Preceptor. If this is not possible, then it is feasible to assess proficiency using scenarios or simulated patients. These scenarios/simulations can be performed by the Preceptor at the clinical site or performed by an MNU Athletic Training Program faculty member after a meeting has been scheduled.

In an effort to improve productivity and clinical competency scores, the Clinical Education Coordinator is responsible for communicating levels of performance and material covered with the Preceptor of the facility. Prior to the beginning of each clinical education assignment each Preceptor will receive a letter discussing their assigned Athletic Training Student and the appropriate course syllabus for the Clinical Education course.
MNU Athletic Training Program Affiliated Clinical Site Objectives

College/University Clinical Setting:

1. Understand the role and responsibilities of an ATC in the College/University setting.
2. Development and initiation of professional communication with their approved clinical instructor (ACI), coach, athletes, and parents.
3. Exposure to a diverse population of athletes and sports.
4. Understand the demands and needs of a collegiate athlete for prevention of injury.
5. Initiation of pre-participation physical exams.
7. Actively involved in daily healthcare of the injured athlete.
8. Proficient in the skills related to injury prevention, assessment, and rehabilitation.
10. Understanding of the progression of an athlete to return to play.
12. Understanding of the role of the Athletic Training Student (ATS) as a First Responder.
13. Understanding of the need for a policy and procedures manual as well as an athletic department emergency action plan.
14. Understanding of the necessity for daily maintenance of the athletic training room facilities.
15. Maintain electronic and paper administrative record keeping including SOAP notes, treatment log, equipment check-out, physician referral, and coach reports.
16. Understand the role of insurance coverage and filing as an administrative duty of the ATC.
17. Knowledge of healthcare referral system (team physician, Health Services, Counseling & Career Center, community resources).

High School Clinical Setting:

1. Understand the role and responsibilities of the ATC in the High School setting.
2. Development and initiation of professional communication with their ACI, athletic director, coach, athlete, and parents.
3. Understand the importance of professional communication with the parent in this setting and the issues related to dealing with minors in the high school setting.
4. Recognize the biomechanical differences and injury prevalence in adolescents.
5. Understand the need for health care education in the high school setting.
6. Understanding of the ATS role as a First Responder.
7. Exposure to a diverse population of athletes, sports, and injuries present within the high school setting.
8. Knowledge of the healthcare referral system (school nurse, counseling center, team physician).
9. Understanding the need for properly documented policy and procedures as well as an athletic department emergency action plan.
10. Active involvement in the daily healthcare of the athlete, including a demonstration of a proficiency in the skills of injury prevention, assessment and rehabilitation.

11. Understand the necessity for daily maintenance of the athletic training room facility.

12. Maintenance of administrative record keeping including SOAP notes, treatment log, equipment check-out, physician referral, parent notes and coaching reports.

13. Exposure to a variety of facilities and types of equipment in the high school setting.

14. Recognize how a lack of equipment and space can influence the roles and responsibilities of the ATC.

15. Understand the role of insurance coverage and filing in the referral and health care of the athlete.

Allied Health Setting: Overall Learning Objectives

1. Development and initiation of professional communication with the medical and allied health community, including understanding medical terminology and dictation.

2. Understand the role of each medical and allied healthcare professional in the overall healthcare of the injured patient.

3. Understand the relationship of the ATC with various medical professionals.

4. Proficiency in the skills related to prevention, assessment, recognition, management and treatment of both athletic and non-athletic injuries.

5. Understand the importance of administrative procedures and the maintenance of medical records including patient scheduling and admittance, insurance billing and coding, patient charting (evaluation and progress notes, SOAP notes), insurance billing and coding, HIPAA, OSHA procedures and filing.

6. Understand the importance of referral within the medical community.

Rehabilitation Services:

1. Exposure to the variety of rehabilitation medical professionals (PT, OT, PTA, OTA, ATC, etc.) as well as, an understanding of the role of each to the healthcare of a patient.

2. Reinforce the role of a thorough evaluation in the determination of a rehabilitation protocol.

3. Exposure to a wide variety of objective measurements commonly used in the evaluation process including goniometer and circumferential measurements, manual muscle testing, isokinetic strength testing, etc.

4. Understand the purpose and need for re-evaluation, alteration, and progression of a rehabilitation program.

5. Exposure of the ATS to a diverse patient population (work hardening, pediatric, athletic, elderly, diabetic, neurological, ethnicity, etc).

6. Exposure to a wide variety of therapeutic modalities.

7. Exposure to aquatic therapy including an understanding of patient health conditions that may dictate this type of therapy, tools that can be used in the pool, as well as patient/clinician interaction in this setting.

8. Introduction to and use of a variety of exercise rehabilitation equipment and supplies.
9. Introduction to a variety of alternative rehabilitation techniques including massage therapy, augmented soft tissue mobilization, trigger point therapy, myofascial release, muscle energy techniques, joint mobilization, etc.

10. Evaluation and implementation of a wide variety of physician-assigned rehabilitation protocols. This should include a comparison of protocols available for specific types of injury.

Physician’s Clinic and Operating Room:

1. Exposure to various specialties of medical and allied health professionals (General, Orthopedic, ENT, Abdominal, Psychiatrist, Physician’s Assistant, Register Nurse, X-ray technician, Phlebotomist, etc).

2. Gain an appreciation for the value of various medical specialists and the importance of referral.

3. Understand the techniques and procedures used in the complete evaluation and diagnosis of an injury/illness.

4. Exposure to a variety different diagnostic tools including X-ray, Bone Scan, MRI, CT, EMG, EKG, etc.

5. Understanding of the role of the ATC as a physician extender.

6. Observation of various types of surgical procedures including orthopedic, abdominal, total joint, etc.

7. Understand the need for proper procedures and protocol in surgery as well as the type of supplies and support staff needed.

8. Introduction to a variety of prophylactic bracing and devices commonly used in the treatment and protection of injuries (cast application and removal, brace fitting, immobilization devices, crutch fitting and instruction).

9. Understand the importance of patient instruction and a home care program.

10. Understand the reason for post-surgical follow-up and rehabilitation protocols.
MNU Athletic Training Program Clinical Experience Overview

Clinical Education Program at a Glance

The Clinical Education courses at MNU were developed to ensure that students receive systematic and logical instruction while also allowing for opportunities to practice and objectively evaluate their competency on athletic training clinical skills and proficiencies. In addition, the Clinical Education courses allow students to gain “real-world” experiences in clinically relevant and significant settings. The professional staff members at these settings document that students have developed, demonstrated, and experienced all the clinical skills and passed all the clinical competencies and proficiencies required of the MNU Athletic Training Program, as well as the skills required of an entry-level athletic trainer as defined by the NATA Athletic Training Program Competencies (5th ed.).

Following admission into the MNU Athletic Training Program, students will begin taking Clinical Education courses. Each course (HLEX 1402, 2402, 2412, 3402, 3412, 4402) is designed to be a hands-on learning experience for a previously completed formal instruction class. The formal and clinical education classes have been designed to work together in providing results in proficiency from the base knowledge gained in the formal and lab classes with the real-world experiences gained in the clinical aspect of the course. It is recommended that the clinical courses be completed over six sequential semesters (3 years).

Each Clinical Education course has purposeful clinical experiences, clinical observations, competencies and proficiency modules assigned to it. The modules are arranged so that students develop and experience basic skills first and progressively acquire and complete more complex ones, with modules being placed in the clinical course following the semester of its formal classroom instruction. As the Athletic Training Student progresses through the program, the modules that they will become proficient in will build upon each other, requiring skills from previously completed modules and so on. This requires that all knowledge and skills be integrated and demonstrated for completion of the module and/or the proficiencies assigned. Students are taught and initially tested on the skill in the formal education class. They then receive modular instruction and supervised practice in the laboratory section of the class and then they complete the assigned skill modules or proficiencies through self-practice, peer screening, and finally approval by a Preceptor. Combined, these components establish a plan for each student’s clinical experience, provide a structure for gaining skills and practice, and allow for and encourage learning and evaluation over time.

The Clinical Education courses provide the opportunity for students to practice these skills in natural settings, thus a defined number of supervised hours is required in each clinical course. Over the lifespan of the entire MNU Athletic Training Program, students obtain clinical education hours directly supervised by a Certified Athletic Trainer. These hours are a valuable component to the development of the Athletic Training Student and therefore must be a priority for each. Students are allowed a minimum of 8 hours to a maximum of 25 hours per week. The student will work in conjunction with the Clinical Education Coordinator in scheduling and reporting clinical education time.
Every aspect of an Athletic Training Student’s clinical experience must involve direct supervision of all Athletic Training Program student activities (Addressed in the Direct Supervision and Travel Policy document in Appendix B). Unsupervised skill practice is a violation of CAATE and of the MNU Athletic Training Program policies and procedures and will not be tolerated. Academic courses take precedence over any and all clinical education hours and activities. Every effort will be made to accommodate students’ academic schedules.

All MNU Athletic Training Students must gain clinical experience in each of the following categories: upper extremity, lower extremity, equipment intensive, male and female, general medical, athletic institution, and clinic/rehabilitative services. For each clinical rotation, Athletic Training Students will document clinical rotation hours daily into E*value. Then at eight (8) week intervals, the Clinical Education Coordinator or Program Director will add up the hours that each student documented and will convert them into clinical credits. (The Clinical Credit System will be explained later in the MNU Athletic Training Student Handbook.)

In addition to the assigned modules, at the conclusion of the spring semester, all Athletic Training Students will take a final written exam covering the Clinical Education course material learned that year. The end of the year examination system is being implemented to create a framework for the Athletic Training Student’s learning and to provide a plan in studying for the BOC examination. This system will require students to pass a year end examination (level specific and below) that will test their knowledge of the skill sets needed in the athletic training profession. For example, a sophomore Athletic Training Student is enrolled in Clinical Education II in the fall and Clinical Education III in the spring. At the end of the spring semester, that student will be given an exam covering information learned in both Clinical Education courses. These exams will be computer based, 175 question timed tests to mock that of the BOC examination conditions. The Athletic Training Student must pass the examination with a 70% to earn the appropriate Professional Development Point (PDP) and progression to the next clinical level.

*The Clinical Education Year-End Examination and the Professional Development Points system will be explained later in the MNU Athletic Training Student Handbook.

The exam system is not connected to the student’s academic and clinical evaluation but it is connected to the academic grade associated with the Clinical Education courses. This testing system is designed to ensure students in the MNU Athletic Training Program are continually meeting and exceeding the learning benchmarks for each academic year.

Observation students will take an exam at the end of the spring semester as well, to assess the knowledge they gained from that time, however they are not required to pass the exam as they have not been official members of the Athletic Training Program for more than a semester.
MNU Athletic Training Program Clinical Activity Breakdown

The MNU Athletic Training Program requires the Athletic Training Student to complete a 6-semester Clinical Education Program at a variety of affiliated sites that will contribute to the Athletic Training Student’s success. These educational experiences occur under the direct supervision of Certified Athletic Trainers and other allied healthcare professionals—including primary care and orthopedic physicians, physical therapists, and physician assistants—who serve as Preceptors in the MNU Athletic Training Program.

Throughout the Clinical Education courses, the Athletic Training Student is assigned to Preceptors whose primary responsibility is for the athletic health care of athletes/patients. Student clinical skills, competencies and proficiencies are assessed frequently in these Clinical Education courses. Athletic Training Students must demonstrate progressive clinical proficiency to continue progressing through the clinical education experiences. Students who successfully complete CE I-V, will be enrolled in CE VI course, in which the senior-level student prepares to transition to the profession of athletic training through a program intentionally designed to replicate the graduate-assistant experience. The philosophy behind this progression is to have MNU Athletic Training Students overly prepared for the next steps in the profession. Included in this experience is a series of assignments and a series of 3 mock BOC examinations.

The Purpose of Clinical Courses

1. Clinical Education courses are designed to give Athletic Training Students the opportunity to become exposed to an array of potential athletic training employment settings.
2. Clinical Education courses are designed to assist Athletic Training Students develop various prevention, treatment, and rehabilitation skills while communicating effectively with patients and health care providers as described in the Athletic Training Education Competencies and the BOC Standards for Professional Behavior.
3. Clinical Education courses allow Athletic Training Students to increase his or her personal awareness of topics related to the athletic training profession.

Clinical Competencies

As stated earlier in the handbook, Preceptors will receive a syllabus and clinical packet from the Clinical Education Coordinator at the beginning of each clinical rotation detailing the competencies to be evaluated and the corresponding dates for those evaluations. Students will be formally evaluated by their Preceptor regularly throughout the semester. All competencies requiring evaluation will be contained in the student’s clinical packet. The Preceptor’s signature in the student’s text indicates they have met the standards for that competency.

*It is the student’s responsibility to set up a time to complete the competency evaluation with the Preceptor, and it is recommended that they not wait until the last possible minute to do this.*
The six clinical experiences are to be completed in the following sequence:

### Semester 1 (Spring): First Semester in the ATP

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Setting</th>
<th>Clinical Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education I</td>
<td>MNU Athletic Training Facility</td>
<td>Four, 3-week experiences rotating through each one of MNU’s Certified Athletic Trainers.</td>
</tr>
</tbody>
</table>

### Semester 2 & 3, Year 1 in MNU ATP

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Setting</th>
<th>Clinical Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education II</td>
<td>MNU Athletic Training Facility</td>
<td>Lower Extremity Injury Evaluation</td>
</tr>
<tr>
<td>Clinical Education III</td>
<td>MNU Athletic Training Facility and/or Off-Site Clinical Rotation</td>
<td>Upper Extremity Injury Evaluation</td>
</tr>
</tbody>
</table>

### Semester 4 & 5, Year 2 in the MNU ATP

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Setting</th>
<th>Clinical Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education IV</td>
<td>MNU Athletic Training Facility</td>
<td>Therapeutic Rehabilitation</td>
</tr>
<tr>
<td>Clinical Education V</td>
<td>Off-Site Clinical Rotation</td>
<td>Therapeutic Modalities and General Medical Conditions</td>
</tr>
</tbody>
</table>

### Semester 6 & 7, Year 3 in the MNU ATP

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Setting</th>
<th>Clinical Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education VI</td>
<td>MNU Athletic Training Facility</td>
<td>Simulated Graduate Assistant Experience</td>
</tr>
<tr>
<td>Clinical Capstone Course</td>
<td>Various</td>
<td>BOC Athletic Training Certification Examination Prep</td>
</tr>
</tbody>
</table>

*Prospective Athletic Training Students (Observe Students) will participate in the fall semester of their first year.*
**MNU Clinical Education Experience Expectations**

The Clinical Education courses at MNU were developed to ensure that students receive systematic and logical instruction while also allowing for opportunities to practice and objectively evaluate his or her competency on athletic training clinical skills and proficiencies.

