

# **Union College**



## **Athletic Training Program**

### **Student Handbook**

2017

## TABLE OF CONTENTS

### AT Program Student Handbook

Program Overview	3
Mission Statement/Assessment	4
Glossary of Terms	7
Athletic Training Major Coursework	8
Sample Academic Plan	9
Course Descriptions	10
Program Admission	12
Program Policies and Guidelines	14
Academic Standards	24
Graduation Requirements	25
Retention Policy	26
Readmission Policy	26
Appendix	27

## **Program Overview**

### **Bachelors of Science in Athletic Training**

The Bachelors of Science in Athletic Training is a health science degree offered in the School of Nursing and Health Sciences. The degree provides an integrated didactic and clinical education program to prepare the student's for a career as a BOC Certified Athletic Trainer. The program is designed to meet the standards and guidelines of an accredited education program for the Athletic Trainer, as dictated by the Commission on Accreditation of Athletic Training Education (CAATE).

The Bachelors of Science in Athletic Training is completed over 8 semesters including pre-professional coursework and an integrated clinical education component. The coursework consists of 80 hours of coursework designed to provide formal instruction of the NATA educational competencies and clinical proficiencies.

The clinical education component is a series of four clinical experiences that respond directly to course content. The course instructors work in conjunction with clinical instructors to supply a guided application of knowledge and clinical skills, acquired in the classroom, to a practical real-world environment. Our format is designed to develop critical thinking and decision making skills necessary for an entry-level Certified Athletic Trainer.

As a Union College athletic training student we expect you to portray yourself, this program, and Union College in a positive light. We will not tolerate any behavior that jeopardizes the integrity of Union College, the Athletic Training program, its staff or students. We will do our best to make your experiences at Union College both fun and educational. We are truly excited to have you here and look forward to developing a long lasting relationship.

### **The Profession of Athletic Training**

An Athletic Trainer is a qualified health care professional educated and experienced in the management of health care problems in the physically active population. In conjunction with physicians and other health care personnel, the Athletic Trainer functions as an integral member of the health care team in secondary schools, colleges and universities, professional sports, sports medicine clinics, industry, and other health care settings. The Athletic Trainer functions in cooperation with medical personnel, athletic personnel, individuals involved in physical activity, parents, and guardians in the development and coordination of efficient and responsive health care delivery systems.

The Athletic Trainer's professional preparation is directed toward the development of specific competencies in the following content areas: evidence-based practice, prevention and health promotion, clinical examination and diagnosis, acute care of injury and illness, therapeutic interventions, psychosocial strategies and referral, health care administration, and professional development and responsibility. Through a combination of formal didactic instruction and clinical experience, the athletic trainer is prepared to apply a wide variety of specific health care skills and knowledge within each of the domains.

## **Athletic Training Program Mission Statement**

### **Athletic Training Program:**

The Athletic Training Program reflects the mission and academic integrity of Union College. The commitment of the faculty to the athletic training student is based on the belief that graduates must be able to communicate clearly and effectively while providing ideal health care to student athletes and the physically active. The Athletic Training program challenges and prepares each student to make appropriate decisions and important judgments regarding sudden injury and life threatening situations. Through diverse educational experiences, it is our mission to provide students with the knowledge, skills, and values that an entry-level athletic trainer must possess. In addition the program will strive to maintain and surpass the standard of accreditation as specified by the Commission on Accreditation of Athletic Training Education (CAATE).

### **Union College Mission**

Union College is a learning community dedicated to creating personal, intellectual and social transformation through the pursuit of knowledge, wisdom, service and spiritual growth.

### **Union College Vision**

Union College's liberal education prepares graduates who are superior critical thinkers, engaged citizens, and lifelong learners. When coupled with select professional degree programs, Union's liberal education infuses students with habits of mind and skills that make them confident, agile, recognized leaders locally and globally. Union alumni are esteemed members of the communities around the world in which they live, study, and work.

Prospective students from near and far choose Union. The college is known for its exceptionally personal education and accomplished graduates who are committed to a balanced life that encompasses the concept of a sound mind in a healthy body. Union College seeks to provide a rich context for personal growth through well-shaped and directed academic, athletic, and other co-curricular special interest programs. Union is noted as well for the unrivaled beauty of its intimate residential campus. Its singular backdrop is set in the stunning and inviting Appalachian Mountains, uniquely conducive to focused, reflective study grounded in the liberal arts. Union is a leader in its peer group in retention and graduation rates, even while continuing to offer opportunity to students who, without Union's intentionally supportive climate, might not achieve an undergraduate degree.

Union's success is rooted in a culture of civility and the commitment of its employees. The college's governance structure fosters collaboration, collegiality, communication, and efficiency. A highly qualified faculty, staff, and administration are driven to serve the college and its students, excel in their roles, and feel strong pride in Union. Employees have access to and embrace the tools necessary for success in 21st-century higher education, including instructional and other technologies. All members of the Union family learn, work, and socialize in a campus community that represents and values diversity

in all its forms, including race, gender, ethnicity, nationality, sexual orientation, socioeconomic status, religious affiliation, and political sensibility.

Union is financially healthy and is led by a committed Board of Trustees that ensures stability and exemplary stewardship practices with all resources. The endowment positions the college to achieve its vision, goals, and objectives, especially the ability to offer an extraordinary, affordable, personal education within a beautiful campus environment.

Union College honors its historical ties to local communities and Kentucky's Appalachian region through a flourishing, mutually supportive relationship. Union enhances local and regional quality of life through its widely understood economic impact, accomplished regional alumni, and robust arts and cultural programming. The college promotes a culture of learning through service that is highly participatory, includes comprehensive and diverse volunteer and internship opportunities, and responds to regional need. Union employees and students are exceptionally engaged in the life of the community and region.

#### **Assessment:**

The Athletic Training Program reflects the mission and academic integrity of Union College. The commitment of the faculty to the athletic training student is based on the belief that graduates must be able to communicate clearly and effectively while providing ideal healthcare to student athletes and the physically active population using sound evidence based practices. The Athletic Training program challenges and prepares each student to make appropriate decisions and important judgments regarding sudden injury and life threatening situations. Through diverse educational experiences, it is our mission to provide students with the knowledge, skills, and values that an entry-level athletic trainer must possess. In addition the program will strive to maintain and surpass the standards of accreditation as specified by the Commission on Accreditation of Athletic Training Education (CAATE).

#### **Program Goals: Student Preparation**

The Union College Athletic Training Program seeks to prepare students to become Certified Athletic Trainers who demonstrate cognitive and psychomotor competence in the content areas of the Athletic Training Educational Competencies. To accomplish this, the program has adopted the following goals:

1. Develop students who will engage with patients, the community, and all members of the healthcare team and promote the athletic training profession.
2. Create a positive educational environment for students to develop and utilize logic, skills, and a discriminating process that is foundational to clinical decision-making while integrating best evidence in patient care.
3. Prepare entry-level professionals to address healthcare needs and serve a diverse environment through experience with a variety of patient populations and clinical settings and interaction with various professionals.

### **Program Outcomes: Student Preparation**

The following outcomes are used to provide the Union College Athletic Training Program with a framework for collecting and evaluating data to assess overall effectiveness and provide guidance for improving program quality and addressing future objectives. The outcomes are based on the program goals and the eight content areas as defined by the *National Athletic Trainers' Association's (NATA) Educational Competencies* (5<sup>th</sup> edition).

#### **Students will:**

1. Incorporate quality evidence into clinical practice.
2. Demonstrate skill in the prevention, examination, diagnosis, management and rehabilitation of injuries as they pertain to physical activity.
3. Demonstrate skill in the prevention, examination, diagnosis, management and rehabilitation of illnesses as they pertain to physical activity.
4. Develop treatment plans that are consistent with contemporary disablement models.
5. Incorporate and deliver humane and ethical health care for all individuals.
6. Communicate effectively and appropriately in oral, written, and electronic formats.
7. Posses the knowledge, skills, and values that an entry-level athletic trainer possess.

### **Program Goals: Didactic and Clinical Instruction**

The Union College Athletic Training Program has adopted the following goals designed to promote a quality educational experience to students:

1. Provide faculty who will foster didactic and practical instruction designed to encourage self-learning, meet required objectives, provide student feedback, and promote development of professional behaviors in students.
2. Provide Clinical preceptors who will foster clinical instruction designed to encourage self-learning, develop clinical reasoning, meet learning needs, provide student feedback, and represent a professional role model.

