



ATHLETIC TRAINING EDUCATION PROGRAM (ATE)

POLICIES AND PROCEDURES MANUAL

**McKendree University
Athletic Training Education Program**

Revised June 2013

Policies and Procedures Manual

Please complete the following form only after you have gone completely over the manual with the Curriculum Director

I, _____, have received the Policies and Procedures Manual (via
[PRINTED NAME]
Blackboard) for the McKendree University Athletic Training Education Program _____.
[DATE].

Please initial the following:

_____ The Curriculum Director provided an electronic version of the manual through Blackboard for me to review.

_____ I was able to read the manual and UNDERSTAND the policies and procedures for the Athletic Training Education Program at McKendree University.

_____ I was able to ask questions concerning the policies and procedures manual.

_____ I know that the Athletic Training Education Program and Policies and Procedures at McKendree University take effect upon my acceptance into the program. I understand that all students formally enrolled in the Athletic Training Education Program will be required to follow and adhere to the Policies and procedures.

I have been made fully aware of the Policies and Procedures Manual for the McKendree University Athletic Training Education Program. I understand that these are the minimum standards that are required of a student that is formally enrolled in the Athletic Training Education Program.

I am affirming with my signature below, that I have 1) reviewed the Policies and Procedures Manual (via Blackboard) and 2) understand all of the policies and procedures that will govern the Athletic Training Education Program at McKendree University.

[Student Signature]

[Date]

[Curriculum Director Signature]

[Date]

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All students are reminded that this manual does not incorporate all of the information necessary for performance academically. All students should refer to individual course syllabi as well as the course catalog for complete major and graduation requirements.

Separate information regarding issues for the intercollegiate side of athletic training may be referenced through the McKendree University webpage at www.mckendree.edu/athletics and then the link under Athletics Dept. for Sports Medicine. Students should review and keep up to date on specific procedures in that manual that pertain to the items listed below as well as other pertinent information to the performance of the student during clinical coverage. Such items include, but are not limited to:

- Documentation and dispensing of all medication
- Record Keeping
- Heat Illness Prevention and Management Program
- Lightning Safety
- Spine Injury Management
- Specific confidentiality issues
- Concussion Management Plan
- Asthma Management
- Sickle Cell Information
- Protocols for Skin Lesions
- Eating Disorders
- Emergency Action Plan

I. INTRODUCTION

Welcome to the Athletic Training Education Program (ATE) at McKendree University. This procedure and policy manual will serve as a guide for students as well as faculty regarding the academic and student requirements of the program.

A. ATHLETIC TRAINING PROFESSION

Athletic Trainers (ATs) are health care professionals who collaborate with physicians. The services provided by ATs comprise prevention, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

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

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

- Evidence-based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Healthcare Administration
- Professional Development and Responsibility

Clinical Education

Students are required to participate in a minimum of two years of academic clinical education. Through these experiences, students must gain clinical experiences with a variety of patient populations who vary by age and types of activities, and who are at risk for both musculoskeletal and general medical conditions.

Clinical experiences provide students with opportunities for real patient care while under the direct supervision of qualified preceptors (i.e., Athletic Trainer or other credentialed health care professionals).

THE ATC® CREDENTIAL

The ATC® credential and the BOC requirements are currently recognized by 47 states for eligibility and/or regulation of the practice of athletic trainers. The credibility of the BOC program and the ATC® credential it awards are supported by three pillars: (1) the BOC certification examination; (2) the BOC Standards of Professional Practice, and Disciplinary Guidelines and Procedures; and (3) continuing competence (education) requirements. BOC certification is recognized by the National Commission for Certifying Agencies and is the only accredited certification program for athletic trainers. To be certified, an individual must demonstrate that he/she is an athletic trainer capable of performing the required duties without threat of harm to the public. The BOC traditionally conducts annual examination development meetings during which

athletic trainers and recognized experts in the science of Athletic Training develop, review and validate examination items and problems. The knowledge, skills, and abilities required for competent performance as an entry-level athletic trainer fall into three categories:

1. Understanding, applying, and analyzing;
2. Knowledge and decision-making;
3. Special performance abilities.

BOC-certified athletic trainers are educated, trained and evaluated in five major practice domains:

1. Prevention
2. Clinical Evaluation and Diagnosis
3. Immediate and Emergency Care
4. Treatment and Rehabilitation
5. Organization and Professional Health and Well-Being

B. NATA CODE OF ETHICS

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and law, the law prevails.