The MidAmerica Nazarene University athletic training room serves as the primary clinical site, with students spending approximately 80% of their total clinical time on-campus with Preceptors affiliated with the athletic training program. The on-campus clinical education experiences are intended to:

- Provide depth to the overall clinical experience by meeting the required clinical experience elements including equipment intensive, upper and lower extremity, men’s and women’s sport experiences, etc.
- Allow students to develop the foundational behaviors of professional practice.
- Allow for development and demonstration with regards to application and integration of all required clinical skills and competencies.
- Allow for clinical proficiency assessment.

Off-campus rotations with students assigned to Preceptors will compromise the remaining 20%. The off-campus rotations are intended to:

- Provide breadth to the overall clinical experience.
- Broaden the student’s view of athletic training and allow for demonstration of the foundational behaviors of professional practice.
- Allow students to analyze, synthesize, and apply previously instructed knowledge and related skills in a variety of work settings.
- Create interaction with and help differentiate the roles and responsibilities of the athletic trainer from those of other medical and allied health personnel.
- A general medical rotation must be completed by all Athletic Training Students during the junior or senior year, consistent with accreditation guidelines, to provide formal experiences surrounding the clinical practice of physicians, physician assistants, and nurse practitioners.

**Criteria for Progression through the Clinical Education Courses**

The clinical education component of the MNU Athletic Training Program is associated with course credit in the six Clinical Education courses: HLEX 1402, 2402, 2412, 3402, 3412, 4402. The Athletic Training Students must receive a grade of "B" or higher to progress into the next Clinical Education course. Each course syllabus will describe the components used to determine the grade, but in general, a student must complete the following requirements:

- Accrue required clinical experience hours
- Completion of all clinical competency and/or proficiency modules assigned during that Clinical Education course
- Submit required course assignments listed on Moodle
- Satisfactory performance evaluations from their assigned Preceptor
Clinical Education Course Mid-Term and Final Evaluations

All students must have at least a mid-term and final evaluation on file in the HLEX department office that has been signed and dated on the day of review by both the Preceptor and the Athletic Training Student to justify a failed clinical assignment rotation. If a student has a failing or borderline failing mid-term, a meeting with the Program Director, Preceptor, and Athletic Training Student will be arranged shortly after the completion of the evaluation. The purpose of this meeting is to discuss any critical incidences (formal reprimand notice or other issues that might not have warranted an official reprimand) that have occurred and to inform the student of what will be expected from them during the remainder of their assigned clinical rotation in order to pass. Any incidences should be documented on the Formal Disciplinary Action Form, signed and dated on day of review by all parties, and kept in the Athletic Training Student’s file in the HLEX Department office.

Additional Clinical Education Experiences

If during a clinical experience, a learning opportunity arises where the student may gain experience with a clinical skill but the clinical skill has not yet been taught or assessed in a required course, the Preceptor may instruct the student on the clinical skill so that the student may gain the knowledge of specific learning experience. These teachable moments are encouraged by the MNU Athletic Training Program; however, they may not replace the initial instruction and assessment of the competencies in the MNU Athletic Training Program required course. For example, students are often not able to experience a positive stress test, such as a Lachman’s stress test of the knee, until a patient presents with the appropriate condition. If an ACL deficient patient is present during a clinical experience but the student has not yet learned how to perform the specific stress test, the Preceptor may instruct the student on how to perform the test and then have the student perform the skill on the patient. Such instruction, however, will not constitute student autonomy to perform a knee injury assessment.

It is also recognized that opportunities for clinical experiences may arise for athletic training students that are not a part of their formal or required program of study. The MNU Athletic Training Program encourages students to take advantage of those opportunities whenever it is possible and appropriate for them to do so. One such example might be:

- Athletic Training Students who find opportunities working with sports medicine clinical, professional sports teams, or any other off-campus organization work under the policies and procedures of that organization. Unless specifically arranged as an internship with course credit, the arrangement is strictly between the organization and the student.
Expectations and Responsibilities of MNU Athletic Training Students

The following are the responsibility of the Athletic Training Student during a clinical rotation/experience regardless of the assigned preceptor or clinical rotation/experience:

1. Complete and submit all forms and materials required by the Athletic Training Program in accordance with the Annual Forms and Documentation policy (Appendix A).
2. Follow the policies described in the MNU Athletic Training Program Student Handbook.
3. Providing or obtaining transportation to and from the clinical sites and paying for all associated costs. This includes, but is not limited to, the expenses associated with fuel and parking. The MNU Athletic Training Program is not responsible for costs or damages incurred while traveling to or from the clinical sites.
4. Contact the Preceptor AT LEAST 1 WEEK in advance of the date scheduled to start the clinical rotation. The Clinical Education Coordinator has the appropriate contact information. The rotation experience dates on the schedule are the dates when the Athletic Training Student is expected to be at each clinical rotation NOT when initial contact is to be made.
5. On the first visit to the clinical site, meet with the Preceptor to complete:
   a. The Clinical Orientation Form (Appendix B) provided by the Athletic Training Student
   b. Exchange contact information with the Preceptor.
6. On the first visit to the clinical site, the Athletic Training Student is expected to wear khaki pants (or shorts) and a MidAmerica Nazarene University Athletic Training polo shirt unless otherwise notified directly by the assigned Preceptor.
7. Arrive at the clinical site on time and be prepared to learn each day. If assigned to participate in a clinical rotation on a particular day and the Athletic Training Student is unable to attend, it is his or her responsibility to contact the Preceptor and the Clinical Education Coordinator.
8. Reporting for all assigned clinical sessions including, but not limited to, practice sessions, competitions, treatment sessions, rehabilitation sessions, training sessions, meetings, in-services, and appointments.
9. Completing all coursework, assignments, and competencies and proficiencies associated with the Clinical Education course.
10. If an unforeseen circumstance occurs during travel to a clinical site (i.e. weather or traffic) which will make the Athletic Training Student late, contact the Preceptor to inform them. If the Preceptor cannot be reached contact the Clinical Education Coordinator.
11. Bring all of the following materials to each clinical experience daily:
   a. Notebook for journaling and notes/assignments given by the Preceptor
   b. Education competencies
12. The Student will present themselves in a professional manner and dress that is appropriate to the clinical site.
13. Inform the MNU Clinical Educator Coordinator, Program Director, or the HLEX Department Chair (Dr. Kim Kato) immediately of any situation where the Preceptor has acted inappropriately towards any Athletic Training Student(s), if the Preceptor is not providing an adequate clinical experience, or if the Preceptor fails to follow the MNU Athletic Training Program Clinical Supervision & Travel Policy (Appendix B).
14. Follow the MNU Athletic Training Program Clinical Supervision & Travel Policy while performing any clinical rotation.
15. Ensure you receive a minimum of one day-off per week from any and all clinical expectations.
16. Informing the Preceptor AND Clinical Education Coordinator of any questions or concerns regarding the clinical rotations or clinical site.
17. Informing the Clinical Education Coordinator of any violations of local laws, state laws, federal laws, policies and procedures of the clinical site and/or the MNU Athletic Training Program, and/or the NATA’s Code of Ethics.

Expectations and Responsibilities of MNU Preceptors

A Preceptor must function to:
1. Supervise students during clinical education;
2. Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission;
3. Provide instruction and opportunities for the student to develop clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care;
4. Provide assessment of athletic training students’ clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care;
5. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.

The following are the responsibility of the preceptor during a clinical rotation/experience regardless of the assigned athletic training student:
1. On the athletic training student’s first visit to the clinical site, meet with the athletic training student to complete and establish:
   a. The Clinical Orientation Form (Appendix B) provided by the Athletic Training Student
   b. Exchange contact information with the preceptor
2. Inform the Clinical Education Coordinator or the Program Director immediately of any situation where the Athletic Training Student(s) have acted inappropriately towards the Preceptor, other facility/staff members, any athletes/patients/clients, or other Athletic Training Students. Also notify the Clinical Education Coordinator or the Program Director immediately if the Athletic Training Student chronically shows up late, is ever absent from a scheduled meeting without prior notification, is chronically dressed inappropriately, is unwilling to participate in the clinical site, is interacting with the athletes/patients/clients in an inappropriate manner, is interacting with other Athletic Training Students in an inappropriate manner, or performs a duty or act that is not appropriate to their education or skill level. If any of the above happens the Preceptor may fill out a Notice of Disciplinary Action Form (Appendix C) on the Athletic Training Student’s actions or behaviors and submit it to the Clinical Coordinator or Program Director.

Preceptor Qualification

A preceptor must:
- Be credentialed by the state in a health care profession;
- Not be currently enrolled in the professional athletic training program at the institution;
- Receive planned and ongoing education from the program designed to promote a constructive learning environment.
Preceptors Certified for Less than One Year

In some instances, a Preceptor may be a newly Certified Athletic Trainer (as is the case with graduate students) and have students assigned to him or her. In these instances, the newly certified Preceptor will be supervised by a Preceptor who has worked with the Athletic Training Program for at least 1 year. The Clinical Education Coordinator will also coordinate a meeting with the new Preceptor at least once a semester to determine his or her progress.
MNU Clinical Education Hours Policy and Requirements

The profession of Athletic Training sometimes requires the Certified Athletic Trainer to work more than 40 hours per week. This fact is true of most salaried professionals. In addition, those athletic trainers working with athletic teams or other sporting events many times work weekends and/or evenings. It is not the intention, nor should it be the practice, to make time demands on the Athletic Training Student that approach those of the Certified Athletic Trainer. The MNU Athletic Training Program does, though, want the athletic training student to understand the responsibilities and obligations of the career, i.e., what it’s really like to work as an athletic trainer.

To that end, we will expect the Athletic Training Student to participate with their Preceptor in the care and treatment of student-athletes assigned to that Preceptor. That expectation may include clinical experiences that occur prior to 8:00 am, after 5:00 pm in the evening, or on the weekends. It is not the expectation, nor is it the requirement, that the Athletic Training Student be present with a team at all practices and games. It is the expectation, and should be the desire of the student, that he or she receives the experience necessary to gain the competencies and proficiencies required of that experience, as well as an understanding of what is required of the Certified Athletic Trainer in that professional setting.

On average, the student should be spending between 15-25 hours per week at the clinic site. However, there will be variations in the weekly hours depending on the clinical site and sport assignment. Clinical hours will be monitored closely to ensure students and Preceptors are following these recommendations.

Summary of the MNU Athletic Training Student Clinical Hours Policy

- Athletic Training Students must adhere to the following time policies:
  - Should not exceed 25 hours per week,
    - 17 hours Monday through Friday
    - 8 hours on Saturdays.
  - Will not be required to complete clinical hours on Sundays.
  - Should not exceed 50 hours a week during pre-season camps, vacations, or post-season play when classes are not in session, but which fall within the dates of a clinical rotation.
  - All clinical rotations will end the Saturday after the end of regularly scheduled classes for the semester. Athletic Training Students are not permitted to complete clinical rotations during finals week nor after the dates of a clinical rotation.
  - Athletic Training Students are to maintain documentation of their clinical rotation hours in E*Value for verification by their Preceptor and the Clinical Education Coordinator.
  - Students are only permitted to document (count) those hours directly supervised by a Preceptor.
    - That includes experiences occurring at designated clinical sites as part of the MidAmerica Nazarene University Athletic Training Program.
    - Students cannot count hours toward the clinical education requirements for travel time to or from off campus sites or competitions, meal times, practices, contests or other times in which direct supervision by a Preceptor is not maintained.
When an Athletic Training Student is uncertain as to whether particular clinical hours may be documented as acceptable, he or she should inquire with the Clinical Education Coordinator prior to completing those hours.

The hours completed during the posted clinical rotation dates will be counted towards clinical credits earned for that designated clinical rotation.

Minimum and Maximum Clinical Hours Reasoning

The minimum clinical hours are to ensure that an Athletic Training Student has adequate exposure to specific Preceptors, clinical sites, patient populations, and clinical experiences during their enrollment in the MNU Athletic Training Program. While the maximum clinical hours are to ensure that the Athletic Training Student is not neglecting his or her academic responsibilities and to negate an Athletic Training Student replacing professional Athletic Training staff or other medical personnel.

The MNU Athletic Training Program highly recommends that each Athletic Training Student maximize their exposure to each Preceptor and clinical site. By doing this, the student will be able to practice skills and apply classroom knowledge more often; leading to increased learning and ultimately, greater clinical abilities. Spending more time practicing skills and abilities will translate into becoming a more competent athletic trainer.

Minimum total clinical hours for an Athletic Training Student (8 hours/week)
Semester: 128 hours  Year: 256 hours  Total: 768 hours

Maximum total clinical hours for an Athletic Training Student (25 hours/week)
Semester: 400 hours  Year: 800 hours  Total 2,400 hours
*Based on a 16-week Semester

“Volunteer” Hours

Any “volunteer” hours an Athletic Training Student chooses to perform is completely 100% at his or her digression. These “volunteer” hours should be viewed by the Athletic Training Student and Preceptor as a way the student can receive additional training to address his or her weaknesses. They should also be used to gain additional exposure to a clinical site or Preceptor to assist the Athletic Training Student in building and developing his or her resume for their future career as a Certified Athletic Training or allied health care provider.

Required Day Off

Additionally, every Athletic Training Student should be scheduled at least one day off per week during the clinical experiences. It must be noted that many times more than one day off may be available when clinical education opportunities are light. The Athletic Training Student may also ask for time off from their clinical assignment if necessary. However, it is expected that the student ask for time off at least 2-3 days in advance in case students need to be rescheduled.
Documentation of Clinical Hours

It is the student’s responsibility to properly record the number of clinical experience hours accumulated each week. The student may only record those hours that are accumulated when completing required clinical experiences that are under the direct supervision of a Preceptor.

Time spent at a clinical site should be recorded in E*Value each day. Clinical experience hours are to be rounded off to fourths and should be verified by the assigned Preceptor on a regular basis. The MNU Athletic Training Program recommends the Preceptor approve hours on a weekly basis in order to ensure accuracy of logged hours. Clinical experiences not verified will not be counted towards the Clinical Education course or experience. Students will be subject to disciplinary action for intentionally recording inaccurate hours or failing to record hours in an attempt to circumvent the clinical hour policy.