### **Program Outcomes: Didactic and Clinical Instruction**

The following outcomes are used to provide the Union College Athletic Training Program with a framework for collecting and evaluating data to assess overall effectiveness and provide guidance for improving program quality and addressing future objectives.

#### **Clinical Preceptors will:**

1. Foster an environment for student success.
2. Provide meaningful feedback to students as a means of improving clinical reasoning and decision making for enhancing patient care.
3. Represent a professional role model.

#### **Faculty will:**

1. Provide effective and timely feedback on exams and course work.
2. Provide effective organization of coursework.
3. Design course assignments that are appropriate and prompt learning
4. Engage students in learning.

5. Encourage critical thinking and analysis.
6. Serve as professional role models
7. Maintain program enrollment in the professional portion of the ATP

**GLOSSARY OF COMMON TERMS:**

**Academic plan:** The document that encompasses all aspects of the student's classroom, laboratory, and clinical experiences.

**Academic year:** Two academic semesters.

**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.

**Athletic Training Student (ATS):** the student who is enrolled in a CAATE-accredited entry-level athletic training program.

**Board of Certification (BOC):** establishes and regularly reviews standards for practice of athletic training and the continuing education requirements for BOC Certified ATCs. The BOC has the only accredited certification program for ATCs in the US.

**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 Proficiencies:** the clinical application of a common set of cognitive, psychomotor, and affective competencies.

**Clinical site:** A physical area where clinical education occurs.

**Commission on Accreditation of Athletic Training Education (CAATE):** the body that accredits Athletic Training Education Programs.

**Educational Competencies** – the educational content required of entry-level ATPs described as educational objectives. The competencies encompass three domains: Cognitive (knowledge and intellectual skills), Psychomotor (manipulative and motor skills), and Affective (attitudes and values). These domains are applied clinically through the clinical proficiencies.

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

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

**Preceptor:** A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base. The preceptor must be physically present in order to intervene on behalf of the individual being treated.

## Athletic Training Major Coursework:

DEPT	#	TITLE	HRS
<b>ATHT</b>	<b>131</b>	<b>Basic Athletic Training</b>	<b>3</b>
<b>ATHT</b>	<b>152</b>	<b>Bracing and Taping</b>	<b>3</b>
<b>ATHT</b>	<b>210</b>	<b>Care and Prevention of Athletic Injuries</b>	<b>3</b>
<b>ATHT</b>	<b>270</b>	<b>Palpation Anatomy for the Health Sciences</b>	<b>3</b>
ATHT	308	Practicum I	2
ATHT	309	Practicum II	2
ATHT	322	Therapeutic Rehabilitation	3
ATHT	323	Therapeutic Rehabilitation (Lab)	1
ATHT	325	Emergency Care in Athletic Training	3
ATHT	333	Therapeutic Modalities	3
ATHT	334	Therapeutic Modalities (Lab)	1
ATHT	341	Evaluation I Appendicular	3
ATHT	342	Evaluation I Appendicular (Lab)	1
ATHT	351	Evaluation II Axial Skeleton	3
ATHT	352	Evaluation II Axial Skeleton (Lab)	1
ATHT	375	Athletic Training Administration	3
ATHT	405	Advanced Rehabilitation	3
ATHT	408	Practicum III	2
ATHT	409	Practicum IV	2
ATHT	410	General Medical Concerns	3
ATHT	425	Pharmacology	3
ATHT	475	Senior Seminar	3
ATHT	481	Evidence Based Medicine for the Athletic Trainer	3
<b>BIOL</b>	<b>330</b>	<b>Human Anatomy</b>	<b>4</b>
<b>BIOL</b>	<b>331</b>	<b>Human Physiology</b>	<b>4</b>
PHED	351	Test and Measurement	3
PHED	410	Exercise Physiology	3
PHED	421	Kinesiology	3
<b>WELL</b>	<b>131</b>	<b>Safety and First Aid</b>	<b>3</b>
WELL	361	Nutrition	3

80

Number of hours in liberal education: 12-21

Number of hours in program prerequisites: 23

Number of hours in major coursework: 57

Total number of hours required for degree: 120

**Boldface courses: prerequisite courses needed for program application**

**(NOTE: There are approximately 10 hours shared between the program and liberal education core)**

**ATHT 4-year Academic Sequence (students entering Fall 2013)**

<b>Freshman Year</b>	
Fall Classes	Spring Classes
ENGL 111: Intro to Freshman Composition (3)	ENGL 112: Freshman Composition II (3)
HIST 110: Roots of Civilization (3) or HIST 113: Religion & Empire (3) or HIST 213: Rev. in Politics, Society, & Thought (3)	GNST 105: Igniting Higher Order Thinking (3)
UCE 100: Union College Experience (1)	Social & Behavioral Science Elective (3)
BIOL 101: Human Biology or BIOL 109: Elements of Biology (3)	BIOL 330: Vertebrate Anatomy and Histology (4)
Social & Behavioral Science Elective (3)	WELL 131: First Aid & Safety (3)
Fine Arts Elective Course (3)	
<b>Total Hours: 16</b>	<b>Total Hours: 16</b>
<b>Sophomore Year</b>	
Fall Classes	Spring Classes
200 Level English Course (3)	200 Level course in History, Philosophy, or Religion (3)
CHEM 230: Intro. to General, Inorganic, and Organic Chemistry (3)	MATH 110: Math Concepts (3) or MATH 131: College Algebra (3)
ATHT 131: Basic Athletic Training (3)	BIOL 331: Human Physiology (4)
ATHT 152: Bracing and Taping (3)	ATHT 210: Care and Prevention (3)
WELL 361: Principles of Nutrition (3)	ATHT 270: Palpation Anatomy (3)
<b>Total Hours: 15</b>	<b>Total Hours: 16</b>

**Admission to the Major**

<b>Junior Year</b>	
Fall Classes	Spring Classes
ATHT 308: Practicum I (2)	PHED 421: Kinesiology (3)
ATHT 333/334: Therapeutic Modal. w/ Lab (4)	PHED 351: Test and Measurements (3) or ATHT 381: Corrective Exercise (3)
ATHT 341/342: Eval 1 Appendicular w/ Lab (4)	ATHT 322/323: Therapeutic Rehab w/ Lab (4)
ATHT 345: Evidence Based Medicine (3)	ATHT 309: Practicum II (2)
BIOL 151: Medical Terminology (2)	WELL 461: Nutrition for Special Needs (3)
<b>Total Hours: 15</b>	<b>Total Hours: 15</b>
<b>Senior Year</b>	
Fall Classes	Spring Classes
ATHT 408: Practicum II (2)	ATHT 409: Practicum IV (2)
PHED 410: Exercise Physiology (3)	ATHT 475: Senior Seminar (3)
ATHT 410: General Medical Concerns (3)	ATHT 375: AT Administration (3)
ATHT 425: Pharmacology (3)	ATHT 405: Advanced Rehab (3)
Two Hours of elective courses	ATHT 481: Leadership in Athletic Training (3)
<b>Total hours: 13</b>	<b>Total Hours: 14</b>

All students are required to complete the Graduation requirements as stated in the Union College Undergraduate Catalogue; these include completion of a minimum of 120 credit hours with 39 upper division credit hours.

## Course Descriptions:

### **ATHT 131: Basic Athletic Training (3) (F)**

Basic training in the prevention, recognition, care, assessment, and treatment of athletic injuries.

### **ATHT 152: Bracing and Taping (3) (S)**

Development of skills in taping, bracing, and equipment fitting that are required for the entry-level athletic trainer. Prerequisite: ATHT 131 or concurrently with ATHT 132.