PRINCIPLE 1:

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

- 1.1. Members shall not discriminate against any legally protected class.
- 1.2. Members shall be committed to providing competent care.
- 1.3. Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

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

- 2.1. Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2. Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3. Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4. Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

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

- 3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2. Members shall provide only those services for which they are qualified

- through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
 - 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
 - 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
 - 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

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

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
- 4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

C. ILLINOIS STATE REGULATIONS FOR ATHLETIC TRAINERS

Below is a condensed form of the Illinois Athletic Trainers Practice Act. For a complete copy of the practice act please see the Program Director. This act became effective January 1, 1996.

(5/1. Declaration of findings and public policy) Section 1. Declaration of findings and public policy. The general Assembly finds that athletic training in the State of Illinois affect the public health, welfare, and safety and its regulation and control to be in the public interest. It is further found and declared that, as a matter of public policy in the public interest, athletic trainers, as defined in this Act, merit and receive the understanding and confidence of the public and, to this end that only qualified persons be permitted to hold themselves out to the public as athletic trainers in the State of Illinois. This act shall be liberally construed to best carry out these findings and purposes.

(4) "Licensed Athletic Trainer" means a person licensed to practice athletic training as defined in this Act and with the specific qualifications set forth in Section 9 of this Act who, upon the direction of his or her team physician and/or consulting physician, carries out the practice of prevention/emergency care and/or physical reconditioning of injuries incurred by athletes participating in an athletic program conducted by educational institution, professional athletic organization, sanctioned amateur athletic organization employing the athletic trainer; or a person who, under the direction of a physician, carries out comparable functions for a health organization-based extramural program of athletic training services for athletes. Specific duties of the athletic trainer include but are not limited to:

- A. Supervision of the selection, fitting and maintenance of protective equipment;
- B. Provision of assistance to the coaching staff in the development and implementation of conditioning programs;
- C. Counseling of athletes on nutrition and hygiene;

- D. Supervision of athletic training facility and inspection of playing facilities;
 - E. Selection and maintenance of athletic training equipment and supplies;
 - F. Instruction and supervision of student trainer staff;
 - G. Coordination with team physician to provide:
 - (i) pre-competition physical exam and health history updates,
 - (ii) game coverage or phone access to a physician or paramedic,
 - (iii) follow-up injury care,
 - (iv) reconditioning programs, and
 - (v) assistance on all matters pertaining to the health and well-being of athletes.
 - H. Provision of on-site injury care and evaluation as well as appropriate transportation, follow-up treatment and rehabilitation as necessary for all injuries sustained by athletes in the program;
 - I. With physician, determination of when an athlete may safely return to full participation post-injury; and
 - J. Maintenance of complete and accurate records of all athletic injuries and treatments rendered.

To carry out these functions the athletic trainer is authorized to utilize modalities, including, but not limited to, heat, light, sound, cold, electricity, exercise, or mechanical devices related to care and reconditioning.
- (5) "Referral" means the guidance or direction of the athletic trainer given by the physician, who shall maintain supervision of the athlete.

(5/4. Licensure requirement – Exempt activities) Section 4. Licensure requirement – Exempt activities. After the effective date of this Act, no person shall provide any of the services set forth in subsection (4) of Section 3 of this Act, or use the title "athletic trainer" or "certified athletic trainer" or "athletic trainer certified" or the letters "A.T.", "C.A.T.", "A.T.C.", or "I.A.T.L" after his or her name, unless licensed under this Act.

Nothing in this Act shall be construed as preventing or restricting the practice, services, or activities of:

- (1) Any person licensed or registered in this State by any other law from engaging in the profession or occupation for which he or she is licensed or registered.
- (2) Any person employed as an athletic trainer by the Government of the United States, if such person provides athletic training under the direction or control of the organization by which he or she is employed.
- (3) Any person pursuing a course of study leading to a degree or certificate in athletic training at an accredited educational program if such activities and services constitute a part of a supervised course of study involving daily personal or verbal contact at the site of supervision between the athletic training student and the licensed athletic trainer who plans, directs, advises, and evaluates the student's athletic training clinical education. The supervising licensed athletic trainer must be on-site where the athletic training clinical education is being obtained. A person meeting the criteria under this paragraph (3) must be designated by a title which clearly indicates his or her status as a student.

D. BOC STANDARDS OF PROFESSIONAL PRACTICE

Preamble

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

The Standards are intended to:

- Assist the public in understanding what to expect from an Athletic Trainer

- Assist the Athletic Trainer in evaluating the quality of patient care
- Assist the Athletic trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- Prescribe services
- Provide step-by-step procedures
- Ensure specific patient outcomes

Access to the BOC Standards of Professional Practice is available at www.bocatc.org

E. CODE OF PROFESSIONAL RESPONSIBILITY

Preamble

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

II. ACADEMIC PROGRAM

A. MCKENDREE UNIVERSITY ATHLETIC TRAINING EDUCATION PROGRAM MISSION STATEMENT

The mission of the McKendree University Undergraduate Athletic Training major is to provide a comprehensive, progressive educational and clinical foundation to prepare the multi-skilled professional for a career in athletic training. The educational program encompasses current research and formal instruction in the prevention, recognition, evaluation, and rehabilitation of the physically active. This preparation along with successfully passing the BOC certification examination will qualify students for entry-level careers in athletic training.