To assist with the scheduling and determination of clinical experience hours, each student must complete a Course and Clinical Experience Schedule (Appendix B) with their assigned Preceptor. This schedule should be used to determine the student’s tentative weekly clinical experience hours. (It is understood by the MNU Athletic Training Program that this schedule will be tentative as clinical experience events cannot be strictly controlled). If an Athletic Training Student or Preceptor questions the completion of clinical experience hours, the Clinical Education Coordinator or Program Director will use this schedule when reviewing the situation. Therefore, it is strongly recommended that the student and Preceptor keep a copy of this schedule during the clinical rotation. Included in this schedule will be the opportunity for the student to request known days off from the clinical experience during the clinical rotation. The student is excused from clinical experiences for personal illness and for family emergencies (immediate family only). For other excused absences, the student must seek the permission of his/her assigned Preceptor.

Enforcement of Clinical Hours

Documentation of clinical hours will be submitted by the Athletic Training Student via E*Value. The student will record clinical experience hours to the closest quarter hour (e.g., 18.25 hours). The student’s assigned Preceptor is to verify and approve the clinical experience hours in E*Value indicating that the student’s recorded hours are accurate.

Although all Athletic Training Students and Preceptors are informed of the program’s required Clinical Experience Hour Policy, the MNU Athletic Training Program recognizes that events can occur during a clinical experience that are beyond the control of the student and/or Preceptor (e.g., medical emergencies, event overtime, weather, etc.). Adjustments to the remaining weekly schedule should be made if an Athletic Training Student accumulates more hours than scheduled.

Hours submitted on E*Value will be reviewed by the Program Director and/or Clinical Education Coordinator every two (2) weeks for compliance with program policies and to determine the correct number of clinical credits. Failure to correctly record clinical experience hours may result in Athletic Training Program disciplinary action. If the hour log is not in compliance with MNU Athletic Training Program policies, the following enforcement procedures will be initiated for that specific clinical experience:
• The Athletic Training Student will be sent an e-mail by the Clinical Education Coordinator with the Program Director and the student’s Preceptor copied on the e-mail.
• The Athletic Training Student will be given the opportunity to explain the reason(s) for violating the hour policy either via e-mail, phone, or in person.
• The Athletic Training Student will be recommended to meet with his or her Preceptor to review the weekly schedule and make adjustments if necessary.
• MNU Athletic Training Students who violate the hours policy a second time will meet with the Clinical Education Coordinator in person. During this time, the Clinical Education Coordinator will communicate the violation with the Program Director and the student’s Preceptor. Recommendations will be made based upon the reasoning for the violation.
• Athletic Training Students who repeatedly violate the hour policy will be susceptible to disciplinary action which may include a schedule developed by the Clinical Education Coordinator and/or removal from the clinical experience.

Violations of the Clinical Hours Policy

If it is determined at any time that the Athletic Training Student and/or Preceptor blatantly violated the clinical experience hour policy, the Program Director can initiate immediate disciplinary actions.

In addition to the procedures for student submission of clinical experience hours, clinical experience hours will also be enforced by random visits to all clinical sites at least one time per semester for all sites in which a student is assigned to a Preceptor. These random site visits will be conducted by the Clinical Education Coordinator, Program Director, or other designated MNU Athletic Training Program faculty or staff. An evaluation of the Preceptor and the clinical site will be completed by the MNU Athletic Training Program faculty member for each site visit.

Ultimately, it is the student who is primarily responsible for the correct documentation of clinical experience hours. Failure to follow these guidelines will adversely affect the student’s grade in his or her Clinical Education courses. In addition, documentation of clinical hours is a course requirement and is therefore subject to MNU and Athletic Training Program academic dishonesty policies. Any Athletic Training Student found to be falsifying the information on these documents may be subject to MNU and/or Athletic Training Program disciplinary action. If it is determined that the Preceptor is requiring the student to falsify the clinical hour form, the Program Director will take appropriate disciplinary actions against the Preceptor.
MNU Athletic Training Program Clinical Credit System

All MNU Athletic Training Students must gain clinical experience in each of the following categories: upper extremity, lower extremity, equipment intensive, male and female, general medical, athletic institution, and clinic/rehabilitative services. For each clinical rotation, Athletic Training Students will document clinical rotation hours daily into E*value. Then at eight (8) week intervals, the Clinical Education Coordinator will add up the hours that each student documented and will convert them into clinical credits (see below).

Clinical Credits (8-weeks)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>200 plus</td>
</tr>
<tr>
<td>9</td>
<td>180 to 199</td>
</tr>
<tr>
<td>8</td>
<td>165 to 179</td>
</tr>
<tr>
<td>7</td>
<td>150 to 164</td>
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<td>135 to 149</td>
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<td>2</td>
<td>75 to 89</td>
</tr>
<tr>
<td>1</td>
<td>60 to 74</td>
</tr>
</tbody>
</table>

Requirements of the Clinical Credit System:

1. This clinical credit system will be instituted in the 2014-15 school year and the current students enrolled in the MNU Athletic Training Program will have their clinical credit requirements adjusted based on the current year in the program.
2. Athletic Training Students are required to earn a total of 60 clinical credits over the course of entire Clinical Education experience (6 semesters).
3. Athletic Training Students must complete at least three credits per each 8-week tracking cycle.
4. Athletic Training Students need to average 10 credits per clinical rotation (semester) in order to meet the 60 clinical credit graduation requirement and to adequately prepare the student to take the BOC examination.
MNU Athletic Training Program Clinical Education Year-End Exam

In addition to the assigned modules, at the conclusion of the spring semester, all Athletic Training Students will take a final exam covering the Clinical Education course material learned that year. The end of the year examination system is being implemented to create a framework for the student’s learning, to track student progress and to provide a plan in studying for the BOC examination. This system will require Athletic Training Students to pass a year end examination (level specific and below) that will test their knowledge of the skill sets needed in the athletic training profession. For example, a sophomore Athletic Training Student is enrolled in Clinical Education II in the fall and Clinical Education III in the spring. At the end of the spring semester, that student will be given an exam covering information learned in Clinical Education II and III.

These exams will be computer based, 175 question timed tests, to replicate the conditions of the BOC examination. The Athletic Training Student must pass the examination with a 70% to earn the appropriate Professional Development Point (PDP) and progression to the next clinical level.

MNU Athletic Training Program Professional Development Points

The purpose of this policy is to ensure that Athletic Training Students become actively involved in the athletic training profession, integrating into this unique culture prior to graduation, and to educate students about the process of continuing education requirements for maintaining certification and licensure. According to the Board of Certification for Athletic Training, “Continuing Education requirements for athletic trainers are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice”1. Accordingly, it is the intent of this program, that the PDP system should promote competence, development of knowledge and enhance professional skills related to the practice of athletic training.

Each student will be required to submit a PDP tracking log along with all required documentation at the end of each academic year showing 25 hours/credits of Professional Development. The time frame for each reporting year will begin June 1st and end on the Friday before finals week (exceptions can be made upon request, but only due to extenuating circumstances). The 25 hours/credits requirement is consistent with BOC requirements for practicing Certified Athletic Trainers.

There are 4 categories where hours/credits can be earned. No more than 12 hours may be obtained within any given category. Hours/credits are based upon type and length of activity with no more than 5 credits for any given activity (1 hour activity/lecture = 1 credit up to 5 credits). PDPs will only be awarded for activities that are completed within the academic year. They may not carry forward to subsequent years.

Please see the “MNU Athletic Training Program Professional Development Points System” in Appendix C for complete details.
Communication & Problem Resolution

Communication is maintained by mail, e-mail, telephone, group meetings, and individual meetings. This aspect of professionalism is stressed quite often. If a student has a problem during their clinical education rotation, he or she should first seek resolution with the Preceptor. If the issue remains unresolved, the student should discuss the situation with the Clinical Education Coordinator. If still unresolved, the student may contact the Athletic Training Program, Program Director for additional assistance. In rare instances, students may contact the Clinical Education Coordinator or Program Director without speaking with their Preceptor first. They may be instrumental in helping the student find ways of appropriately communicating with the Preceptor. Overall, students and Preceptors are encouraged to initiate communication with the Clinical Education Coordinator at any time during the rotation if a negative situation is occurring or has the potential to occur. As a general rule, a student who places patients, staff, or self in an unsafe situation can be immediately removed from the facility by the Preceptor and the Clinical Education Coordinator will be notified.

Clinical Site Orientation

Each clinical affiliate must provide an orientation to the facility at the beginning of each clinical experience. This orientation must include a review of all site policies and procedures. Specific areas to cover include: explanation of the Emergency Action Plan(s), Blood-Borne Pathogens policy along with other policies specific to that clinical site. Also included in this orientation is:

- Learning goals and objectives/outcomes the Athletic Training Student can accomplish during the clinical rotation.
- Establish a basic clinical rotation schedule with the Athletic Training Student where he or she can attain their minimum clinical hours. The Athletic Training Student has been told they should bring a schedule of any outside responsibilities (i.e., work or intercollegiate athletics) and have been told they need to attain the minimum number of clinical hours with their assigned Preceptor.
- The proper dress code of the clinical site.
- The duties the Athletic Training Student may perform, any restriction the student must abide by, and any expectations specific to this clinical rotation and/or clinical site.
- Exchange contact information with the Athletic Training Student.

*Please see the document “Clinical Orientation Policy” in Appendix B for complete details.*
Code of Conduct for the MNU Athletic Training Student

A presumption is made that all those doing their clinical rotation at MidAmerica Nazarene University possess a sincere desire to promote a program of Christ-centered excellence. The spirit of this code requires Athletic Training Students to follow these principles throughout their clinical rotations and allow those principles to be a motivating force in each of their lives.

The Role of the Athletic Training Student:

1. Demonstrates a willingness to help, as well as recognizes that he or she can provide personal leadership among those who can be influenced by his/her actions, words or deeds.
2. Strives to become more knowledgeable by regular class attendance and performance in the Athletic Training Room or off-site clinical rotation.
3. Develops good stewardship of time by scheduling outside and academic commitments in an organized manner, and gives proper attention to instruction in the athletic training room.
4. Presents him or herself in a manner which would bring credit to MidAmerica Nazarene University and all those with whom he or she is associated by appropriate conduct, speech and appearance.
5. Agrees that the use of alcohol, tobacco and controlled substances (such as cocaine, marijuana and steroids) will not be tolerated especially during team functions, team travel or with MNU student-athletes who are in championship season.
6. Shares individual and team related concerns with their Preceptor.
7. Sets high, yet realistic individual standards of excellence academically, athletically, socially and spiritually.
8. Demonstrates loyalty to his or her classmates, Preceptors, coaches, team, the athletic program and MidAmerica Nazarene University by being dependable, prompt, responsible and cooperative.
9. Shows proper respect for persons associated with the MNU Athletic Training Program, university officials, and opponents as well as equipment and facilities used.
10. Supports the MidAmerica Nazarene University Athletic Training Program Mission Statement:

    "The MidAmerica Nazarene University Athletic Training Program’s purpose is to engage all students in providing the highest level of educational instruction in a Christian environment while developing Christ-centered learners. Our program is devoted to producing morally, academically, spiritually, and professionally qualified individuals for a career in Athletic Training, an Allied Health Profession recognized by the American Medical Association (AMA)."

11. Supports the MidAmerica Nazarene University Sports Medicine Mission Statement:

    "The MidAmerica Nazarene University Sports Medicine Staff seek to be Christ-centered servant leaders who assist the athletic department and its student-athletes by providing the highest standard of care possible including prevention, evaluation, treatment, rehabilitation and management of athletic injuries and illnesses."

Please see the document “Code of Conduct Policy” in Appendix A for complete details.
MNU Athletic Training Program Dress Code

In order to maintain the level of professionalism needed in the Athletic Training Room(s) at MNU, the following minimum dress code is in effect:

General Appearance:
- Appearance is a non-verbal communicator of your professional attitude. As a result, you will be expected to dress according to the site and occasion and maintain appropriate professional personal hygiene.
- Keep hands clean, nails trimmed, etc. Discretion should be used concerning make-up, long hair, body piercing, tattoos, etc. Neatly trimmed facial hair is allowed.
- This is a health profession, in which we lead by example in diet, rest, and general

Daily Attire:
- Any MNU athletic training polo or plain, solid-colored polo and Khaki pants or shorts. All shirts must be tucked in. Always remember to maintain modesty and professionalism.
- Shorts must be walking shorts. No shorts which compromise modesty and professionalism.
- Pants must not be excessively baggy or tight.
- Close-toed shoes with socks. Athletic shoes are required for outdoor sports. Shoes should be practical for the Sports Medicine environment (i.e. no sandals or open-toed shoes of any kind).
- Hats must have the MNU logo and may not be worn backwards.
- Hair is clean and neatly trimmed/kept. In general, appearance is to be professional.
- Clean shaven/neatly bearded.
- Wear a digital watch or a watch with a functioning second hand.
- Students may be able to purchase shirts or other clothing that they can wear to their rotations.
- Sports Medicine Staff will send ATS’ home to change clothes if these conditions are not met. Students then must return promptly with appropriate attire.
- Acceptable jewelry includes engagement and wedding rings, watch, small pierced earrings. No nose studs or earrings in other visible body parts allowed. If an ATS already has a visible body piercing, they are asked to replace/or cover up the piercing during clinical hours.
- If an ATS has a tattoo, it must be covered by clothing during clinical hours.

Outdoor Sports Game Attire:
- Digital watch or a watch with a functioning second hand
- Fanny-pack/sling
- Pre-designated game shirt
- Pre-designated pants/shorts, jackets/warmups

Indoor Sports Game Attire:
- Digital watch or a watch with a functioning second hand
- Fanny-pack/sling if applicable
- Dress shirt/blouse. No T-shirts.
- Slacks/pants and a dress belt. No sweats/warm-ups.
- Dress shoes and dress socks. No athletic shoes.

*Please see the “Athletic Training Program Dress Code Policy” in Appendix A for complete details.*
MNU Athletic Training Program Clinical Supervision & Travel Policy

In order for Athletic Training Students to develop their clinical abilities, proper supervision is required; both for the education of the student and patient safety. MNU Athletic Training Students must be continuously supervised by a Preceptor designated by the MNU Athletic Training Program during any clinical experience. An Athletic Training Student maybe supervised by a Preceptor he or she is not formally assigned to while performing their “volunteer” hours; however the Preceptor the Athletic Training Student is formally assigned to, will complete the clinical performance evaluation of that specific student.