### **ATHT 210: Care and Prevention of Athletic Injuries (3) (S)**

Prepare entry-level athletic trainers with appropriate knowledge and skill to recognize, prevent, and treat common symptoms of acute athletic injuries. (Prerequisite: BIOL 330 or permission of instructor)

### **ATHT 270: Palpation Anatomy (3) (S)**

Provide students with hands on opportunities to locate, explore, and compare human body structures through palpation. This course will focus on musculoskeletal, nerve and vascular structures. (Prerequisite: BIOL 330 or permission of instructor; Corequisite: ATHT 210)

### **ATHT 308: Practicum I (2) (F)**

Opportunities to gain practical clinical skills and experiences for athletic training majors. Course will include review and evaluations of assigned National Athletic Trainers Association (NATA) proficiencies. Proficiencies include but are not limited to medical terminology and recordkeeping, anthropometric measurements, cervical spine stabilization, CPR, wound care, basic pharmacology, and the use of ambulatory aids. Other topics include basic injury care and thermal modalities.

### **ATHT 309: Practicum II (2) (S)**

Opportunities to gain practical clinical skills and experiences for the athletic training majors. Course will include review and evaluations for basic NATA proficiencies, different from those in the previous practicum. Proficiencies include but are not limited to medical terminology and record-keeping review, thermal modalities, electrical modalities, and nutrition

### **ATHT 322: Therapeutic Rehabilitation (3) (S)**

Practical applications of athletic training techniques related to general rehabilitation concepts.

### **ATHT 323: Lab (1) (S)**

This lab will focus on the theories, development and applications of rehabilitation techniques that are utilized in the treatment and rehabilitation of injuries to the physically active

### **ATHT 325: Emergency Care in Athletic Training (F/S)**

This course is designed to provide the student with knowledge and skills to meet the needs of most situations when emergency first aid care is critical to saving a life and minimizing the severity of injuries. The course includes examining various risk factors, and discussion of personal safety and accident prevention. At the end of the course students will attempt certification in American Red Cross CPR for the Professional Rescuer.

### **ATHT 333: Therapeutic Modalities (3) (F)**

Tissue repair, theories of pain, physiology of therapeutic modalities and applications. Prerequisite: ATHT 132. Co requisite: ATHT 272.

### **ATHT 334: Lab (1) (F)**

This lab will focus on the theories and applications of therapeutic modalities that are utilized in the treatment and rehabilitation of injuries to the physically active.

**ATHT 341: Evaluation I: The Appendicular Skelton (3) (F)**

This course, the first of two, will focus on principles of assessment, postural and gait analysis, evaluation of orthopedic injuries to the appendicular skeleton.

**ATHT 342: Lab (1) (F)**

This lab will focus on orthopedic assessment of the extremities, including special tests, muscular testing, and functional assessment of injuries.

**ATHT 345. Evidence Based Medicine (3) (F)**

Prepare students to analyze and coordinate clinical and educational research to improve clinical skills with their patients in evaluation, rehabilitation, and education. Upon completion of this course, students will be educated consumers of research.

**ATHT 351: Evaluation II: The Axial Skeleton (3) (S)**

This course will focus on principles of assessment, postural and gait analysis, evaluation of orthopedic injuries to the axial skeleton.

**ATHT 352: Lab (1) (S)**

This lab will focus on orthopedic assessment of the extremities, including special tests, muscular testing, and functional assessment of injuries to the axial skeleton

**ATHT 375: Athletic Training Administration (3) (S)**

Current issues in the organization and administration of health care delivery systems in secondary, collegiate, professional, corporate, clinical, and industrial settings. Prerequisite: admittance into the professional component of the program through formal application or permission of instructor.

**ATHT 405: Advance Anatomy: (3) (S)**

Practical applications of advanced techniques related to rehabilitation concepts.

**ATHT 408: Practicum III (2) (S)**

Advanced opportunities to gain practical clinical skills and experiences for athletic training majors. Course will include integration of knowledge and skills from previous ATHT courses as well as review and evaluation of assigned NATA proficiencies. Proficiencies include but are not limited to medical terminology and record-keeping review, and appendicular skeleton injury management.

**ATHT 409: Practicum IV (2) (S)**

Advanced opportunities to gain practical clinical skills and experiences for athletic training majors. Course will include integration of knowledge and skills from previous ATHT courses as well as review and evaluation of assigned NATA proficiencies.

**ATHT 410: General Medical Concerns (3) (F)**

Current medical topics relevant to athletic trainers will contribute to the knowledge and competency that an entry-level athletic trainer should possess to recognize specific medical conditions and athletic injuries. This course will be taught by athletic training faculty and allied health professionals.

**ATHT 425: Pharmacology (3) (F)**

Introduces the basic principles of pharmacology. Focus will be on providing information relating to drugs: historical perspectives, drug absorption, distribution, metabolism and elimination. Additional topics to be explored include, but are not limited to, legal and ethical considerations in drug therapy, drugs in sports, and alternative medicine regimes.

**ATHT 475: Senior Seminar (3) (S)**

Course will include discussions of topics relevant to NATA certification examination. Students will complete practice oral and written practice tests. This culmination of the supervised clinical experience will afford the athletic training student the opportunity to prepare and present a

case study that presents the clinical experience. These presentations will follow the recommended abstract format for the NATA.

## Program Admission:

### PROGRAM ADMISSION STANDARDS/ELIGIBILITY:

**Admission to Union College does not guarantee admission to the Athletic Training Program.**

Furthermore, Union College and the Athletic Training Program reserve the right to make and enforce programmatic changes that may result from Union College or governing agency decisions.

#### Pre-professional Coursework

Class	Semester/Year	Grade Required	Grade Received
ATHT 131: Basic Athletic Training (3Hrs)		B	
ATHT 210: Care and Prevention (3Hrs)		B	
ATHT 151: Bracing and Taping (3Hrs)		B	
ATHT 270: Palpation Anatomy (3Hrs)		B	
WELL: Safety and First Aid (3Hrs)		B	
BIOL 330: Anatomy (4Hrs)		C	
BIOL 331: Physiology (4Hrs)		C	

Transfer students are subject to the same standards listed above.

#### 1. Student Application, Screening and Approval:

- a. To be screened and considered for approval into the Athletic Training major, all students shall make a formal application when the following criteria have been met:

- i. \_\_\_\_\_ Be listed as a sophomore with at least a 2.5 Cumulative Grade Point average.

- ii. \_\_\_\_\_ Satisfactory completion of the following prerequisite courses (or equivalent) prior to acceptance:  
ATHT 131, 210, 152, 270 (B or higher); BIOL 330 and 331 (C or higher); WELL 131
- iii. \_\_\_\_\_ Will be interviewed by the ATP Program Committee to determine oral communication skills, critical thinking skills, professional attitude and attributes, and overall suitability as an Athletic Training student.
- iv. \_\_\_\_\_ Submits a formal typed (1-2 page minimum) letter of application indicating why he/she wants to become a Certified Athletic Trainer and explain what important contributions one will make to the Athletic Training profession in general, and specifically to the Union College Program.
- v. \_\_\_\_\_ Complete all application forms, be screened and formally recommended (or denied) for formal approval by the ATP Committee.
- vi. \_\_\_\_\_ Understand that final selections are determined on a space available basis, and individuals most suitable and qualified are accepted. A rubric will be used to objectively make this decision.
- vii. Proof (Copies) of the following items will need to be provided upon acceptance:
- 1<sup>st</sup> MMR
  - 2<sup>nd</sup> MMR
  - Tetanus (within 10 years)
  - Tuberculosis (TB)
  - PPD
  - Hepatitis B vaccination series
  - Physical Exam

Additionally, the following items, accessible via the application packet or in the appendices of the student handbook, should be reviewed prior to admission and must be signed and returned upon admission:

- Hepatitis B policy
- Communicable disease policy
- Confidentiality policy
- Student Agreement form

- Technical Standards document
- Clinical Education Guidelines
- Student-Athlete Participation policy (if applicable)

### **Transfer Students:**

Transfer students are encouraged to be part of the program but will be held to the same pre-requisite requirements. If a transfer student wishes to transfer in a pre-requisite class the Program Director in conjunction with the registrar will determine if that class will be acceptable.

### **Conditional Admittance**

Conditional admittance may be granted to students who may not have met all pre-professional coursework provided the appropriate coursework can be completed by August 1<sup>st</sup> of the year in which they applied and that the student can successfully achieve a cumulative GPA of 2.5. Students who do not meet the GPA requirement may be conditionally admitted as long as they can successfully achieve a cumulative GPA of 2.5 by the end of their first semester in the professional phase of the program.