In order to become certified athletic trainers, students must show proficiency in eight different content areas. Within each content area are specific knowledge and skill tasks students must be able to perform. Besides specific knowledge and skills students must also demonstrate and perform clinical proficiencies. These clinical proficiencies provide students with opportunities to show mastery at combining skills in real time scenarios. Through advisement, coursework, and clinical experiences, students are provided the necessary exposure for successful completion of these tasks and proficiencies.

B. ASSOCIATED PROGRAM AND EDUCATIONAL LEARNING OUTCOMES

1. Build a strong foundation on which all students can grow cognitively through the development of higher level thinking skills.
2. Demonstrate psychomotor skills required of an entry-level athletic trainer.
3. Practice personal reflection pertaining to the discipline of athletic training.
4. Preparation to meet the needs of a diverse population including the needs of those engaged in everyday activity.
5. Demonstration of effective verbal and written communication skills.
6. Demonstrate learning over time through clinical proficiencies with supervised autonomy.
7. Establish research skills to encourage continued growth over the course of the student's professional career.
8. Provide comprehensive learning experiences.

9. Graduates will be adequately prepared to pass the Board of Certification (BOC) Examination and become certified athletic trainers.

C. ADMISSION REQUIREMENTS

Deadline for application for admission to the program is April 1st. Students generally enter as a sophomore; however, transfer student admission is possible. Students wishing to transfer to McKendree University and the athletic training program must apply for the program and submit to the same selection process as other candidates. Transfer students must have their transcript evaluated by the Registrar's Office and the Curriculum Director. Acceptance of transfer pre-requisite coursework is subject to the approval by the Curriculum Director pending review of content (appropriate syllabus, proficiencies, etc.). Students interested in admission, as transfer students should review the Transfer Policy located on the McKendree University Athletic Training Education website.

1. Application pre-requisites:

- a. Application form - Due April 1st.
- b. 3 recommendations: 2 from faculty who have had the student in class (Non-ATE Faculty) and 1 personal recommendation (not immediate family) – Due April 1st.
- c. Current GPA of 2.75 and a cumulative GPA of 2.75.
- d. Complete the following four courses with a grade of C or better: HPE 158 Health, PED 206 First Aid (all applicants must provide a copy of CPR/AED card as well as First Aid Card), ATH 208 Principles of Athletic Training and BIO 307 Human Anatomy and Physiology.
- e. Complete 35 hours of directed observation through ATH 100 (applicants must provide a copy of BPT card).
- f. Complete a comprehensive written exam prior to admittance and pass with a minimum of 80%. (Examination given last Friday in April)
- g. Complete an interview with the Athletic Training Selection Committee.

Each of the above items is weighted separately. Acceptance is based on total points achieved and chronological ranking of total points in relationship to space available in the program. Students are notified electronically about admittance into the program. Students are accepted provisionally until a background check is completed. See policy, page 25 of this procedure manual.

D. ACCREDITATION STATUS

McKendree University Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

E. CURRICULAR PHILOSOPHY

The philosophy of the Athletic Training Education Program at McKendree University encompasses the basic concepts of many educational philosophies. However, traditions and approaches found within the Program finds their roots primarily in a constructivist experience with teaching and learning that is based upon the approaches of Jerome Bruner and David Ausubel. The athletic training education program at McKendree uses an experiential approach that enables athletic training students to increase their ability to grow and adapt to a constantly changing and dynamic society. Learning must be meaningful and related to what students already know.

Concepts are reintroduced in increasingly complex form so that students may continue to problem solve in challenging ways.