The following guidelines should be utilized to ensure proper Athletic Training Student clinical growth while continuing to meet the standards set forth by CAATE. These guidelines are also found in the MNU Athletic Training Program Student Handbook.

- A MNU Athletic Training Program Preceptor MUST be directly supervising an Athletic Training Student during the delivery of athletic training services.
- A MNU Athletic Training Program Preceptor MUST be physically present and have the ability to intervene on behalf of the Athletic Training Student (and patient) to provide on-going and consistent education and ensure patient safety.
- A MNU Athletic Training Student may travel with a team IF a MNU Preceptor will be present at the away facility and provide clinical supervision as described above. The Preceptor does not need to be present during travel (i.e., “on the bus”).
- Each Athletic Training Student is trained as a professional rescuer and may provide standard lifesaving and significant injury management without supervision IF the emergency action plan for that clinical site or facility is activated.
- Some examples of unacceptable clinical supervision are:
  1. Being on a 2-way radio or cellular telephone with an Athletic Training Student without the ability to physically interact and direct patient care.
  2. Being in only visual line-of-sight of an Athletic Training Student without the ability to physically interact and direct patient care.
  3. The Preceptor being “on-call” at home or across campus without another Preceptor providing clinical supervision as described above.
  4. An upper-level Athletic Training Student providing supervision to a lower-level Athletic Training Student during patient care without a preceptor present as described above.

*This is not an all-encompassing list. Please use sound judgment if an unusual situation arises.*

Within these general guidelines, the Athletic Training Student can perform the tasks their Preceptor deems appropriate and approves in accordance with the Athletic Training Students’ knowledge and abilities.

*Please see the document “Clinical Supervision and Travel Policy” in Appendix B for complete details.*
MNU Athletic Training Program Therapeutic Modalities Policy

Modality Policy and Procedures

In order to protect the health and safety of MNU Athletic Training Students and Preceptors, the following policies and procedures are implemented in regards to the use and maintenance of therapeutic modalities in both the classroom and clinical settings.

Many clinical education sites, including MNU currently possess various therapeutic modalities intended for the treatment of athletes, clients and patients, and as tools in the instruction of modality principles and practices. Any use of therapeutic modalities by an Athletic Training Student at any clinical education site must be done under the direct supervision of a qualified Preceptor and within the boundaries of the Preceptor’s license and qualifications. In addition the following guidelines and procedures must be enforced.

Athletic Training Student Use

NO electrical modality may be performed on a patient/client without the direct supervision of a Preceptor. Athletic training students who have documented completion of in-service training conducted by a Preceptor on the proper application of a specific modality unit may apply the modality to an athlete, patient or client under the direct supervision of a Preceptor. In-service training does not qualify the student to make decisions related to modality selection, parameter setting or treatment planning. Upon completion (grade of C or better) of HLEX 4304 – Techniques of Therapeutic Modalities and Lab, Athletic Training Students may interact with Preceptors in recommending the use and suggested parameters for various treatments. As students demonstrate clinical proficiency through the clinical skill module system in HLEX 3412 – Clinical Education V, they may be given additional autonomy in the selection and application of therapeutic modalities, however, NO electrical modality may be performed on an athlete, patient or client without the direct supervision of a Preceptor.

Please see the document “Therapeutic Modalities Policy” in Appendix B for complete details.
Professional Confidentiality and Social Media Policy

MNU Athletic Training Students are in a unique situation to have access to confidential medical information regarding a patient’s or an athlete’s medical condition. At no time should an Athletic Training Student discuss any information concerning the status of an injured or ill patient with any party outside of those directly responsible for the patient’s care. All questions or comments regarding the status of a patient should be directed to the Head Athletic Trainer. It’s important to remember that as healthcare professionals you must always comply with HIPPA.

Athletic Training Students at MidAmerica Nazarene University, are a representative of the MNU Athletic Training Program, affiliated clinical sites and most importantly, the university itself. Please keep the following guidelines in mind when participating on social networking web sites.

- Before participating in any online community understand that anything posted online is available to anyone in the world. Any text or photo online is completely out of the control of the sender the moment it is placed online – even if access is limited to the sender’s site.
- Information, photos, or other items should not be posted online that could embarrass the sender, the sender’s family, the MNU Athletic Training Program, the athletic department and MidAmerica Nazarene University.
- Potential employers, internship supervisors, graduate programs and scholarship committees now search these sites to screen candidates and applications so it is vital that these accounts be professional and appropriate.

The malicious use of online social networks such as derogatory language, demeaning statements or threats, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, drinking, illegal drug use, or other inappropriate behavior violating the MNU Student Handbook or the Athletic Training Program Student Handbook will be subject to disciplinary action by the Athletic Training Program Director or Head Athletic Trainer.

*It is the responsibility of the Athletic Training Student to learn and adhere to medical records policies as it relates to FERPA and HIPPA regulations.*

MNU Athletic Training Program HIPAA & FERPA Training Verification

HIPAA and FERPA privacy rules are national laws that protect both educational and medical records of individuals

In regards to injuries, HIPAA states that a “covered entity,” which includes most colleges and universities, may not disclose an athlete’s health care information without his or her giving consent. This consent may be given verbally or through a HIPAA information release form.

FERPA states that while a high school athlete (usually a minor under the age of 18), it is up to the parent or guardian if they want to make any injury information public.

*Please see the “Professional Confidentiality and Social Media Policy” along with the “HIPAA & FERPA Training Verification” in Appendix A for complete details.*
MNU Athletic Training Program Communicable Disease Policy

The Communicable Disease Policy was developed to provide methods for reducing the transmission of infectious diseases from members of the athletic training staff and Athletic Training Students to patients and from patients to above aforementioned groups. Prevention of transmission of such diseases includes immunizations for vaccine preventable diseases, isolation precautions to prevent exposures to infectious agents, and management of athletic training staff and student’s exposure to infected persons.

Athletic Training personnel are restricted from patient contact, or contact with the patient’s environment if they have an infectious communicable disease. In the case that athletic training personnel refuse or are unwilling to report their condition to their supervisor for some reason, they must make sure they are restricting themselves from patient contact, or contact with the patient’s environment.

Students who are ill (including, but not limited to URIs, bronchitis, pneumonia, influenza, mononucleosis) must be under the care and guidance of a personal physician. Students will be individually advised regarding participation in classroom, laboratory, or clinical rotations to avoid spread of contagious and other communicable diseases.

Additionally, students who have been diagnosed with an immunodeficiency or systemic disease must be under the direct care of a personal physician. The nature of the clinical rotations for the program will place the student at additional risk for contracting common illnesses. The student must work with the physician to understand the risks and carefully follow infection control procedures.

Any costs borne from contraction of a communicable disease related to athletic training curricular/clinical requirements or voluntary assignments are the responsibility of the student. The Athletic Training Program and/or athletic training staff can be held responsible for infections or the spread of communicable diseases that occur as a result of failure to follow infection control procedures or OSHA regulations that are instructed annually to all Athletic Training Students.

Please see the “Communicable Disease Policy” in Appendix A for complete details.
Immunizations Records

All Athletic Training Students are required to have a current immunization record on file in the Program Director’s office each year they are involved in the MNU Athletic Training Program. Examples of such items could be but are not limited to:

- HBV Record or Waiver
- Vaccination record
- Annual TB two-step test results

All Athletic Training Students and Preceptors involved in the MNU Athletic Training Program have been encouraged to get the Hepatitis B vaccination series. A record showing evidence of this (or declination for vaccination) is in each Athletic Training Student’s file located in the Program Director’s office.

MNU shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up for blood-borne pathogens exposure to all employees who have had an exposure incident.

Please see the “Immunization Records Policy” in Appendix A for complete details.
MNU Blood-Borne Pathogens and Universal Precautions Policy

Exposure Determination

The following individuals have been determined to have a reasonable expectation of occupational exposure to blood borne pathogens: Certified Athletic Trainers, Athletic training Students, Athletic Coaches, Equipment Managers, and Equipment Student Workers. Universal precautions should be used in the care of all student-athletes as medical history and examination cannot always reliably identify all student-athletes with infections. This approach is recommended by the Centers for Disease Control (CDC) to prevent the transmission of all infectious disease. A universal precaution means treating all student-athletes as if they were infectious.

Universal Precautions Include:

1. Hygiene
   a. Hand washing facilities are readily accessible to all athletic trainers.
   b. When provision of hand washing facilities is not feasible, the athletic trainer shall use an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels. When antiseptic hand cleansers are used, hands shall be washed with soap and running water as soon as it is appropriate.
   c. All athletic trainers must wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
   d. Athletic trainers must wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials (OPIM).

2. All athletic trainers must use appropriate personal protective equipment unless the employer shows that the Certified Athletic Trainer temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the Certified Athletic Trainer’s professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the Certified Athletic Trainer makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. The employer shall encourage employees to report all such instances without fear of reprisal.

3. Accessibility. The employer shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powder-free gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

4. Gloves shall be worn when it can be reasonably anticipated that the athletic trainer may have hand contact with blood, OPIM, mucous membranes, non-intact skin and when handling or touching contaminated items or surfaces.
   a. Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
   b. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
c. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

d. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

e. Hands and other surfaces to be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

5. Fluids that have been recognized by the CDC as directly linked to the transmission of Hepatitis B Virus (HBV) and/or Human Immunodeficiency Virus (HIV) are: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomit, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response; or any unfixed tissue or organ (other than intact skin) from a human (living or dead).

6. Although saliva has not been implicated in HIV transmission, to minimize the risk, in the need for emergency rescue breathing (mouth-to-mouth resuscitation), mouthpieces, resuscitation bags, or other ventilation devices are available for use.

7. All athletic trainers should take precautions to prevent exposure injuries caused by contaminated needles, scalpel blades, lancets, scissors, and other sharp instruments or items. All who have contact with any of the above must use universal precautions.

8. Shearing or breaking of contaminated needles and other contaminated sharps is prohibited. Contaminated sharps shall not be bent, recapped, or removed from devices. Disposable sharps shall not be reused. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or OPIM are present.

9. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the following requirements: Rigid; Puncture resistant; Leak-proof on the sides and bottom; Portable, if portability is necessary to ensure easy access, and properly labeled. If discarded sharps are not to be reused, the sharps container shall also be closeable and sealable so that when sealed, the container is leak resistant and incapable of being reopened without great difficulty.

10. Any biohazard generated off-campus at an away event shall be left with the host and not transported back to MNU. Likewise, any uniforms or equipment that has been soiled must be transported back by the individual student-athlete. The Sports Medicine Staff will provide the student-athlete with the proper red biohazard bag to separate the soiled garment.
Emergency Care for Needle Stick or Other Exposure to Blood or Body Fluid

Prompt evaluation is important if a person has been exposed (by needle stick, splash, or direct contact) with human blood or body fluids.

1. Notify your Department Coordinator or the highest-ranking person in your department
2. Remove contaminated clothing and place in biohazard container
3. Skin - Wash the wound/area thoroughly with warm soap and water for 15 minutes.
4. Eyes or Mucous Membranes - Flush eyes or other area with saline or tepid water for 15 minutes.

Post Exposure to Blood Borne Pathogens

Following a report of an exposure incident, MNU shall make immediately available to the exposed individual a confidential medical evaluation and follow-up, including at least the following elements:

A. MNU shall document the route(s) of exposure, and the circumstances under which the exposure incident occurred.

B. MNU shall identify and document the source individual, unless APU can establish that identification is infeasible or prohibited by state or local law.
   1. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, APU shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented
   2. When the source individual is already known to be infected with HBV, HCV or HIV, testing for the source individual’s known HBV, HCV or HIV status need not be repeated.
   3. Results of the source individual's testing shall be made available to the exposed individual, and the individual shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

C. MNU shall provide for collection and testing of the employee's blood for HBV, HCV and HIV serological status.
   1. The exposed individual’s blood shall be collected as soon as feasible and tested after consent is obtained
   2. If the individual consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the individual elects to have the baseline sample tested, such testing shall be done as soon as feasible
   3. Additional collection and testing shall be made available as recommended by the U.S. Public Health Service.

D. MNU shall provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service

E. MNU shall provide for counseling and evaluation of reported illnesses
Training

All staff and athletic training students receive annual training in blood borne pathogens. This is documented in the athletic training student’s file in the Program Director’s office. Training records shall include the following information:

A. The dates of the training sessions.
B. The contents or a summary of the training sessions.
C. The names and qualifications of persons conducting the training.
D. The names and job titles of all persons attending the training sessions.
E. Training records shall be maintained for 3 years from the date on which the training occurred.