## **Program Policies and Guidelines**

### **Program Fees**

- ATHT 152: 40 (classroom supplies)
- ATHT 308: 750 (NATA membership/ATRACK, apparel, first aid/CPR, classroom/laboratory supplies, fanny pack, scissors, name tag)
- ATHT 325: 40 (classroom supplies)
- ATHT 408: 750 ((NATA membership/ATRACK, apparel, first aid/CPR, classroom/laboratory supplies, fanny pack, scissors, name tag)

### **Technical Standards**

The Union College technical standards (see *Appendices*) represent the mental and physical requirements necessary for a student to successfully participate in and complete the ATP at Union College. The guidelines are designed to reflect the necessary skills identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the NATA Role Delineation Study. A student must meet the requirements for admission, retention, and graduation.

### **Dependability and Punctuality**

Dependability and punctuality are both a must in the professional world. Coupled with this fact, the Athletic Training Program believes that both are imperative to succeed in the major, in your career, and in life. Therefore, the ATP has developed a policy whereby all clinical experiences are recorded by the ATS and signed off at the end of each week by the preceptor electronically via ATrack. During this time, the preceptor will also evaluate the ATS to provide feedback as to the ATS progress on various athletic training clinical proficiencies and professional attributes.

It is important for the ATS to realize that clinical assignments are made at times when their clinical experience can be maximized and are an extension of their practicum course. When students do not show up or is late for his/her assigned clinical experience, not only is the efficiency and effectiveness of

the healthcare for athletes/patients severely diminished, but more importantly students are missing an opportunity to enhance their clinical education experience. Because of the significance of being punctual and in attendance, the Athletic Training Education Program has established the following policies regarding tardiness and absenteeism:

#### **Clinical Tardy**

1. Every student is allowed one time to be tardy if he/she is no more than ten minutes late; you are given the "benefit of the doubt" only one time per semester.
2. With the second unexcused tardiness comes a scheduled conference between the student and the Clinical Coordinator and/or instructor/staff member. At this time, the student will be placed on probation for an undisclosed time and not allowed to participate in certain activities.
3. Being tardy a third time will result in a conference between the student, the clinical coordinator and the Director of the ATP to determine the student's status in the clinical and professional phase of the ATP.

#### **Clinical Absence**

1. After the first unexcused absence, a conference will be scheduled between the student and the Clinical Coordinator and/or attending preceptor, with a probationary period pending.
2. A second unexcused absence will result in a scheduled conference with the ATP Director and the Clinical Coordinator and a two-week suspension resulting in students not being able to complete clinical proficiencies, except in courses and/or labs.

#### **Attendance during inclement weather:**

If Union College is closed due to inclement weather, athletic training students are not required to attend his/her clinical education assignment. Students should use their best judgment in determining if travel clinical education site is safe. In the event the student determines that it is unsafe to travel to the clinical education site, he/she should contact the clinical instructor and the Coordinator of Clinical Education by email. Students that miss clinical education assignment due to weather when Union College is open will need to be made up before the end of that current semester.

The same policy is effect in the event of a delay that impacts morning treatments, morning meetings or morning practices. Students must determine if travel Union College is safe. No student should risk his or her safety in order to attend an athletic training meeting, treatments, athletic practice or event. Students are responsible for contacting the appropriate clinical instructor to inform him of the decision not to attend.

#### **DEFINITIONS:**

1. *Probation* - "subjection of an individual to a period of testing and trial to ascertain fitness (as for a job or school)"; during a probationary period, said student must be present at times and locations assigned by the Clinical Education Coordinator until he/she demonstrates satisfactory performance in the classroom and clinical components of the ATP. Failure to properly perform clinical duties as assigned will then lead to suspension.
2. *Suspension* - "to debar temporarily from any privilege, office, or function";

suspensions will be for a minimum of two weeks, depending upon the offense/problem. Students will not be able to participate in their clinical rotation nor complete any clinical proficiencies, which will significantly impact their ability to matriculate through the program and thus complete the requirements of the major.

All conferences will be documented and kept as part of the student's personal file and will not be shared with other students or staff. This file may be reviewed by ATP faculty and/or preceptors when a student asks for recommendations for employment or when a student requests to work "special" events available through affiliated sites. The ATP is hopeful that the above actions deter any problems we might encounter with students missing clinical assignments, classes, and/or being consistently tardy for classes or clinical assignments.

**\*NOTE:** If any preceptor is notified within 24 hours of the need to miss a scheduled clinical activity, then one can **possibly** be excused. Remember, there are only a few exceptions to this 24 hour rule! Lastly, make sure that requests for absence from clinical duties are put in writing and given to the appropriate preceptor well in advance of your anticipated absence.

### **Class Absence**

The faculty and staff of the Union College ATP expect students to attend all classes and clinical experiences for which they have registered. Registration in a course is regarded as an agreement between the student and the institution, the fulfillment of which almost always depends on regular and punctual class attendance. If there is to be an unavoidable absence, the student should inform the instructor in advance and be responsible for making up all work that is missed regardless of the reason for the absence. A student whom the instructor knows to have been absent due to participation in College sponsored extra-curricular activities may be permitted to make-up tests or missed work. Make-up of any nature is at the discretion of the instructor. Since all absences represent a loss in classroom activity and learning opportunity, no absence will relieve the student from academic obligations.

### **Academic Integrity**

Students have a special responsibility to adhere to academic standards. Academic dishonesty is a particularly serious offense. Academic dishonesty is defined as, but not limited to:

1. Giving or receiving help with intent to falsely represent one's work
2. Plagiarism (A willful misrepresentation of another person's work as your own.)
3. The use (or appearance of use) of notes, books or any other unauthorized sources during tests of any kind, unless specific instructions are given permitting such use.
4. Altering the record of any grade
5. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in relation to academic work.
6. Unauthorized possession of a test prior to, during, or after the administration of a test.
7. Defacing, mutilating, destroying, modifying, stealing, hiding or in any other way inhibiting or preventing access by others to library materials or databases.
8. Falsely documenting clinical hours

### **Cellular Phones:**

All mobile devices (phone and/or tablets) are to be turned **off and put away** prior to beginning any clinical education experiences. Mobile phones may be taken to the clinical education site and used **ONLY** in the case of medical emergency but needs to be approved by his/her clinical instructor before using. At no time will the student be allowed personal calls or texting during any clinical education assignment or class.

### **Social Networking Policy**

The Union College Athletic Training Program (ATP) promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program prohibits athletic training students from interacting with current patients using social networking websites. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times.

- Athletic training students should not accept nor request any interaction involving social networking websites with any current patient, regardless of whether the athletic training student is directly responsible for the patient's care.
- No offensive or inappropriate pictures should be posted. Examples of offensive or inappropriate pictures include, but are not limited to, alcohol, illegal drugs, and sexual innuendos.
- Students may not use social media sites to publish disparaging or harassing remarks about Union College community members, athletic or academic opponents.
- No reference to being an athletic training student at Union College should be posted.
- No information related to the health or playing status of any athlete or patient from Union College or clinical sites utilized by the Union College Athletic Training Program.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or the athletic training program.

Furthermore, it is unacceptable for athletic training students to interact through social networking websites, text message, or electronic mail with patients or student-athletes who are **minors (under 18)**, no matter if they are currently working with the minor or if they are no longer providing healthcare for the minor. Failure to abide by this policy may result in disciplinary action from the athletic training program director, or could be determined by the Office of the Dean of Students

### **Grievance Policies Regarding Appeal of Grades**

The Athletic Training Program and its faculty and staff recognizes the rights of students enrolled in the ATP to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty, staff, or administration. This grievance procedure is intended for use by the Athletic

Training student in both the clinical and classroom areas while matriculating through the ATP at Union College:

**STEP I – INSTRUCTOR/SUPERVISOR**

In order to minimize a misunderstanding, students are strongly encouraged to discuss their problem or complaint with the faculty member and/or preceptor. This must be done **within three academic days** of the occurrence of the situation creating the grievance. The faculty member or preceptor will decide whether the ATP Director or Clinical Coordinator, depending on the nature of the problem, should be included in this process.