F. COURSE SEQUENCE

The course sequence is a four-year program for non-athletes and a 4.5-5 year program for athletes. Students may access the suggested course plan by accessing the Academic Records web page on the McKendree University web site at www.mckendree.edu

G. CURRICULAR CONTENT

Course descriptions for the courses within the major are available electronically under the course catalog on the Athletic Training web page at www.mckendree.edu/athletictraining

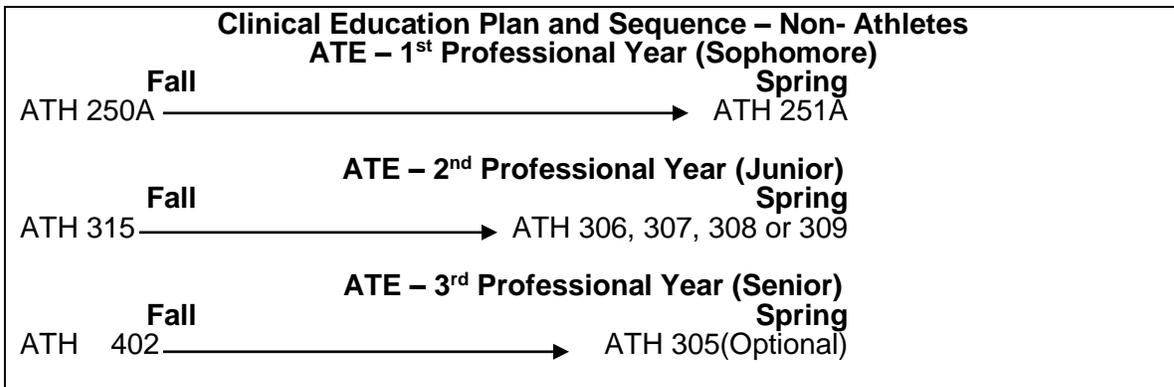
H. MAJOR COURSE OF STUDY

This information is provided separately under major course of study within the Athletic Training website.

I. CLINICALS

All students are required to complete 5 semesters of academic clinicals. There is room within the academic schedule for additional clinicals as the student's academic plan allows.

a. Clinical Education Plan and Sequence



Provided below is the table of all clinical courses with the minimum/maximum number of clinical hours that students may achieve in each experience.

Clinical Number	Clinical Name	Minimum Hours	Maximum Hours
ATH 250A	Evaluation and Assessment I Clinical	150	250
ATH 251A	Evaluation and Assessment II Clinical	150	250
ATH 315	General Medical Clinical	125	300
ATH 303 (optional)	Fall/Spring Clinical	125	175
ATH 304 (optional)	Fall Clinical	125	175
ATH 305 (optional)	Spring Clinical	125	175
ATH 306, 307, 308 or 309	Off-Site Field Experience	200	350
ATH 402	Football Clinical	200	425

c. Individual Clinical Education Plan (ICEP)

The ICEP is completed by the student and monitored and reviewed by the Clinical Preceptor to help the student on the following:

- Identify strengths and provide opportunities for continued performance.
- Identify weaknesses and provide opportunities for improved performance.
- Provide an opportunity for the student to reflect on the experience she/he is participating in. Each student will complete two reflections (6 weeks and 12 weeks).
- Identify and provide additional areas of study and discussion as the clinical experience progresses.
- Students and Clinical Preceptors must complete any/and all skill performances providing the item, date and initials of the clinical preceptor through E-Value.
- A mandatory review of the ICEP must be conducted in conjunction with the required performance evaluations at 8 weeks and at the 15-16th week.

The ICEP must be completed by the end of the first week of each semester and reviewed with the clinical preceptor, failure to review and sign the ICEP by the end of the first week will result in an automatic 50 point deduction for the ICEP and 50 point deduction from the total point score received for the clinical.

Failure to complete the ICEP will result in a 100 point deduction from the total point score received for the clinical as well as a maximum point deduction for the ICEP on the performance evaluation.

d. ATE Policy for Weather Related and/or Terrorist Threats at Off-Site Locations

In the event that there is a weather related or a terrorist threat at an off-site location; all students assigned to that location will discontinue attendance. The Curriculum Director and Clinical Coordinator in consultation with the Clinical Preceptor or Instructor at the involved location will discuss the options available and one of the following may occur:

- Student will be allowed to resume activities at said location, if appropriate and allowed according to location policy
- Student will be re-assigned to another location, if one is available
- Student's material will be reviewed and student will be assigned a grade based on completed material

J. GRADUATION REQUIREMENTS

1. A 3.00 current and 2.75 cumulative GPA is required.
2. A grade of C or above is required in all major coursework and supplemental coursework.
3. All students are required to complete all of the required clinicals including specific competencies and proficiencies assigned to each clinical.