Please see the “Bloodborne Pathogens and Universal Precautions Policy” in Appendix A for complete details.
## MNU Athletic Training Program Preceptors and Clinical Sites

### List of Preceptors and Clinical Sites

<table>
<thead>
<tr>
<th>Preceptor</th>
<th>Position</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>MNU ATP Faculty</strong></td>
<td></td>
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</tr>
<tr>
<td>Chris Crawford, MSE, ATC, LAT</td>
<td>Program Director</td>
<td>MidAmerica Nazarene University</td>
</tr>
<tr>
<td>TBD</td>
<td>Clinical Education Coordinator</td>
<td>MidAmerica Nazarene University</td>
</tr>
<tr>
<td><strong>MNU Athletic Training Staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zach McGinty, MS, ATC</td>
<td>Director of Sports Medicine</td>
<td>MidAmerica Nazarene University</td>
</tr>
<tr>
<td>Brendon Powers, MS, ATC</td>
<td>Assistant Athletic Trainer</td>
<td>MidAmerica Nazarene University</td>
</tr>
<tr>
<td>Kristine Farrell, MS, ATC</td>
<td>Assistant Athletic Trainer</td>
<td>MidAmerica Nazarene University</td>
</tr>
<tr>
<td>Allie Daiber, ATC, LAT</td>
<td>Graduate Assistant</td>
<td>MidAmerica Nazarene University</td>
</tr>
<tr>
<td><strong>Medical Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gregory Lynch, MD</td>
<td>Team Orthopedic Surgeon</td>
<td>Johnson County Orthopedics</td>
</tr>
<tr>
<td>Bryan Burns, MD</td>
<td>Team Primary Care Physician</td>
<td>Pure Health</td>
</tr>
<tr>
<td>Dan Gurley, MD</td>
<td>Orthopedic Surgeon</td>
<td>College Park Family Care</td>
</tr>
<tr>
<td>James Voos, MD</td>
<td>Orthopedic Surgeon</td>
<td>Kansas City Orthopedic Institute</td>
</tr>
<tr>
<td><strong>Off-Campus Clinical Sites</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dan Lorenz, DPT, PT, LAT, CSCS</td>
<td>Owner</td>
<td>SSOR</td>
</tr>
<tr>
<td>Nancy Deihl</td>
<td>Clinic Director</td>
<td>SportsCare at Blue Valley</td>
</tr>
<tr>
<td>Dorothy Revere</td>
<td>Operations Director</td>
<td>ARC</td>
</tr>
<tr>
<td>Kim Erisman, MSPT</td>
<td>Education Supervisor</td>
<td>Sport and Spine</td>
</tr>
<tr>
<td>Greg Noel</td>
<td>Staff Physical Therapist</td>
<td>Select Physical Therapy</td>
</tr>
<tr>
<td>Dawna Gilbert</td>
<td>Staff Physical Therapist</td>
<td>Select Physical Therapy</td>
</tr>
<tr>
<td>Tony Phillips, DC</td>
<td>Owner</td>
<td>The Inside Sports Clinic</td>
</tr>
<tr>
<td>Bill Buese, ATC</td>
<td>Head Athletic Trainer</td>
<td>Johnson County Community College</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Institution</td>
</tr>
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</tr>
<tr>
<td>Jamie Foster, MS, ATC</td>
<td>Head Athletic Trainer</td>
<td>Rockhurst University</td>
</tr>
<tr>
<td>Shelby Brown, ATC</td>
<td>Head Athletic Trainer</td>
<td>University of Missouri – Kansas City</td>
</tr>
<tr>
<td>Christy Grimes, MS, ATC, LAT, CSCS</td>
<td>Athletic Trainer</td>
<td>Blue Valley Northwest</td>
</tr>
<tr>
<td>Jarrod Gable, ATC, LAT</td>
<td>Athletic Trainer</td>
<td>Gardner-Edgerton High School</td>
</tr>
<tr>
<td>Ron Cooper, ATC, LAT</td>
<td>Athletic Trainer</td>
<td>Olathe East High School</td>
</tr>
<tr>
<td>Wayne Harmon, ATC, LAT</td>
<td>Athletic Trainer</td>
<td>Olathe North High School</td>
</tr>
<tr>
<td>Steve Hawkins, ATC, LAT</td>
<td>Athletic Trainer</td>
<td>Olathe Northwest High School</td>
</tr>
<tr>
<td>Dennis Dolan, MSE, ATC, LAT</td>
<td>Athletic Trainer</td>
<td>Olathe South High School</td>
</tr>
<tr>
<td>Tom Eberline, DC</td>
<td>Clinic Chiropractor</td>
<td>Dynamic Athletics</td>
</tr>
<tr>
<td>Scott Moody, ATC, CSCS</td>
<td>Owner</td>
<td>Soccer Fit Academy</td>
</tr>
</tbody>
</table>
Appendix A – Annual Forms

Assumption of Risk
Athletic Training Student Capability Form
Clinical Forms and Documents Policy
Clinical Supervision and Travel Policy
Code of Conduct
Communicable Disease Policy
Contractual Agreement Form
Estimated Required Fees and Expenses
Extracurricular Participation Agreement
Hepatitis B Immunization Waiver
Immunization Records Form
Minimum Dress Code Policy
OSHA Bloodborne Pathogen Training Verification
Physician Certification to Meet Standards
Professional Confidentiality and Social Media Policy
Technical Standards for Admission
MNU Athletic Training Program Assumption of Risk

I, ______________________________, believe myself to be healthy and able to carry out the demands of the profession of athletic training, including the technical standards set forth by the MNU Athletic Training Program. In consideration of the safety of others and myself, I will communicate any changes in my health status to the Program Director, prior to or during, any athletic training courses. I realize that at any time if my health condition prohibits me from participating in the requirements of this educational program, I may be required to drop selected components until such time as my attendance can be resumed safely. I realize that I will need a statement of release from my primary health care provider, before I may return to class and/or clinical areas.

I hereby release MidAmerica Nazarene University and the MidAmerica Nazarene University Athletic Training Program and their employees from any responsibility for any damages or injuries that may occur during my athletic training education.

____________________________________
Athletic Training Student Signature
(In the presence of a notary public)

Notary Public: ________________________________

Subscribed and sworn before me on: ___________________
# MNU Athletic Training Program Physical Capability Information

Name: ______________________________ SS#___________________________

Date of Birth: _______________ Local Phone #________________________

Local Address: ______________________________________________________

Email: _____________________________________________________________

Parents or emergency contact name and number: _________________________

Family Physician: ____________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
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Please verify the following:

1. Do you have a medical condition(s) that may prevent you from performing the occupational tasks involved with the athletic training profession that may include but not limited to: lifting, running, bending, squatting, reaching, throwing, and demonstrating therapeutic exercise techniques?  

   YES   NO

2. Do you know of, or believe there is, any medical reason why you should not participate as an athletic training student at MNU at this time?  

   YES   NO

3. Have you ever been hospitalized?  

   YES   NO

4. Have you ever had surgery?  

   YES   NO

5. Are you presently under a doctor’s care?  

   YES   NO

6. Are you presently taking any medications or pills?  

   YES   NO

7. Do you have trouble breathing or do you cough during or after activity?  

   YES   NO

8. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones or joints?  

   YES   NO

9. Do you have you had any other medical problems (infectious mononucleosis, diabetes, anemia, etc.)?  

   YES   NO

Please clarify if you answered “YES” to any of these questions:

Student Signature: ____________________________________________________

---

**SAMPLE COPY**
Clinical Forms and Approved Documentation Policy

In order for any athletic training student to perform any clinical rotation in the MNU Athletic Training Program, he or she must complete, perform, and/or provide all the information listed below.

Sophomores to-be in the fall or transfer students only:
- Evidence of NATA student membership (NATA membership card); [www.nata.org](http://www.nata.org)
- Pre-participation Physical Exam
- Immunization Records Form
- Hepatitis B vaccination, proof of past infection, or signed Hepatitis B waiver form

Every athletic training student in the MidAmerica Nazarene University ATP:
- Evidence of NATA student membership (NATA membership card) by the first day of class, each year you are in the program; [www.nata.org](http://www.nata.org)
- Technical Standards for Admissions Form IF you sustained a severe physical or neurological injury, were diagnosed with a learning disability or mental illness, or became pregnant since your first completed this document.
- Pre-participation Physical Exam
- Evidence of malpractice liability insurance.
- Tuberculin (TB) Testing Record Information Form
- Signed MidAmerica Nazarene University ATP Extracurricular Activities Policy (if applicable)
- Signed MidAmerica Nazarene University Assumption of Risk Form.

The MidAmerica Nazarene University ATP will perform the following in August with all athletic training students during our preseason in-services and training. All athletic training students must be present.
- Current First Aid and CPR for the Professional Rescuer certification
- Bloodborne Pathogen (BBP)
- HIPPA/FERPA Training
- Communicable Disease Policy
- MidAmerica Nazarene University ATP Policy Reviews
- ATP Handbook Acknowledgement
- Various Educational Reviews (i.e., Taping, Emergency Procedures, EAP, Equipment Fitting, Weather and Climate)

All of the above information must be sent to or handed directly to the clinical education coordinator on or before the date of the MidAmerica Nazarene University ATP preseason in-service in August. This date rotates each year, but is generally the first week of August. Failure to provide the information listed above by the stated dates may result in the following penalties:
• Being unable to provide any hands-on athletic training services to any athlete or patient under a MNU Athletic Training Program clinical site contract. You are still required to attend your clinical site and all meetings. The duties you will perform will be practice and game/event set-up, facility hygiene, paperwork, and all other duties that do not involve the direct (hands-on) health care of that population. If your clinical site does not need those services, you will be assigned to the MNU Athletic Training facility.
• Reduction in your final grade for your associated clinical course (see clinical syllabus).
• Removal (administratively withdrawn) from you associated clinical course. Once the Athletic Training Student satisfactorily meets the requirements of the Clinical Forms and Approved Documentation Policy, you need to petition to be reinstated into your associated Clinical Education course. This will require you to meet with the Clinical Education Coordinator and Program Director to discuss a plan for reinstatement (if applicable).

The penalty(s) given is solely at the digression of the Program Director and/or Clinical Education Coordinator. Multiple penalties may occur and are contingent upon which information is delinquent, how long it has been delinquent, and if the athletic training student has a history of delinquency.

______________________  _________________________
MNU Athletic Training Student Printed Name

☐ Freshman  Signature: ____________________________  Date: __________
☐ Sophomore  Signature: ____________________________  Date: __________
☐ Junior  Signature: ____________________________  Date: __________
☐ Senior  Signature: ____________________________  Date: __________
Clinical Supervision & Travel Policy

In order for Athletic Training Students to develop their clinical abilities, proper supervision is required; both for the education of the student and patient safety. MNU Athletic Training Students must be continuously supervised by a Preceptor designated by the MNU Athletic Training Program during any clinical experience. An Athletic Training Student maybe supervised by a Preceptor he or she is not formally assigned to while performing their “volunteer” hours; however the Preceptor the Athletic Training Student is formally assigned to, will complete the clinical performance evaluation of that specific student.

The following guidelines should be utilized to ensure proper Athletic Training Student clinical growth while continuing to meet the standards set forth by CAATE. These guidelines are also found in the MNU Athletic Training Program Student Handbook.

- A MNU Athletic Training Program Preceptor MUST be directly supervising an Athletic Training Student during the delivery of athletic training services.
- A MNU Athletic Training Program Preceptor MUST be physically present and have the ability to intervene on behalf of the Athletic Training Student (and patient) to provide on-going and consistent education and ensure patient safety.
- A MNU Athletic Training Student may travel with a team IF a MNU Preceptor will be present at the away facility and provide clinical supervision as described above. The Preceptor does not need to be present during travel (i.e., “on the bus”).
- Each Athletic Training Student is trained as a professional rescuer and may provide standard lifesaving and significant injury management without supervision IF the emergency action plan for that clinical site or facility is activated.
- Some examples of unacceptable clinical supervision are:
  5. Being on a 2-way radio or cellular telephone with an Athletic Training Student without the ability to physically interact and direct patient care.
  6. Being in only visual line-of-sight of an Athletic Training Student without the ability to physically interact and direct patient care.
  7. The Preceptor being “on-call” at home or across campus without another Preceptor providing clinical supervision as described above.
  8. An upper-level Athletic Training Student providing supervision to a lower-level Athletic Training Student during patient care without a preceptor present as described above.

*This is not an all-encompassing list. Please use sound judgment if an unusual situation arises.

Within these general guidelines, the Athletic Training Student can perform the tasks their Preceptor deems appropriate and approves in accordance with the Athletic Training Students’ knowledge and abilities.

Athletic Training Student: ________________________  Preceptor: _________________________
Date: ________________

SAMPLE COPY
Code of Conduct for the MNU Athletic Training Student

A presumption is made which assumes that all those doing their clinical rotation at MidAmerica Nazarene University possess a sincere desire to promote a program of Christ-centered excellence. The spirit of this code requires Athletic Training Students to follow these principles throughout their clinical rotations and allow them to be a motivating force in their lives.

The Role of the Athletic Training Student:

1. Demonstrates a willingness to help, as well as recognizes that he or she can provide personal leadership among those who can be influenced by his/her actions, words or deeds.

2. Strives to become more knowledgeable by regular class attendance and performance in the Athletic Training Room or off-site clinical rotation.

3. Develops good stewardship of time by scheduling outside and academic commitments in an organized manner, and gives proper attention to instruction in the athletic training room.

4. Presents him or herself in a manner which would bring credit to MidAmerica Nazarene University and all those with whom he or she is associated by appropriate conduct, speech and appearance.

5. Agrees that the use of alcohol, tobacco and controlled substances (such as cocaine, marijuana and steroids) will not be tolerated especially during team functions, team travel or with MNU student-athletes who are in championship season.

6. Shares individual and team related concerns with their Preceptor.

7. Sets high, yet realistic individual standards of excellence academically, athletically, socially and spiritually.

8. Demonstrates loyalty to his or her classmates, Preceptors, coaches, team, the athletic program and MidAmerica Nazarene University by being dependable, prompt, responsible and cooperative.

9. Shows proper respect for persons associated with the MNU Athletic Training Program, university officials, and opponents as well as equipment and facilities used.
10. Supports the MidAmerica Nazarene University Athletic Training Program Mission Statement:
“The MidAmerica Nazarene University Athletic Training Program’s purpose is to engage all students in providing the highest level of educational instruction in a Christian environment while developing Christ-centered learners. Our program is devoted to producing morally, academically, spiritually, and professionally qualified individuals for a career in Athletic Training, an Allied Health Profession recognized by the American Medical Association (AMA).”

11. Supports the MidAmerica Nazarene University Sports Medicine Mission Statement:
“The MidAmerica Nazarene University Sports Medicine Staff seek to be Christ-centered servant leaders who assist the athletic department and its student-athletes by providing the highest standard of care possible including prevention, evaluation, treatment, rehabilitation and management of athletic injuries and illnesses.”

__________________________________________
Athletic Training Student Printed Name

__________________________________________ Date: ______________________
Athletic Training Student Signature

SAMPLE COPY
MNU Athletic Training Program Communicable Disease Policy

The Communicable Disease Policy was developed to provide methods for reducing the transmission of infectious diseases from members of the athletic training staff and Athletic Training Students to patients and from patients to above aforementioned groups. Prevention of transmission of such diseases includes immunizations for vaccine preventable diseases, isolation precautions to prevent exposures to infectious agents, and management of athletic training staff and student’s exposure to infected persons.

Athletic training personnel are restricted from patient contact, or contact with the patient’s environment if they have an infectious communicable disease. Athletic Training Students would report to their Preceptor and the ATP Program Director. Certified Athletic Trainers would report to the Head Athletic Trainer. In the case that athletic training personnel refuse or are unwilling to report their condition to their supervisor for some reason, they must make sure they are restricting themselves from patient contact, or contact with the patient’s environment.

Students who are ill (including, but not limited to URIs, bronchitis, pneumonia, influenza, mononucleosis) must be under the care and guidance of a personal physician. Students will be individually advised regarding participation in classroom, laboratory, or clinical rotations to avoid spread of contagious and other communicable diseases.