The faculty member will investigate and obtain all pertinent information and provide a solution or explanation within three academic days with full explanation of the reasons for the decision. This written response will be in the form of a copy for the athletic training student and the athletic training student's ATP file.

**STEP II – ATP DIRECTOR**

If, after verbal discussion, the problem, complaint or grievance is not satisfactorily disposed of or answered by the faculty member, preceptor, or Clinical Coordinator, the student may appeal to the ATP Director in writing. Within five class days after an unfavorable decision by the instructor, the Director will decide one of two options:

- A. The Director will review the grievance and make a ruling within five academic days.
- B. The Director will defer review of the grievance and ruling will be made by or in conjunction with the Clinical Coordinator if the problem, complaint, or grievance is directly related to the student's clinical experience.

**STEP III – DEAN, SCHOOL OF NURSING AND HEALTH SCIENCES**

Whenever a misunderstanding or problem exists, students are urged to discuss the situation immediately with their instructor and/or clinical supervisors. Small problems sometimes tend to become big problems, and are more difficult to resolve when not discussed with an individual who can correct them in a timely fashion.

**Disciplinary Action**

In addition to the policies regarding clinical and class absences/tardiness, listed below are other actions that can lead to similar disciplinary procedures.

- Inappropriate or unprofessional language
- Misuse of equipment/supplies
- Dress Code Violations
- Failure to meet assigned deadlines
- Theft, Vandalism, and/or Substance Abuse
- Sexual Harassment
- Falsifying Hours
- Other actions as determined by the faculty

### Academic Advising/Counseling

Upon entrance into Union College as a freshman, each student is assigned an academic advisor. Students desiring to pursue the Bachelor of Science degree in Athletic Training will be assigned an academic advisor who will consist of the ATP Program Director, the ATP Clinical Coordinator or other full-time ATP faculty members as assigned. Students are encouraged to meet with their academic advisors for more than just course scheduling. All full-time and part-time faculties in the ATP have an "open door policy" whereby students can utilize their academic advisors for discussion of academic and clinical issues, career counseling, etc. Failure to consistently meet with one's advisor could possibly create a situation where the student has to stay an extra semester or year to take the course he/she missed. Therefore, it is the student's responsibility to meet with his/her advisor a minimum of one time per semester, and to keep abreast of course and curriculum offerings and changes. Furthermore, all students enrolled in the ATP must schedule a conference with their assigned preceptor at the mid-point and end of each clinical rotation. The purpose of the conference is to discuss clinical strengths/weakness of each specific student, and satisfactory completion of practicum course competencies and clinical proficiencies. At the end of this conference, students will sign the evaluation that has been completed by their preceptor and to acknowledge that they have reviewed the evaluation form. The student must then submit their evaluation to the instructor of the practicum course in which he/she is enrolled. Additional conferences occur between the student and their assigned academic advisor. Academic and personal goals are discussed during these conferences, in addition to how each student can contribute to making the ATP stronger, assisting in correcting problems or areas of concern that may exist within the ATP.

### Clinical Experiences

While matriculating through the ATP, students will be assigned to various preceptors employed at Union College and other affiliated sites in the area. Clinical rotations will change from semester to semester and may even vary within a given semester. Clinical education times are inflexible, due to the availability of the preceptors, the practice times of certain athletic teams either on or off campus, and/or the "open" hours of other affiliate clinical settings, thus **making part-time employment extremely difficult to impossible**. Students must realize their top priority is the educational preparation necessary for the field of Athletic Training. Therefore, we will maintain that clinical time scheduling during your clinical experience be the primary consideration when you are developing your schedule each semester. ***The ATP will make every attempt to give clinical rotation assignments to ATS prior to the end of each semester for rotations the semester. These clinical rotations, however, can be subject to change due to loss of affiliate clinical sites, unqualified personnel employed at the site, or other factors beyond the control of the ATP. If and when this is the case and the ATS clinical rotation needs to be changed, then the ATS will be notified as soon as possible.***

The athletic training clinical courses are designed to provide students with broad-based experiences in health care settings that include the following:

- Upper extremity intensive (baseball, softball, swimming, volleyball etc.)
- Lower extremity intensive (track/cross country, soccer, basketball, cycling, etc.)
- Equipment intensive (football, etc.)
- General medical (physician, physician assistant, nurse practitioner)
- Health care intensive (physical therapy, occupational therapy, etc.)

**Freshmen/Sophomores: Fall and spring semesters (Level 0)**

Students who have not been accepted into the ATP's professional phase and are pre-AT majors will observe the roles and responsibilities of clinical staff athletic trainers and upper level athletic training students at UC. While enrolled in ATHT 131, students will tour the athletic training facilities on campus. As part of ATHT 210, students will complete a series of directed observation clinical experiences where they can interact with upper level students and meet some of our clinical instructors. As part of this experience, students will be exposed to a variety of practices, games/meets, and rehab times in the athletic training room.

**Juniors: Fall semester (Level 1)**

ATS may be assigned to a preceptor involved with an equipment intensive or lower extremity intensive sport. This clinical rotation will be a required component of ATHT 308 (Practicum I). During this semester, the student will be completing didactic coursework in therapeutic modalities. While the student will be permitted to apply the modality to the patient (after instruction by faculty and staff), the student WILL NOT be permitted to alter the parameters/treatment settings of the modality until he/she has completed the associated didactic coursework.

**Spring semester (Level 2)**

ATS may be assigned to a preceptor involved with an upper extremity intensive or lower extremity intensive, and/or equipment intensive sport. This clinical experience will be a required component of ATHT 309 (Practicum II).

**Level 1 and 2 –**

At this time, the athletic training student accepted into the UC ATP begins formal clinical study. The student will be assigned to a preceptor and given specific clinical assignments. The student will be given specific due dates on all assignments, and he/she MUST complete the proficiency assessment associated with the assignment at a satisfactory level. All assessments for a specific class, didactic or clinical, must be completed at a satisfactory level to move on to further clinical courses. If the student does not complete all proficiencies, he/she will be given an incomplete in the course and not allowed to advance to the next clinical course until the current course is satisfactorily completed. One of the primary objectives for an athletic training student at this level is to gain self-confidence in all his/her athletic training skills. Secondly, this student needs to gain the recognition and respect of his/her assigned preceptor, the coaches and administrators, and the patients and athletes. During this year, attention will be given to developing a working knowledge in the areas of record keeping, injury assessment, taping and bracing competency, and other competencies and proficiencies taught and assessed in the required ATP courses

**Seniors: Fall Semester (Level 3)**

ATS may be assigned to a preceptor involved with an equipment intensive (if not already received), a lower extremity intensive, or an upper extremity intensive

sport. This clinical experience will be a required component of ATHT 408 (Practicum III).

#### **Spring Semester (Level 4)**

ATS may be assigned to two rotations with a preceptor that will provide them with a general medical experience and an experience in a rehabilitation and/or clinical setting. Additional clinical time will be spent preparing for the BOC Exam. This clinical experience will be a required component of ATHT 409 (Practicum IV)

#### **Level 3 and 4**

At this time, the athletic training student is in their last year of their clinical study. He/she will continue to maintain frequent contact with their assigned preceptor and utilize clinical opportunities to practice and participate in assessments that demonstrate satisfactory competency of the given proficiencies in the ATHT 308 (Practicum I) and ATHT 309 (Practicum II) courses. The level 3 and 4 student will serve as the spokesperson for other students in the ATP and should be available to them, should they need assistance.

While students may not be exposed to every sport at Union College, each student is guaranteed placement in sports of the opposite gender from the student, as well as same gender sports. While the athletic training staff will attempt to place students with their desired rotation, the final assignments will be up to the sole discretion of the Program Director and Clinical Coordinator. Athletic training students are expected to make contact with their new preceptor prior to the end of the semester or prior to the next semester to introduce themselves, become oriented to the facility and its personnel, and if needed, to locate the facility.

Considerations when assigning student clinical rotations:

- Experience/Background of preceptor
- Previous clinical rotations the student has had, both with sport assignments as well as with preceptors
- Clinical facilities, equipment, and supplies

In addition to the above considerations, and in order to assure that students accepted into the ATP receive an effective learning experience, the ATP uses accepted CAATE student/clinical preceptor ratio criteria as well the current number of students matriculating through the program to determine the maximum number of students it can admit into the program each year. This number is subject to change based upon qualifications and experience of preceptors, changes in staffing, and/or changes in number of affiliated sites. An example is provided below.