Additionally, students who have been diagnosed with an immunodeficiency or systemic disease must be under the direct care of a personal physician. The nature of the clinical rotations for the program will place the student at additional risk for contracting common illnesses. The student must work with the physician to understand the risks and carefully follow infection control procedures.

Any costs borne from contraction of a communicable disease related to athletic training curricular/clinical requirements or voluntary assignments are the responsibility of the student. The Athletic Training Program and/or athletic training staff can be held responsible for infections or the spread of communicable diseases that occur as a result of failure to follow infection control procedures or OSHA regulations that are instructed annually to all Athletic Training Students.

________________________________________
MNU Athletic Training Student Signature

________________________________________
MNU Program Director Signature

________________________________________
MNU Clinical Coordinator Signature

________________________________________________________________________
MNU Athletic Training Student Signature Date

________________________________________________________________________
MNU Program Director Signature Date

________________________________________________________________________
MNU Clinical Coordinator Signature Date

SAMPLE COPY
MNU Athletic Training Program Student Contractual Agreement

I, _________________________, accept the position of Athletic Training Student at MNU. I have carefully and completely read the MNU Athletic Training Student Handbook and understand all of the information contained within. I have had all my questions satisfactorily answered and I understand that by my signature, I agree to abide by all terms, policies, and procedures contained therein.

I accept this contract with the understanding that I am representing the MNU Athletic Training Program at all times. In accepting the terms of this contractual agreement, I understand that being an Athletic Training Student is a commitment which is preparing me to be a Certified Athletic Trainer. I understand that I will be closely supervised by the MNU Athletic Training Staff and Preceptors of this program. I understand that my progress will be monitored and evaluated according to the criteria in the Clinical Education course syllabi and the policies set forth in the MNU Athletic Training Program Student Handbook. I furthermore understand that my evaluation will become part of my personal records and my performance / personal actions will partially determine my continuance in the program.

Student’s Printed Name ______________________________________________

Student’s Signature ___________________________________ Date ___________

SAMPLE COP
MNU Athletic Training Program Estimated Fees and Expenses

<table>
<thead>
<tr>
<th>Year</th>
<th>Itemized List of Possible Expenses</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Year</td>
<td>Total lab fees for required</td>
<td>$225.00</td>
</tr>
<tr>
<td></td>
<td>Background Check</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td><strong>Freshman Year Total (approximately)</strong></td>
<td>$275.00</td>
</tr>
<tr>
<td>Sophomore Year</td>
<td>Total lab fees for required pre-requisite courses</td>
<td>$245.00</td>
</tr>
<tr>
<td></td>
<td>NATA, District &amp; State Membership Dues</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>Professional Liability Insurance</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>TB Test (approx)</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>ATP Clothing (approx)</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td><strong>Sophomore Year Total (approximately)</strong></td>
<td>$450.00</td>
</tr>
<tr>
<td>Junior Year</td>
<td>Total lab fees for required pre-requisite courses</td>
<td>$579.00</td>
</tr>
<tr>
<td></td>
<td>NATA, District &amp; State Membership Dues</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>Professional Liability Insurance</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>TB Test</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>Transportation Costs to off-site clinicals $600</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>ATP Clothing</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td><strong>Junior Year Total (approximately)</strong></td>
<td>$1,404.00</td>
</tr>
<tr>
<td>Senior Year</td>
<td>Total lab fees for required pre-requisite courses</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>NATA, District &amp; State Membership Dues</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>Professional Liability Insurance</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>TB Test</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>Transportation Costs to off-site clinicals $300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>ATP Clothing</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td><strong>Senior Year Total (approximately)</strong></td>
<td>$525.00</td>
</tr>
</tbody>
</table>

*All dollar amounts are approximate and can change at any time.*
Extracurricular Activities Agreement

Athletic Training Students who are enrolled in the MNU Athletic Training Program can participate in extracurricular activities at MidAmerica Nazarene University. Extracurricular activities are defined as, "any monies the athletic training student receives from MidAmerica Nazarene University where the athletic training student must perform a duty to receive that money, (i.e. work study, intercollegiate or club athletics, and dorm resident advisors or hall directors). Athletic Training Students who receive monies to perform these duties (unless the assigned duty is MNU Athletic Training Program related) must sign this form along with their supervisor.

Athletic Training Students are enrolled in the MNU Athletic Training Program to obtain a degree in athletic training. Included in this education are required clinical courses where the athletic training student applies their knowledge practically. All athletic training students must be able to perform the following duties as part of these clinical courses:

1. Clinical hours,
2. Education competencies and clinical integration proficiencies,
3. Mandatory ATP meetings,
4. Guest lectures and presentations, and
5. Physician office and orthopedic surgery observation(s).

These requirements are part of the academic curriculum of the MNU Athletic Training Program, as mandated by our accrediting body (CAATE), and must be satisfied. Athletic Training Students should not miss an academic requirement because of any extracurricular activity.

MNU Athletic Training Students who choose to participate in intercollegiate athletics have additional responsibilities. Due to the rigors of the MNU Athletic Training Program, Athletic Training Students may only participate in a single intercollegiate sport during each academic year. To prevent a conflict of interest, the MNU Athletic Training Student will not obtain clinical education experiences on the team in which he or she actively participates. No special accommodations will be made for any off-season intercollegiate athletic activities and the Athletic Training Student is expected to participate fully in his or her clinical rotation(s) and accommodate off-season intercollegiate activities around his or her clinical rotation(s).

The MNU Athletic Training Program Clinical Education Coordinator, will work with the Athletic Training Student and his or her supervisor in an attempt to find clinical education experiences which minimally conflict with the Athletic Training Students’ extracurricular activity, however this may be difficult and not always possible. The MNU Athletic Training Program is willing to make special schedule arrangements only for in-season (competitive season) intercollegiate athletics.

The MNU Athletic Training Program will not make any special arrangements for any off-season intercollegiate athletic events (practices, games, workout times, etc). The Athletic Training Student will not be allowed to miss any Athletic Training Program activities because of any off-season intercollegiate athletic events or extracurricular activities.
This agreement must be signed and submitted to the MNU Athletic Training Program in accordance with the “Clinical Forms and Approved Documentation Policy” each academic year following formal admission to the MNU Athletic Training Program. During the year in which the student-athlete applies for admission to the MNU Athletic Training Program, a copy of this agreement must accompany the Athletic Training Program application.

The purpose of this agreement is to:

1. Ensure the Athletic Training Student abides by the policies of the MNU Athletic Training Program by participating in only one intercollegiate sport. It is recognized that participation in intercollegiate sports or extracurricular activities may limit his or her exposure to certain clinical educational experiences. This is to help ensure the Athletic Training Student will meet a minimum level of clinical education in order perform the duties of an entry-level Certified Athletic Trainer, as mandated by our accrediting body (CAATE).

2. Ensure the MNU Athletic Training Program Clinical Education Coordinator can make the necessary clinical assignments, both on and off-campus, allowing the athletic training student to meet minimum educational experiences and graduation requirements of the MNU Athletic Training Program.

3. Ensure the supervisor/coach understands that the Athletic Training Student must perform these clinical experiences in order to gain the appropriate education to function as an entry-level athletic trainer. An Athletic Training Student who is not performing the appropriate clinical activity is missing out on valuable education experiences.

4. Ensure that those Athletic Training Students who are resident advisors and hall directors with MidAmerica Nazarene University campus life may temporarily leave their clinical assignment or Athletic Training Program event if called away for a situation deemed an emergency by MidAmerica Nazarene University campus life; but must “make-up” any missed educational or clinical activity at a later date and time.
**Athletic Training Student Signature:**

This is to certify that I, _____________________________, understand the Extracurricular Activities Agreement as stated above. I am declaring that I will be participating in _____________________________ during the _____________________________ academic year. I understand that I am responsible for meeting all classroom and clinical expectations and my participation in extracurricular activities at MidAmerica Nazarene University will not interfere with my clinical responsibilities and experiences.

______________________________________________

Athletic Training Student Print Name  Signature  Date

**Supervisor/Coach Signature:**

This is to certify that I, _____________________________, supervisor/coach of the MidAmerica Nazarene University _____________________________ extracurricular activity, understand the Extracurricular Activities Agreement as stated above. I will support this athletic training student in the pursuit of his/her educational goals and his/her participation in extracurricular activities at MidAmerica Nazarene University will not interfere with his/her clinical responsibilities and experiences.

______________________________________________

Supervisor/Coach Print Name  Signature  Date

SAMPLE COPY
Hepatitis B Immunization Waiver

I understand that due to my clinical exposure to blood and other potentially infectious materials, I may be at risk for acquiring Hepatitis B Virus infection. It has been mandated that I will receive formal instruction on bloodborne pathogen disease transmission and universal precautions as a part of the MNU Athletic Training Program. It is further recommended that I be vaccinated with Hepatitis B vaccine, at my expense from a private physician. I also understand that the Hepatitis B vaccine may not be 100% effective on the prevention of acquiring the virus.

☐ I have received the Hepatitis B vaccination in a 3-shot series, and understand that a potential risk may still exist to acquire Hepatitis B.

Athletic Training Student Signature: ____________________________ Date: ____________

Athletic Training Student Printed: ______________________________

☐ I understand that by declining to receive the vaccination, I am at continued risk of acquiring Hepatitis B.

Athletic Training Student Signature: ____________________________ Date: ____________

Athletic Training Student Printed: ______________________________
MNU Athletic Training Program HIPAA & FERPA Training Verification

Health Insurance Portability and Accountability Act vs. Family Educational Right and Privacy Act

HIPAA and FERPA privacy rules are national laws that protect both educational and medical records of individuals.

In regards to injuries, HIPAA states that a “covered entity,” which includes most colleges and universities, may not disclose an athlete’s health care information without his or her giving consent. This consent may be given verbally or through a HIPAA information release form.

FERPA states that while a high school athlete (usually a minor under the age of 18), it is up to the parent or guardian if they want to make any injury information public.

I have read this form and understand that any information about student/athlete injuries is private and for the parents to give out.

This certifies that I, ______________________________, have completed the HIPAA & FERPA Training. My signature below certifies that I have completed the training and have an understanding of it. I agree to abide by the rules and regulations described in these acts, as well as the policy set forth by the MNU Athletic Training Program.

Signature of Student: ______________________________ Date: ______________

Signature of Instructor: ____________________________ Date: ______________

SAMPLE COPY
MNU Athletic Training Program Immunization Record

Please complete the following information regarding your immunizations with the date you received each vaccination. If you can submit a copy of your childhood immunization records please do so. You must also complete an annual TB test (separate form). If you HAVE NOT completed the Hepatitis B vaccination series, please contact the Program Director immediately. Please provide the following required information:

Immunizations REQUIRED by the MNU Athletic Training Program

The physician’s office may use their own form or this sheet to document immunization records

Athletic Training Student’s Name: ______________________________
Physician: ______________________________

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles, Mumps, Rubella (MMR)*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTaP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB Skin Test***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Series****</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Two immunizations
** Show proof of immunization or document history of the disease
*** Must be completed annually
**** Three shot series that must be completed prior to the student's clinical experience

You must receive a flu shot during the fall semester in order to participate in several clinical experiences. If you choose to not receive the flu shot annually you will either be unable to participate in that clinical experience or you will wear a mask during patient care (at the digression of the clinical site).

Physician or nurse signature: ______________________________ Date: ______________

Address: ______________________________ City _____________ St__________

SAMPLE COPY
MNU Athletic Training Program Dress Code

In order to maintain the level of professionalism needed in the Athletic Training Room(s) at MNU, the following dress code is in effect:

General Appearance:
- Appearance is a non-verbal communicator of your professional attitude. As a result, you will be expected to dress according to the site and occasion and maintain appropriate professional personal hygiene.
- Keep hands clean, nails trimmed, etc. Discretion should be used concerning make-up, long hair, body piercing, tattoos, etc. Neatly trimmed facial hair is allowed.
- This is a health profession, in which we lead by example in diet, rest, and general well-being.

Daily Attire:
- Any MNU athletic training polo or plain, solid-colored polo and Khaki pants or shorts. All shirts must be tucked in. Always remember to maintain modesty and professionalism.
- Shorts must be walking shorts. No shorts which compromise modesty and professionalism. Exercise/athletic, ratty or frayed shorts are not acceptable.
- Pants must not be excessively baggy or tight.
- Close toed shoes with socks. Athletic shoes are required for outdoor sports. Shoes should be practical for the Sports Medicine environment (i.e. no sandals or open toed shoes of any kind).
- Hats must be MNU logo. Hats may not be worn backwards.
- Hair is clean and neatly trimmed/kept. In general, appearance is to be professional.
- Clean shaven/neatly bearded.
- Wear a digital watch or a watch with a functioning second hand.
- Students may be able to purchase shirts or other clothing that they can wear to their rotations.
- Sports Medicine Staff will send ATS’ home to change clothes if these conditions are not met. Students then must return promptly with appropriate attire.
- In general all clothing must be appropriately fitting, cleanly laundered, and wrinkle free.
- Acceptable jewelry includes engagement and wedding rings, watch, small pierced earrings. No nose studs or earrings in other visible body parts allowed. If an ATS already has a visible body piercing, they are asked to replace/or cover up the piercing during clinical hours.
- If an ATS has a tattoo, it must be covered by clothing during clinical hours.

Outdoor Sports Game Attire:
- Digital watch or a watch with a functioning second hand
- Fanny-pack/sling
- Pre-designated game shirt
- Pre-designated pants/shorts
- Pre-designated jacket/warm-ups
Indoor Sports Game Attire:

- Digital watch or a watch with a functioning second hand
- Fanny-pack/sling if applicable
- Dress shirt/blouse. No T-shirts.
- Slacks/pants and a dress belt. No sweats/warm-ups.
- Dress shoes and dress socks. No athletic shoes.

**This policy is a minimal requirement for dress code. The athletic training student must consult their Preceptor regarding their dress code requirements according to setting and event. The Preceptor has the final decision regarding dress code at the affiliated clinical site.**

________________________________________
Athletic Training Student Printed Name

________________________________________
Athletic Training Student Signature
Completion of OSHA Blood Borne Pathogen Training

This certifies that I, _______________________________, have completed the OSHA Blood Borne Pathogen Training. My signature below certifies that I have completed the training and have an understanding of it. I agree to abide by the rules and regulations set forth by OSHA, as well as the policy set forth by the MNU Athletic Training Program.