- UC Director of Sports Medicine/Preceptor - 5:1
- UC Assistant AT/Preceptor #1 - 5:1
- UC Assistant AT/Preceptor #2 - 5:1
- UC Assistant AT/Preceptor #3 - 5:1

### **Participation of ATS in Union Athletics**

The ATS must be available for clinical experience assignment throughout the academic year. Student-athletes in the ATP cannot “take off” from their clinical responsibilities during their in-season time of athletic competition. In order to avoid this potential conflict, and to educate athletic coaches about the clinical education requirements of the ATP, the student must submit a signed copy of the Athletic Training Program *"Student-Athlete Participation Form."* This form must also be signed by the student-athlete's specific coach and is to be given to the ATP Clinical Coordinator no later than **the end of the first week of classes.**

Athletic training clinical experiences are not to exceed 20 hours per week and are to allow all ATS to have at least one day off per week. Students must average between 15-20 hours/week throughout the semester with your assigned preceptor in order to receive the most educational benefits from the assignment. If a student is not averaging his/her 15-20 hrs, the Clinical Coordinator should be notified and a conference will be scheduled between the student, his/her preceptor, and the Clinical Coordinator. **If a student does not average 15-20 hrs per week, the student is subject to failure in the associated practicum course, hindering their ability to matriculate through the program in the proper sequence.** Exceptions to the hours requirements may be made based on assigned clinical rotations. Any exceptions will be communicated to the students in the associated practicum course syllabi. Students are not required to obtain clinical experiences during times outside the traditional academic year. However, once classes begin, students are to report to their clinical assignment.

\*NOTE: notify the Clinical Coordinator if you feel coerced/ pressured to work more than 20 hours during a particular week or to work during times outside of the academic year.

### **Transportation**

**Students are expected to assume responsibility for their own transportation to the various clinical assignments that are off campus.** Whenever possible, car-pooling is strongly encouraged and recommended, however students cannot use this as an excuse for being late should something happened to the individual or vehicle available for carpooling.

### **Inclement Weather**

If Union College classes are cancelled or the College is closed, clinical experiences are also canceled for that day. Students should remain home and not risk his/her health or safety by attempting to travel to campus and/or to the clinical assignment. This policy means that no preceptor or coach can call you into their facility or venue when classes are canceled.

### **ATrack**

Students matriculating through the program are required to complete set educational competencies as well as specific clinical rotations as outlined by CAATE. In order to track completion of the competencies, clinical evaluations, hour logs and other accreditation materials, the Union College ATP will be using ATrack. Students will be trained in the use of this system and will be required to actively participate in using this system.

### **The Relationship of the ATS to others**

You are expected to learn to work cooperatively with the medical staff, university staff and faculty, and your peers at an early stage in your professional career. Problems in this area should be brought to the

attention of the Program Director and/or Clinical Coordinator. The following thoughts can help in guiding these relationships:

**1. *Athletic Training Student and Athletic Training Faculty/Clinical Instructors/Staff***

The Athletic Training faculty, clinical athletic training staff, and off-campus clinical preceptors are your immediate supervisors and you will be responsible to them at all times. A relationship needs to be established in which you feel free to discuss anything with them at any time, knowing that confidentiality will be maintained.

**2. *Athletic Training Student and Team Physicians***

As an athletic training student, you will have the opportunity to get to know and work with several physicians, as well as other medical specialists associated with our program. You can learn a great deal just by watching them work and listening to them discuss injuries. Students are encouraged to ask questions but try not to get in the way. Generally speaking, most of the arrangements with the physicians will be made by either the Athletic Training faculty or the staff athletic trainers. However, if you are called upon to report to the doctors, be sure to give them detailed information and follow their orders immediately and efficiently.

**3. *Athletic Training Student and Coaches***

This is an area which is very important. You will keep out of trouble and make the most of your experience if you learn to get along with coaches. Any problems you encounter can and should be discussed freely with the staff athletic trainers and/or the Clinical Coordinator. As an athletic training student, you should not discuss injuries with a coach unless he or she asks.

**4. *Athletic Training Students and Other Students (ATS and/or Athletes)***

Athletic training students are discouraged, but not prohibited, from dating student-athletes or fellow ATS. However, if it in any way detracts from the normal operation of the Athletic Training Room, or the effective delivery of appropriate health care, such a relationship may necessitate the reassignment of the athletic training student or students involved. Lastly, more than one athletic training student is typically assigned to a preceptor. If for whatever reason the joint assignment presents a problem between two ATS who are dating, those students may be reassigned.

**Dress Code**

The following dress code applies for on-campus clinical rotations:

- No jeans or sweatpants of any type
- No torn clothing (including pants with patches)
- Facial hair must be trimmed and neat-looking
- Union College or non-descript t-shirts w/small logos (Nike only)
- Union College polo shirts and khaki/black/blue pants or shorts should be worn for all games unless otherwise noted
- Union College shorts (at least mid-thigh in length) or wind pants may be worn if approved by the supervising preceptor
- All shirts should completely cover the midriff and be tucked in. If pants have belt loops, a belt should be worn.
- Closed-toed shoes only. No flip-flops or sandals.

- Clean, neat, and logo appropriate hats (Union or Nike only) may be worn for outdoor assignments.
- Jewelry/tattoos will be addressed on an individual basis

For all affiliated sites, the athletic training student is to dress in Union College game-day attire (polo shirt and appropriate pants). The ATS is expected to wear his or her name tag while working at any affiliated site. The ATS may wear an approved uniform provided by or expected by the affiliated clinical site (i.e., an ATS assigned to a physician's office may be asked to wear a dress shirt and tie if male, or given a polo shirt representing that facility/clinic). Whenever there is a discrepancy between Union's dress code policy and an affiliated site's dress code, the more stringent of the two policies shall apply until the Clinical Coordinator and the affiliated site have reached an agreement on an acceptable policy.

### **Professional Liability Insurance**

For the protection of the student accepted into the ATP and each of the clinical sites, all students enrolled in practicum courses (i.e., ATHT 308, 309, 408, and 409) will be required to carry medical liability insurance from the beginning of the junior year until the time of graduation. This insurance will be provided by a group policy arranged by Union College. The student's responsibility is to pay for the insurance premium at the beginning of each fall semester.

### **Physical Exams, Immunizations, Etc.**

Students desiring entrance to the ATP must complete a physical examination by a physician (MD or DO), PA, or NP using the ATP Physical Examination Form. Additionally, students must provide written verification of all immunizations as reviewed by the health care practitioner conducting their physical. At a minimum, immunizations must include the following:

1. 1<sup>st</sup> MMR, 2<sup>nd</sup> MMR
2. Hepatitis B Series (See *Appendices*)
3. PPD
4. TB
5. Tetanus (within 10 yrs)

### **CPR/First Aid Certifications**

The CPR certification obtained must represent CPR for the Professional Rescuer or CPR for Healthcare Providers. This certification level is required by the Board of Certification. Failure to comply with this policy at the designated time stipulates that the student cannot complete any clinical experiences until the student can provide the necessary documentation that demonstrates they are currently certified. The student will then be placed on "probation" until he/she fulfills this essential requirement. If this policy is still not met by the end of the academic semester, the student will then be "suspended" from all clinical duties. The ATP will conduct a certification class (**for a fee**) on campus for all students accepted into the program. Failing to participate in this class means that the student is responsible for obtaining and maintaining recertification on their own. When participating in clinical experiences while enrolled in the ATP, each student must renew his/her CPR:PR or CPR:HP card and First Aid card at appropriate intervals in order to maintain current certification or forfeit the opportunity to obtain clinical experiences.

### **Blood Borne Pathogens**

During the course of their clinical experiences, athletic training students may be exposed to blood borne pathogens. Universal Precautions require all staff members working in the athletic training facility to treat all patients' blood and other potentially infectious material (OPIM) as though it is infected with

HIV, HBV, HBC or other blood borne pathogens. Universal precautions and infection control must be practiced at all times to minimize the chance of exposure to HIV, HBV, and HBC. HIV, HBV, HBC and other blood borne pathogens can be present in the following: Body fluids, which include saliva, vaginal secretions, cerebral spinal fluid, synovial, pleural, peritoneal, pericardial, and amniotic fluids, and any other body fluid containing visible blood; Unfixed tissues and/or organs, other than skin, and blood, which is the primary concern with exposure and transmission of HIV, HBV, and HBC in the occupational setting.