Signature of Student: _______________________________  Date: ________________

BBP Instructor’s Name: _______________________________

Signature of Instructor: _____________________________  Date: ________________
Physician Certification to Meet Technical Standards

All students admitted to the MNU Athletic Training Program 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.

Candidates for selection to the Athletic Training Program 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 deviations 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 a 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 Athletic Training Program as outline 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.

I, ______________________________ (Physician Signature), certify that the above mentioned student meets all of the stated technical standards and can thus fully participate in the MNU Athletic Training Program. I also certify that the examination is accurate for the previously named patient.

Examining Physician (please print) ____________________________________________ Date ___________

Signature ____________________________________________

Address ______________________________ City _________ State _______ Zip _______

Phone: ______________________________  FAX: ______________________________

SAMPLE COPY
Professional Confidentiality and Social Media Policy

MNU Athletic Training Students are in a unique situation to have access to confidential medical information regarding a patient’s or an athlete’s medical condition. At no time should an Athletic Training Student discuss any information concerning the status of an injured or ill patient with any party outside of those directly responsible for the patients care. All questions or comments regarding the status of a patient should be directed to the Head Athletic Trainer. It’s important to remember that as healthcare professionals you must always comply with HIPPA.

As an Athletic Training Student at MidAmerica Nazarene University, you are a representative of the MNU Athletic Training Program, affiliated clinical sites and most importantly, the university itself. Please keep the following guidelines in mind as you participate on social networking web sites.

- Before participating in any online community understand that anything posted online is available to anyone in the world. Any text or photo online is completely out of your control the moment it is placed online – even if you limit access to your site.
- You should not post information, photos, or other items online that could embarrass you, your family, the MNU Athletic Training Program, the athletic department and MidAmerica Nazarene University.
- Potential employers, internship supervisors, graduate programs and scholarship committees now search these sites to screen candidates and applications.

The malicious use of online social networks such as derogatory language, demeaning statements or threats, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, drinking, illegal drug use, or other inappropriate behavior violating the MNU Student Handbook or the Athletic Training Program Student Handbook will be subject to disciplinary action by the Athletic Training Program Director or Head Athletic Trainer.

*It is the responsibility of the Athletic Training Student to learn and adhere to medical records policies as it relates to FERPA and HIPPA regulations.*

MNU Athletic Training Student Printed Name

☐ Freshman Signature: ____________________________ Date: __________

☐ Sophomore Signature: ____________________________ Date: __________

☐ Junior Signature: ____________________________ Date: __________

☐ Senior Signature: ____________________________ Date: __________

SAMPLE COPY
MNU Athletic Training Program Technical Standards for Admission

The Athletic Training Program at MidAmerica Nazarene University is a rigorous and intense program that places specific requirements and demands on the students enrolled. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program’s accrediting agency (Commission on Accreditation of Allied Health Education Programs [CAAHEP]). All students admitted to the Athletic Training Educational Program 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 NATABOC certification exam.

Candidates for selection to the MidAmerica Nazarene University’s Athletic Training Program 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 deviations 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 a 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 Athletic Training Program as outline 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 MidAmerica Nazarene University’s Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.
If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

Please read and sign ONE of the following statements:

**Affirmative Statement:**

I certify that I have read and understand the Technical Standards for Admission into the MidAmerica Nazarene University Athletic Training Program and I believe, to the best of my knowledge, that I meet each of these standards without being provided any accommodations. I understand that if I am unable to meet these standards I will not be admitted into the MNU Athletic Training Program. I understand that if a situation occurs where I may need accommodation (as described on page 1 and 2) I will inform and meet with the Program Director to discuss the situation and possibly sign a new Technical Standards document.

________________________________________  ____________________
MNU Athletic Training Student Name               Date

________________________________________
MNU Athletic Training Student Signature

**Alternative statement for requesting accommodations:**

I certify that I have read and understand the Technical Standards for Admission into the MidAmerica Nazarene University Athletic Training Program and I believe, to the best of my knowledge, that I can meet each of these standards with certain reasonable and appropriate accommodation(s). I will contact the MidAmerica Nazarene University ADA Representative and the Program Director to determine what accommodation(s) may be available to me and provide all documentation necessary to substantiate my request for accommodation(s). I understand that if I am unable to meet these standards with or without reasonable and appropriate accommodation(s), I will not be admitted into the MNU Athletic Training Program.

________________________________________  ____________________
MNU Athletic Training Student Name               Date

________________________________________
MNU Athletic Training Student Signature

SAMPLE COPY
Appendix B – Clinical Documents

Academic and Clinical Education Retention Policy
Clinical Affiliation Agreement
Clinical Education Policy
Clinical Supervision and Travel Policy
Formal Disciplinary Action Form
Residential Address Form
Semester Course and Clinical Schedule Form
Therapeutic Modalities Policy
MNU Athletic Training Program Academic & Clinical Retention Policy

The Athletic Training Student must meet and maintain all of the requirements and standards of the University as a whole to even be considered for retention in the Athletic Training Program.

In order to be retained in the MNU Athletic Training Program, an Athletic Training Student must meet certain academic and clinical requirements once they are admitted into the program.

4. Academically, an Athletic Training Student must maintain a minimum cumulative GPA of 2.5 and a minimum Athletic Training major GPA of 2.7 (B-) (with no HLEX prefix course grade below a (“C-”). If an Athletic Training Student earns a grade below “C-,” the course must be repeated until the required grade is obtained. If a student fails to meet the GPA requirements, they will be placed on Probation within the Athletic Training Program. (Information of probation listed later within the document)

5. Clinically, an Athletic Training Student must successfully complete each Clinical Education course with no course grade below a “B”. If the student does not meet the “B” requirement, the course must be repeated.
   • To “repeat” a Clinical Education course and to be eligible to proceed to the next Clinical Education level, the student will be required to retake that particular Clinical Education course in a summer session.
   • At the conclusion of the spring semester, all Athletic Training Students will take a final written exam covering the Clinical Education course material learned that year.
   • These exams will be computer based, 175 question timed test to mock that of the BOC examination conditions.
   • The ATS must pass the examination with a 70 % to earn the appropriate Professional Development Point and progression to the next clinical level.
   • The Athletic Training Student will have a total of three opportunities to take and pass this exam. If the student does not pass, they will be required to retake that particular Clinical Education course(s) a summer session.

6. Submit and maintain current health documentation to the Program Director annually. This information will be uploaded and stored in E*Value. Below are the required documents:
   • Adult, child, and infant CPR/AED certification
   • Annual physical
   • Vaccination record (verification only after initial application) *
   • Annual TB two-step test results
   • OSHA training
   • HBV Record or Waiver (verification only after initial application)
   • Background Check (upon admittance into program)
   • Professional Liability Insurance
MEMORANDUM OF AGREEMENT

MidAmerica Nazarene University
Athletic Training Program

and

(Affiliated Clinical Site)

The Athletic Training Program and staff of MidAmerica Nazarene University agree to collaborate in promoting educational experiences for ATP students. The (Affiliated Clinical Site) staff retains full responsibility for the care of clients, including all administrative and professional functions. The ATP accepts advisory responsibility for the clinical portion of the program(s) conducted at the (Affiliated Clinical Site).

MidAmerica Nazarene University ATP agrees to:

1. Assume responsibility for the educational program of students assigned to clients.
2. Provide necessary assurance or evidence of acceptable health levels of and liability insurance coverage for assigned students and instructors.
3. Provide qualified instructors to be responsible for each section, assignment, supervision, and evaluation of learning experiences of the students in cooperation with the personnel of this agency.
4. The provisions that it does not and will not discriminate against any employee or applicant for employment or registration in the course of study because of age, race, color, creed, sex, or national origin.
5. Emphasize to students the confidential nature of the information to which they will be exposed at (Affiliated Clinical Site) and that these students agree to maintain complete confidentiality of such information.
6. Have students carry individual professional liability coverage in the amount of $2,000,000/$4,000,000. Records are maintained in the MidAmerica Nazarene University ATP and are available for validation when requested.
The staff at (Affiliated Clinical Site) agrees to:

1. Provide clinical facilities and opportunities for an agreed number of students to observe and participate in various health activities.
2. Provide necessary orientation, administrative guides and procedures, and other media deemed necessary to the learning experience.
3. Maintain administrative and professional supervision of students insofar as to their presence affects in a positive manner the operation of the agency and/or the direct or indirect care of clients.

This contract will be ongoing unless terminated by either party. Such termination shall be preceded by written notification to the other party of intention to terminate one semester prior to the termination date.

<table>
<thead>
<tr>
<th>Affiliated Clinical Site</th>
<th>MidAmerica Nazarene University</th>
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<tbody>
<tr>
<td>Administrator’s Signature</td>
<td>Clinical Education Coordinator Signature</td>
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<tr>
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<td>Clinical Education Coordinator Printed Name</td>
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<tr>
<td>Title</td>
<td>Date</td>
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MNU Athletic Training Program Clinical Education Policy

Clinical education is a hands-on learning component of the Athletic Training Students’ education. Per the Commission on Accreditation of Athletic Training Education (CAATE) Standards, clinical education must be contained in individual courses that are completed over a minimum of two academic years. The MNU Athletic Training Program exceeds that minimum and requires Athletic Training Students (ATS) to complete clinical education courses over three and a half academic years. This allows the student more time to integrate and apply clinical skills to further develop critical-thinking skills. These clinical education courses have two components: clinical laboratory class sessions and clinical education experience.

The purpose of the clinical laboratory class is to refine and evaluate required proficiencies as defined by the CAATE. The class affords students the ability to synthesize information that has been previously instructed in didactic coursework. It should be noted that Athletic Training Students should be formally instructed and formally assessed on athletic training clinical skills prior to performing those skills on a patient. Once the student has been evaluated on the proficiency, the student will then be expected to practice this skill on a patient, or in a simulated environment during the clinical education experience.

The purpose of the clinical education experience is to provide the student with opportunities to practice and integrate cognitive learning with associated psychomotor skills in order to develop entry-level clinical proficiency and professional behavior as an athletic trainer. During clinical education experiences, Athletic Training Students must refrain from performing clinical skills on patients that have yet to be formally instructed and assessed. For each experience, the ATS will be assigned to a Preceptor. Preceptors are to assist in the professional development of the Athletic Training Student including knowledge and skills related to the Athletic Training Educational Competencies. Clinical education experiences may take place with MidAmerica Nazarene University Athletics, local high schools, physical therapy clinics and general medical clinics.

*Failing to abide by this policy will be a direct violation of the CAATE Standards for the Accreditation of Entry-Level Athletic Training Programs.*
Formal Disciplinary Action Form

Athletic Training Student: ________________________ Preceptor: _______________________

Date of Occurrence: _______________________ Date of Notification: ___________________

Violation:

[ ] Late for clinical assignment
[ ] Unexcused absence from clinical assignment
[ ] Excessive absences from class (>2 per week)
[ ] Failure to follow communicable disease policy
[ ] Non-compliance with day-off minimum or maximum semester hours
[ ] Improper/Inappropriate attire worn at clinical site
[ ] Violation of clinical supervision policy
[ ] Breach of patient confidentiality
[ ] Excessive absences from class (>2 per week)
[ ] Insufficient progress on education competencies
[ ] Inappropriate conduct
[ ] Other, specify: ___________________________________

Preceptor – Describe the violation and any previous action(s) you have taken:

CEC and/or PD – Describe your discussion of the incident with the preceptor and ATS:

CEC and/or PD – Describe the outcome of these discussions and the suggested resolution:

Athletic Training Student Signature: ________________________ Date: ____________

CEC or PD Signature: ______________________________ Date: __________

SAMPLE COPY
MNU Athletic Training Program Residential Form

RESIDENCE: Address during Current Clinical Education Course

Name: __________________________________________________________

Address: __________________________________________________________

Number  Street  Apartment #
\________________________________________________________

City  State  Zip

Home Phone: (    ) ________________  Cell Phone: (    ) ________________

Area Code  Area Code

School Email Address: ______________________________
Alternate Email Address: ______________________________

RESIDENCE: Permanent Home Address

Name: __________________________________________________________

Address: __________________________________________________________

Number  Street  Apartment #
\________________________________________________________

City  State  Zip

Home Phone: (    ) ________________  Cell Phone: (    ) ________________

Area Code  Area Code

*Please notify the CEC or Program Director of any change of residence address, telephone number, etc. during your Clinical Education course.

SAMPLE COPY
## Athletic Training Student Course Schedule

### Name: ____________________________  Semester: ______________  Year: _______________

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**SAMPLE COPY**
MNU Athletic Training Program Therapeutic Modalities Policy

Modality Policy and Procedures

In order to protect the health and safety of MNU Athletic Training Students and Preceptors, the following policies and procedures are implemented in regards to the use and maintenance of therapeutic modalities in both the classroom and clinical settings.

Many clinical education sites, including MNU currently possess various therapeutic modalities intended for the treatment of athletes, clients and patients, and as tools in the instruction of modality principles and practices. Any use of therapeutic modalities by an Athletic Training Student at any clinical education site must be done under the direct supervision of a qualified Preceptor and within the boundaries of the Preceptor’s license and qualifications. In addition the following guidelines and procedures must be enforced.

Modality Calibration

All clinical education sites, including MNU, where electrical modalities are present must be calibrated annually by a certified calibration technician. As a condition of the MNU Athletic Training Program Clinical Affiliation Agreement, off-campus clinical education sites, agree to provide verification of annual modalities’ calibration. Off-campus clinical sites accredited by an outside accrediting agency (JCAHO, CARF, etc.) are exempt from the verification process.

Electrical Safety

Ground fault circuit interrupters should be connected to all electric modality machines and whirlpools devices.

Modality Problems and Repair

Any problems or mechanical issues with any electrical modality identified by an Athletic Training Student, Preceptor or clinic staff should be reported immediately to the site supervisor. At MNU, issues related to therapeutic modalities should be reported to Assistant Athletic Trainer, Brendon Powers, immediately. For all clinical sites, the modality unit in question should be removed from use until the problem is corrected. If the electrical modality requires further repair then what can be accomplished on site, the party responsible for modality upkeep will contact an appropriate technician to arrange repair or replacement.
Athletic Training Student Use

NO electrical modality may be performed on a patient/client without the direct supervision of a Preceptor. Athletic training students who have documented completion of in-service training conducted by a Preceptor on the proper application of a specific modality unit may apply the modality to an athlete, patient or client under the direct supervision of a Preceptor. In-service training does not qualify the student to make decisions related to modality selection, parameter setting or treatment planning. Upon completion (grade of C or better) of HLEX 4304 – Techniques of Therapeutic Modalities and Lab, Athletic Training Students may interact with Preceptors in recommending the use and suggested parameters for various treatments. As students demonstrate clinical proficiency through the clinical skill module system in HLEX 3412 – Clinical Education V, they may be given additional autonomy in the selection and application of therapeutic modalities, however, NO electrical modality may be performed on an athlete, patient or client without the direct supervision of a Preceptor.

________________________________________  ____________________  
Athletic Training Student Printed Name

________________________________________  ____________________  
Athletic Training Student Signature  Date

________________________________________  ____________________  
Preceptor Signature  Date

SAMPLE COPY
Appendix C – Miscellaneous Documentation

Professional Development Points System
Athletic Training Websites
BOC Standards of Professional Practice
Common Terminology
NATA Code of Ethics
Professional Development Points System
MidAmerica Nazarene University Athletic Training Program
Professional Development Units (PDU) Program

The purpose of this policy is to ensure that Athletic Training Students become actively involved in the athletic training profession, integrating into this unique culture prior to graduation, and to educate students about the process of continuing education requirements for maintaining certification and licensure. According to the Board of Certification for Athletic Training, Continuing Education requirements for athletic trainers are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Accordingly, it is the intent of this program, PDU activity should promote competence, development of knowledge and enhance professional skills related to the practice of athletic training.

Each student will be required to submit a PDP tracking log along with all required documentation at the end of each academic year showing 25 hours/credits of professional development. The time frame for each reporting year will begin June 1st and end on the Friday before finals week (exceptions can be made upon request, but only due to extenuating circumstances). The 25 hours/credits requirement is consistent with BOC requirements for practicing Certified Athletic Trainers.

There are 4 categories where hours/credits can be earned. No more than 12 hours may be obtained within any given category. Hours/credits are based upon type and length of activity with no more than 5 credits for any given activity (1 hour activity/lecture = 1 credit up to 5 credits). PDUs will only be awarded for activities that are completed within the academic year. They may not carry forward to subsequent years.

PDU Categories and Credit Descriptions

A – Professional Membership/Involvement
Credit given for annual NATA and KATS membership, membership in other professionally related organizations (ACSM, etc.) and credit for holding leadership positions within discipline related student organizations or applying for professional scholarships.

- 5 hours/credit each for renewal of memberships (3 for NATA / 2 for KATS)
- 8 hours/credit for serving on KATS / MAATA Student Leadership Council
- 4 hours/credit for each “Executive Leadership” position held in MATS (President / Treasurer or other organization related to athletic training)
- 2 hours/credit for active involvement with a MATS committee or other committee related to athletic training
- 2 hours/credits for involvement with any other campus activity/organization (documentation of attendance & active participation required)
- 2 hours/credits for each scholarship / award application
• 1 hour/credit for each MATS meeting attended (up to 5 meetings)

Required Documentation:
• Receipt / membership card for membership renewals, letter of involvement from faculty advisor of student organization, copy of scholarship application, certificate of attendance, MATS attendance log

B – Education Programs / Presentation
Activities where you are actively in attendance at a sports medicine related seminar, conference, workshop, evening lecture related to athletic training, or other educational activities such as completing journal quizzes or watching webinars.

Professional Presentation as follows:
• Oral presentation at MAATA (district) or higher = 10
• Poster presentation at MAATA (district) or higher = 8
• Oral presentation at KATS (state) = 7
• Poster presentation at KATS (state) = 6
• Oral or Poster presentation at University level (Scholarship week) = 5

Required Documentation: Official program listing participation or letter of acceptance.

Attendance at professional meetings and/or seminars with hours/credits based on actual time in attendance (no more than 5 for any event)
• KATS Meeting/KATS Student Meeting
• MAATA District Meeting
• ACES Workshop
• NATA National Meeting

Required Documentation: Copy of completed quiz

Journal quizzes as follows:
• Journal of AT or other peer reviewed journal quiz = 4
• Trade magazine quiz = 2

Required Documentation: Copy of completed quiz
C – Volunteer / Civic Activities
Activities where you serve in the capacity of a medical professional outside of ATP requirements and assignments (must be appropriately supervised) or where you volunteer with other sports/medically related organizations. Hours/credits based upon actual service and amount of time (no more than 5 per event) Volunteer activities MUST BE approved by the Program Director/Clinical Coordinator in advance to ensure appropriate supervision.

- Pre-season football/volleyball/soccer coverage – 1 PDU per practice up to 5 credits.
- Collegiate/HS athletic event hosted by MNU or other clinic, where ATC’s are present.
- Taking an athlete to a medical appointment. Student must observe the process, be involved with the medical professional, and report the results of the appointment to the ATC involved with the athlete. (1 PDU)
- Example of Civic Activities: Happy Bottoms, Boys & Girls Club, Big Brothers/Big Sisters, Special or Senior Olympics, Jump Rope for Heart, Relay for Life, etc.

Required Documentation: Letter or memo from official involved with event or MNU Program Director or Clinical Education Coordinator that can verify

D – Miscellaneous Activities
Activities where you are actively engaged in promoting athletic training as a profession or showcasing the AT Program or promoting the MidAmerica Athletic Training Society as an active campus or community group, or where you are actively engaged in a program or event involving development of professional skills or behaviors. Specific activities MUST BE approved by Program Director or Clinical Coordinator in advance. Hours/credits based upon agreement with instructor/supervisor.

- Student legislative letter writing campaign = 1 PDU for each letter written
- Represent MNU on Quiz Bowl team (3 PDU’s)

Required Documentation: Letter or memo describing activity and involvement signed by Program Director or Clinical Coordinator

Sanctions related to non-compliance with the PDU Requirement
Failing to complete the annual PDU requirement will result in temporary program suspension, just as certification would be suspended for failing to complete required CEU’s. Sanctions may include, but are not limited to:

- PDU’s submitted without proper documentation will result in a forfeiture of those credits.
- Delinquent PDU’s must be submitted prior to the beginning of the subsequent school year.
- Additionally, students delinquent in submitting the PDU will be required to submit an additional 12 PDU’s for the subsequent year (37 instead of 25).

Failure to submit the PDU’s by the beginning of the subsequent school year will result in the student being administratively dropped from all athletic training class. Reinstatement at this point would only be granted upon re-application per the program’s violation and disciplinary policy.

Seniors delinquent in submitting PDU’s will be given no greater than a grade of ‘C’ in Clinical Education VI course and will not be granted BOC exam endorsement from the ATP or letters of recommendation from the ATP faculty or staff.

Common Terminology

**Academic plan:** The document that encompasses all aspects of the student’s classroom, laboratory, and clinical experiences. Also called a specimen program or curriculum plan.

**Affiliation agreement:** formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. This agreement defines the roles and responsibilities of the host site, the affiliate, and the student. Same as the memorandum of understanding.

**Affiliated clinical site:** A physical area or location where clinical education occurs. Can only be an affiliated clinical site if the affiliation agreements have been signed and approved.

**Approved Clinical Preceptor (ACP):** A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base that has received training and met all MNU ATP program requirements.

**Athletic Training Student (ATS):** A student who has been formally admitted into the college or university’s Athletic Training Program. This student is expected to participate in clinical coverage and skill development through the Clinical Education courses established by the ATP.

**Clinical education:** The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor.

**Clinical Education Coordinator (CEC):** The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the development, implementation, and delivery of the Clinical Education aspects of the ATP.

**Clinical site:** See Affiliated clinical site.

**Communicable disease:** A contagion that may be directly transmitted from person-to-person or by a person from an inert surface.

**Course/coursework:** Courses involve classroom (didactic), laboratory, and clinical learning experience.

**Direct patient care:** The application of athletic training knowledge, skills, and clinical abilities on an actual patient.


**Fees:** Institutional charges incurred by the student other than tuition and excluding room and board.

**Goals:** The primary or desired results needed to meet an outcome. These are usually larger and longer term than objectives.
**Health Care Professional:** Athletic Trainer, Chiropractor, Dentist, Registered Dietician, Emergency Medical Technician, Nurse Practitioner, Nutritionist, Occupational Therapist, Optometrist, Orthotist, Paramedic, Pharmacist, Physical Therapist, Physician Assistant, Physician (MD/DO), Podiatrist, Prosthetist, Psychologist, Registered Nurse, or Social Worker. These individuals must hold a current credential to practice the discipline in the state and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty.

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

**Laboratory:** A setting where students practice skills on a simulated patient (i.e., role playing) in a controlled environment.

**Objectives:** Sub-goals required to meet the larger goal. Generally objectives are more focused and shorter-term than the overriding goal.

**Observe student:** A student who is not formally admitted into the program. Observe students may be required to participate in non-patient activities as described by the term Directed Observation Athletic Training.

**Physician:** A medical doctor (MD) or doctor of osteopathic medicine (DO) who possesses the appropriate state licensure.

**Pre-professional student:** See Observe student.

**Preceptor:** See Approved Clinical Preceptor

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

**Program Director:** The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the implementation, delivery, and administration of the AT program.

**Retention:** Matriculating through the AT program culminating in graduation.

**Sponsoring institution:** The college or university that offers the academic program and awards the degree associated with the athletic training program.

**Team physician:** The physician (MD or DO) responsible for the provision of health care services for the student athlete. The team physician may also be the medical director; however, this is not required by the Standards.
**Technical standards**: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.
Athletic Training Websites

American Academy of Emergency Medicine: www.aaem.org
American Academy of Pediatrics: www.aap.org
American College of Sports Medicine: www.acsm.org
American Dietetic Association: www.eatright.org
American Heart Association: www.americanheart.org
American Journal of Sports Medicine: www.ajs.sagepub.com/
American Physical Therapy Association: www.apta.org
American Red Cross: www.redcross.org
American Society for Testing and Materials: www.astm.org
Athletic Training & Sports Health Care: www.atshc.com
Board of Certification (BOC): http://www.bocatc.org
Commission on Accreditation of Athletic Training Education: http://www.caate.net
Collegiate Sports Medicine Foundation: www.csmfoundation.org
Health People 2010: http://www.healthypeople.gov/
Journal of Athletic Training: www.nata.org/jat/
Kansas Athletic Trainer’s Society: http://ksathletictrainers.org/rehabilitation
MidAmerica Athletic Trainer’s Association: http://www.maatad5.org/
NATA Executive Committee for Education: http://www.nata.org/education/ExecutiveComm4Edu.htm
National Academy of Sports Medicine: https://www.nasm.org/
National Athletic Trainers’ Association (NATA): www.nata.org
NATA Research and Education Foundation: http://www.natafoundation.org/
National Operating Committee on Standards for Athletic Equipment: www.nocsae.org
National Strength and Conditioning Association: www.nsca-lift.org
Orthopedic Links: www.staehelin.ch/olinks.html
Physician and Sports Medicine: www.physportsmed.com
Professional Baseball Athletic Trainers Society: http://www.pbats.com/
Sports Medicine: www.sportsmedicine.com
Sports Medicine Links: www.sportslink.org/
United States Anti-Doping Agency: www.usantidoping.org/
United States Department of Agriculture Food and Nutrition Info Center: www.nal.usda.gov/fnic
Virtual Hospital: www.vh.org
Web MD: www.webmd.com
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.
BOC Standards of Professional Practice – Still need to format

Introduction

The mission of the Board of Certification Inc. (BOC) is to certify Athletic Trainers and to identify, for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs. The BOC has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers’ Association. However, in 1989, the BOC became an independent non-profit corporation.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer that confers the ATC® credential and establishes requirements for maintaining status as a Certified Athletic Trainer (to be referred to as “Athletic Trainer” from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The BOC Standards of Professional Practice consists of two sections:

I. Practice Standards
II. Code of Professional Responsibility

I. Practice Standards

Preamble

The Practice Standards (Standards) establish essential practice expectations for all Athletic Trainers. Compliance with the Standards is mandatory.

The Standards are intended to:

- assist the public in understanding what to expect from an Athletic Trainer
- assist the Athletic Trainer in evaluating the quality of patient care
- assist the Athletic Trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Standards at all times.
Standard 1: Direction
The Athletic Trainer renders service or treatment under the direction of a physician.

Standard 2: Prevention
The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

Standard 3: Immediate Care
The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

Standard 4: Clinical Evaluation and Diagnosis
Prior to treatment, the Athletic Trainer assesses the patient’s level of function. The patient’s input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

Standard 5: Treatment, Rehabilitation and Reconditioning
In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

Standard 6: Program Discontinuation
The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient’s status.

Standard 7: Organization and Administration
All services are documented in writing by the Athletic Trainer and are part of the patient’s permanent records. The Athletic Trainer accepts responsibility for recording details of the patient’s health status.

II. Code of Professional Responsibility

Preamble
The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.
Code 1: Patient Responsibility
The Athletic Trainer or applicant:

1.1 Renders quality patient care regardless of the patient’s race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law
1.2 Protects the patient from harm, acts always in the patient’s best interests and is an advocate for the patient’s welfare
1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice
1.4 Maintains the confidentiality of patient information in accordance with applicable law
1.5 Communicates clearly and truthfully with patients and other persons involved in the patient’s program, including, but not limited to, appropriate discussion of assessment results, program plans and progress
1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain
1.7 Exercises reasonable care, skill and judgment in all professional work

Code 2: Competency
The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities
2.2 Participates in continuous quality improvement activities
2.3 Complies with the most current BOC recertification policies and requirements

Code 3: Professional Responsibility
The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards
3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
3.3 Collaborates and cooperates with other healthcare providers involved in a patient’s care
3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient’s care
3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education
3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education
3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
3.8 Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials
3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public
3.10 Complies with all confidentiality and disclosure requirements of the BOC
3.11 Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity
3.12 Cooperates with BOC investigations into alleged illegal or unethical activities; this includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion
3.13 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

Code 4: Research
The Athletic Trainer or applicant who engages in research:
   4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
   4.2 Protects the rights and well-being of research subjects
   4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems and healthcare delivery

Code 5: Social Responsibility
The Athletic Trainer or applicant:
   5.1 Uses professional skills and knowledge to positively impact the community

Code 6: Business Practices
The Athletic Trainer or applicant:
   6.1 Refrains from deceptive or fraudulent business practices
   6.2 Maintains adequate and customary professional liability insurance
Special thanks to multiple Athletic Training Programs who served as outstanding resources in developing this handbook.