Students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. An exposure incident should be reported immediately to the assigned preceptor and the Program Director, and the appropriate ATP and clinical site forms should be completed immediately. Training for all AT students and faculty will be conducted before initial assignment to tasks where occupational exposure may occur.

### **Hepatitis B Vaccination**

Prior to admittance into the ATP, a student must complete the Hepatitis B Vaccination/Declination Form (see *Appendices*), acknowledging that they received the vaccination or that they are declining the vaccination.

### **Communicable Diseases**

A communicable disease is an infectious disease that can be transmitted from one individual to another either by direct contact with that individual or individual's body fluids or by indirect contact with a vector. The Union College ATP decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease. Students must read and sign the Communicable Disease Policy (see *Appendices*) prior to admittance into the ATP.

### **Confidentiality Statement**

All students accepted into the ATP are required to read and then sign a confidentiality statement (see *Appendices*). This agreement was written to make students aware of patient and facility confidentiality issues, as well as other federal and state laws protecting confidential information. Students must review and sign this agreement each year while matriculating through the ATP and prior to beginning any clinical experiences.

### **Athletic Training Program Committee**

A program-based committee made up of the: Program Director, Clinical Coordinator, Director of Sports Medicine, and one senior student chosen by the faculty. The primary purpose of this committee is to design, implement, and review the Athletic Training Program.

### **National Athletic Trainers Association (NATA) Code of Ethics**

The Union College Athletic Training Program requires all students to follow the NATA code of ethics (see *Appendices*). Disciplinary action can be taken if the student violates the code of ethics (see *probation and suspension policy* described above).

## Academic Standards

### Academic Progress/Graduation Requirements

#### 1. Student Compliance/Evaluation:

- a. To successfully matriculate through the ATP in order to graduate with the Bachelor of Science degree in Athletic Training and meet the Board of Certification (BOC) examination requirements all students shall:

- i. \_\_\_\_\_ Maintain a 2.5 cumulative GPA
- ii. \_\_\_\_\_ Maintain a 3.0 GPA in major courses (non-Liberal Education).
- iii. \_\_\_\_\_ Meet all professional/behavioral requirements and expectations (code of ethics, college code of conduct, standards of practice, etc.)
- iv. \_\_\_\_\_ Meet all clinical related requirements (competencies, required rotations, policies and procedures, etc.).
- v. \_\_\_\_\_ Meet all additional requirements (athletic training and athletics, first aid/CPR certifications, course grades, etc.).
- vi. \_\_\_\_\_ Understand that failure to meet the above requirements will lead to probation and/or dismissal from the program if the offense persists. Students can appeal probation/suspension status. (NOTE: see "Grievance Procedure" in current copy of *Athletic Training Student Handbook*).

#### 2. Clinical Experience Requirements:

- b. To successfully matriculate through the ATP in order to graduate with the Bachelor of Science degree in Athletic Training and to meet the BOC examination requirements all students must:

- i. \_\_\_\_\_ Satisfactorily complete all clinical proficiencies and educational competencies from the NATA Role Delineation Study domains: (Injury/illness prevention and wellness protection, clinical evaluation and diagnosis, immediate and emergency care, treatment and rehabilitation, organizational and professional health and well-being).

- ii. \_\_\_\_\_ Accurately record all competencies, all clinical hours, and related clinical education experiences within ATrack.
- iii. \_\_\_\_\_ Satisfactorily complete all required clinical rotations.
- iv. \_\_\_\_\_ Meet all course/curriculum requirements for graduation.
- v. \_\_\_\_\_ Obtain professional liability insurance prior to beginning the first required clinical rotation (ATHT 308) and keep this insurance effective while matriculating through the ATP and while enrolled in the required practicum course each semester. (This will take place the first week of ATHT 308 and ATHT 408 with course fees)
- vi. \_\_\_\_\_ Become a student member of the National Athletic Trainers Association (NATA) once accepted into the ATP and maintain membership while matriculating through the ATP. (This will take place the first week of ATHT 308 and the last week of ATHT 408 with course fees)

### 3. Graduation Requirements:

- a. To graduate with the Bachelor of Science degree in Athletic Training and meet the BOC examination requirements all students must:
  - i. \_\_\_\_\_ Complete each major didactic course with a grade of “C” or higher.
  - ii. \_\_\_\_\_ Complete each ATHT practicum course with a grade of “B” or higher
  - iii. \_\_\_\_\_ Complete each level of ATHT course with a “C” or higher prior to enrolling in a higher level course (NOTE: The exception to this requirement is for the practicum courses, in which students must earn a grade of “B” or higher to progress.)
  - iv. \_\_\_\_\_ Achieve a minimum GPA of 2.50 on all work completed at Union College.
  - v. \_\_\_\_\_ Complete the Liberal Education Core.

**Academic Retention Policy**

As a result of the rigor of the didactic coursework, the intensity of the clinical education program, and meeting the requirements for graduation from the ATP (which *exceed* College requirements), the Athletic Training Education Program has initiated a separate, formal Academic Retention Policy. Students admitted to the professional phase of the Athletic Training Program will be allowed to enroll in the coursework and practicum courses. The academic record of the students in the program will be evaluated each semester. The student must maintain a cumulative 2.5 GPA in order to remain in good standing. If the student's cumulative GPA is below a 2.5, the student is placed on "probation" for the following semester. Some examples of a written probation plan could consist of decreasing the number of credit hours during a particular semester, not enrolling in a practicum course during a particular semester, and/or not proceeding in the established curriculum sequence of the ATP. Any of these alterations could prevent the student from graduating from the ATP in eight semesters; however, this individual plan will help assist the student in successfully meeting the requirements of the ATP for graduation.

If, after one semester of probation, the student fails to reach the required 2.5 cumulative GPA, the student will be suspended from the program. Along with the overall 2.5 GPA the student must maintain, he/she is also expected to obtain a "C" in all ATHT coursework to progress. (NOTE: the exception to this requirement is for the practicum courses, in which students must earn a grade of "B" to progress). If a student fails to obtain the required grade in a specific course, he/she will be suspended from the program.

**Readmission Policy**

The student who is suspended from the program for academic or rule violations may apply for readmission to the program only when his/her cumulative GPA has reached a 2.5. A student who is suspended from the program for failing to obtain the required grade in a course must reapply to the program prior to enrolling in the course a second time. The student applies, in writing, to the Program Director. The Athletic Training Program Committee (i.e., the Program Director, Director of Sports Medicine, and Clinical Coordinator) will consider and decide on the applicant's case. If readmitted, the student will be on academic probation for a minimum of one semester. It should be understood that the student must still complete the required clinical experience for graduation from the program.

The student who is suspended from the program for a violation of any policy or procedure may apply for readmission to the program the following semester after the suspension. Along with this reapplication, a letter must be submitted stating how and why the violation occurred and the steps the student has taken to change their behavior to allow them to progress in the program.

**Union College  
Athletic Training Program  
Appendix**

- A. CAATE
- B. NATA Code of Ethics
- C. Technical Standards
- D. Communicable Disease Policy
- E. Confidentiality Statement
- F. Hepatitis B Vaccination Fact Sheet/Signature Page
- G. Clinical Education Guidelines
- H. ATS Student-Athlete Participation Form
- I. Student Agreement
- J. Physical Exam Form

## Appendix A: CAATE

The Commission on Accreditation of Athletic Training Education (CAATE) is the agency responsible for the accreditation of professional (entry-level) Athletic Training programs. The American Academy of Family Physicians (AAFP), The American Academy of Pediatrics (AAP), the American Orthopaedic Society for Sports Medicine (AOSSM), and the National Athletic Trainers' Association, Inc. (NATA), cooperate to sponsor the CAATE and to collaboratively develop the *Standards for Entry-Level Athletic Training Programs*.

These *Standards* of education, which include objective criteria and academic requirements for accredited programs in Athletic Training, require not only specific and defined processes, but also programmatic outcomes for the evaluation. The *Standards* are reviewed on a periodic basis to assure currency and relevance; input of not only the sponsoring agencies, but also the colleges and universities, as well as Athletic Trainers who utilize the services of the CAATE or who employ the graduates of CAATE accredited programs.

Imbedded in the *Standards* are the NATA Educational Competencies and Clinical Proficiencies (*NATA Competencies*). The *NATA Competencies* are the intellectual property of the NATA and are designed to delineate a standardized educational content required by an entry-level Athletic Trainer. The review process for the *NATA Competencies* is similar to that of the *Standards*.

Successful completion of a CAATE-accredited educational program is a criteria used to determine a candidate's eligibility for the Board of Certification (BOC) examination. To assure continued acceptance of CAATE-accredited program graduates, the BOC also reviews and accepts the CAATE Standards as sufficient to prepare entry-level Athletic Trainers to meet the required *Standards of Practice* and to contain all pertinent learning and skills needed to protect the public.

## **Appendix B: NATA Code of Ethics**

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high-quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve. The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

### **Principle 1:**

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

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

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 unless the person consents to such release or release is permitted or 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 adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining 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 accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, 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 via education and/or experience and by pertinent legal regulatory process.

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

**Principle 4:**

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

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

**Principle 5:**

Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is another person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

## **Appendix C: Technical Standards**

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

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

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 education 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 the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards. If you have a documented physical or mental disability and need to receive accommodations please provide a copy of your 504, IEP or physician's documentation to Kirstie Warren. For your convenience this documentation may be e-mailed directly to Mrs. Warren from your high school or previous institution. For more

information contact **Kirstie Warren** by phone at (606) 546-1258, by e-mail [kwarren@unionky.edu](mailto:kwarren@unionky.edu) or stop by room 3110 in the **Sharp Academic Building**. Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday.

Students with disabilities should request accommodations prior to or early in the semester. Each request for accommodations will be examined on a case-by-case basis to determine eligibility. DO NOT request accommodations directly from the professor or instructor.

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

**\*\* READ AND SIGN ONLY ONE OF THE STATEMENTS BELOW\*\*:**

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodations.

\_\_\_\_\_  
Signature of Applicant Date

OR

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Dean of Student Life, Upper Level Campus Center (606-546-1219) to determine what accommodations may be available.

\_\_\_\_\_  
Signature of Applicant Date

## Appendix G: Clinical Education Guidelines

1. Make sure you read and familiarize yourself with the facility's Policies and Procedures Manual. It is important to know and follow these policies to ensure proper documentation and appropriate patient care protocols.
2. Log all clinical experiences on your weekly clinical engagement form. These must be signed by your supervising clinical preceptor and turned in to the Clinical Education Coordinator by Monday of the following week.
3. Do not, at any time, give out information to anyone! What you do, hear, see, and say regarding patient care, clinical staff, physicians, family members, etc. **STAYS AT THE CLINICAL SITE!!!**
4. Avoid confrontations with athletes/patients, coaches, and or staff members at your assigned clinical experience. See your preceptor and/or Clinical Coordinator if there is a problem.
5. **Be on time for assigned clinical experiences!!!** Being consistently late or absent for assigned clinical experiences can eventually lead to dismissal from the program.
6. Be punctual and polite in all classes and clinical experiences, as you are reflecting our ATP. **(NOTE – doing homework, studying, text messaging, etc. during your clinical experience is rude and disrespectful to your preceptor and will not be tolerated. Take the initiative about educational and clinical-related educational opportunities and responsibilities!)**
7. You will receive your clinical assignments for the upcoming semester as soon as possible. You will be notified of any changes, should they occur, in a timely manner. Contact information for each preceptor will be provided to you; however, it is YOUR RESPONSIBILITY AS A STUDENT to contact your preceptor and meet with him/her to set up your weekly schedule *prior to the start of your clinical rotations*. You must provide the Clinical Education Coordinator with a copy of the schedule that both parties have agreed to prior to the start of your clinical rotations.

I have read the above guidelines as stated and agree to abide by them.

Athletic Training Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix H:  
Union College Athletic Training Program  
Policy on  
Athletic Participation by an Athletic Training Student**

Union College Athletic Training Students fulfill educational competencies and clinical proficiencies while completing clinical experiences that are required of all students enrolled in the Athletic Training Program (ATP).

Union College Athletic Training Students who are also student-athletes must adhere to the ATP policy of obtaining 15-20 hours of clinical education per week while they are participating in athletics: in-season as well as off-season. This is to allow the student-athlete to obtain a diverse clinical experience in varied settings and with different patient populations.

---

As a student-athlete, I will be participating with the Union College \_\_\_\_\_ athletic program during the upcoming academic year.

This is to certify that both I and my head coach understand and are in agreement with the policy stated above.

Athletic Training Student-Athlete Signature: \_\_\_\_\_

Head Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix I: Student Agreement**

A copy of the *Union College Athletic Training Program Student Handbook* has been made available to me. I have read and understood the entire contents of this Handbook, and I intend to comply fully with the policies and procedures as stated and prescribed by the ATP and Union College. I understand that failure to follow the rules, regulations, and guidelines can result in disciplinary measures and/or not completing the major in the desired time frame. I also understand my rights and responsibilities as a student in the athletic training courses and/or clinical experiences.

---

Student Name (Printed)

---

Student Signature

---

Date

**ATHLETIC TRAINING PROGRAM  
PHYSICAL EXAMINATION  
Union College**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (M.)

Local Address \_\_\_\_\_ Phone \_\_\_\_\_  
(Street) (City) (State) (Zip)

Emergency Contact:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(Street) (City) (State) (Zip)

Relationship to you: \_\_\_\_\_

Family Physician:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
(Street) (City) (State) (Zip)

***PHYSICAL EXAMINATION (TO BE COMPLETED BY PHYSICIAN)***

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **BP:** \_\_\_\_\_ / \_\_\_\_\_

**VISION: (L)** \_\_\_\_\_ / \_\_\_\_\_ **(R)** \_\_\_\_\_ / \_\_\_\_\_ **(B)** \_\_\_\_\_ / \_\_\_\_\_

**GLASSES:** Y/N **CONTACTS:** Y N

SITE EXAMINED	NORMAL	ABNORMAL
<b>EENT</b>		
<b>Skin</b>		
<b>Heart</b>		
<b>Lungs</b>		
<b>Abdomen</b>		
<b>Genitalia</b>		
<b>Neurological</b>		
<b>Musculoskeletal</b>		
- <b>Shoulder</b>		
- <b>Elbow</b>		
- <b>Hand/Wrist</b>		
- <b>Spine</b>		
- <b>Hip</b>		
- <b>Knee</b>		
- <b>Ankle/Foot</b>		

**ATHLETIC TRAINING TECHNICAL STANDARDS**

Students wishing to enter the Athletic Training Program at Union College must demonstrate the following Technical Standards:

1. 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. Such tasks may include, but are not limited to, the following:
  - a. Lift or assist in lifting patients using proper body mechanics.
  - b. Ability to carry up to 100 lbs. with assistance.
  - c. See, hear, and respond quickly to patients in emergency situations.
  - d. Ability to move quickly to avoid personal injury.
  - e. Ability to transport injured patients/athletes to health care facilities.
  - f. Ability to stand while covering a practice or contest for a 2-3 hour duration.
  - g. Ability to demonstrate weight training and rehabilitation exercises.
  - h. Ability to provide manual resistance to the patient/athlete for rehabilitation.
  - i. Ability to tape and wrap injured body parts.
  - j. Physical ability to assess injured body parts.
2. **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.**
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 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.

**Please use this space to comment or explain any abnormal history or physical findings and to indicate how this will affect the student's ability to provide patient care or affect professional behavior:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide completion dates for the following immunizations. If available, please include a copy of the immunization certificate with this physical exam form.**

NAME	DATE(S)
<b>MMR 1 and 2</b>	
<b>Tetanus (within 10 years)</b>	
<b>PPD</b>	
<b>TB</b>	
<b>Hepatitis B series</b>	

**MEDICAL CLEARANCE**

Upon my examination, and with the information provided to me, I have found no reason which would make it medically inadvisable for this student to participate in the Athletic Training Program at Union College.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date