University Requirements:

1. Students must declare their intent to graduate by completing a Degree Application (available on-line on the Academic Records web page one semester prior to the anticipated graduation term).
2. Complete a minimum of 128 credit hours with a minimum cumulative grade point average (GPA of 2.00).
3. Complete all required general education curriculum requirements.
4. Meet all requirements and performance standards for the major as contained in the catalog effective at time of matriculation. Students accepted into the athletic training education program move to the catalog which is used for the next academic year after acceptance into the program. Students have the option to change to a subsequent catalog governing their degree requirements, but students must meet all requirements of that catalog.
6. Complete a minimum of 40 upper level hours (300-400).
7. Degree seeking students on the Lebanon Campus must earn a minimum of 64 hours in residence. (IL and Paducah, KY off-campus nursing majors exempt).
8. Complete all degree requirements within eight (8) years of matriculation.
9. Satisfy all financial obligations to the College.
10. All outstanding transfer work must be received in the form of an official transcript by the college within 30 days of graduation. If a transcript is received after 30 days, the date of graduation will be changed to the next date of graduation following receipt of all outstanding transcripts.

III. STUDENT POLICIES

A. ACADEMIC REQUIREMENTS

1. All students must maintain a minimum of a current 3.00 GPA and a 2.75 cumulative GPA and grades of C or better in the major (clinical hours will be restricted if current GPA is below 3.00).
2. All students must renew their Red Cross CPR/PR/AED every two years.
3. All students must obtain a total of 1200 clinical hours. These hours are obtained through the following clinicals: ATH 308 or 309, 250A, 251A, 315, 402 and a

non-academic rotation. Student are encouraged to participate in clinical experiences outside of McKendree University requirements by exploring sports camps, sport tournaments, State Game Competitions, etc. (a maximum of 200 hours may be used to fulfill the 1200 hours required by the program; however, all hours must be under the direct supervision of a BOC ATC and the student must receive approval from the Curriculum Director prior to the event..

4. All students are encouraged to become members of the NATA at least one year prior to taking the certification examination.
5. All students must complete a minimum of 3 mock clinical exams with a minimum of 70%. Exams will begin in the fall of the 2nd professional year. Exams must be completed in order beginning with ATH 230. Students are allowed a maximum of two attempts per exam each semester and must register for these exams through the registration process.

ATHLETIC TRAINING MAJOR REQUIREMENTS			95-96 hrs.
ATH	100	DIRECTED OBSERVATION	(.5)
ATH	200	MEDICAL TERMINOLOGY	(3)
ATH	208	PRINCIPLES OF ATHLETIC TRAINING	(3)
ATH	230	FIRST MOCK CLINICAL EXAM	(0)
ATH	250	EVALUATION AND ASSESSMENT I	(3)
ATH	250 A	EVALUATION AND ASSESSMENT I CLINICAL	(2)
ATH	251	EVALUATION AND ASSESSMENT II	(3)
ATH	251 A	EVALUATION AND ASSESSMENT II CLINICAL	(2)
ATH	261	THERAPEUTIC MODALITIES	(3)
ATH	262	THERAPEUTIC REHABILITATION	(3)
ATH	263	THERAPEUTIC REHABILITATION TECHNIQUE APPLICATION	(2)
ATH	300	CASE STUDIES IN ATHLETIC TRAINING	(2)
ATH	306, 307, 308 or 309	OFF SITE FIELD EXPERIENCE	(3)
ATH	315	GENERAL MEDICAL/PATHOLOGY CLINICAL	(2)
ATH	330	SECOND MOCK CLINICAL EXAM	(0)
ATH	335	ATHLETIC TRAINING COMP. KNOWLEDGE EXAM I	(0)
ATH	340	SELF ASSESSMENT EXAM	(0)
ATH	349	PHYSIOLOGY OF EXERCISE	(3)
ATH	353	PHARMACOLOGY FOR ATHLETIC TRAINERS	(3)
ATH	357	ADMINISTRATION AND DEVELOPMENT OF PHYSICAL EDUCATION AND ATHLETIC TRAINING PROGRAMS AND CURRICULA	(3)
ATH	370	ATHLETIC TRAINING COMP. KNOWLEDGE EXAM II	(0)
ATH	402	FOOTBALL CLINICAL	(3)
ATH	404	RESEARCH TOPICS IN ATHLETIC TRAINING	(3)
ATH	430	THIRD MOCK CLINICAL EXAM	(0)
ATH	490	SEMINAR IN ATHLETIC TRAINING	(3)
BIO	307	HUMAN ANATOMY AND PHYSIOLOGY	(5)
HPE	158	HEALTH	(3)
HPE	159	INTRODUCTION TO HEALTH PROFESSIONS	(2)
HPE	200	FOUNDATIONS OF HUMAN MOVEMENT	(2)
HPE	250	TESTS AND MEASUREMENTS FOR HEALTH PROFESSIONS	(2)
HPE	300	NUTRITION	(3)
MTH	310	STATISTICS	(4)
PED	121	PRINCIPLES OF STRENGTH TRAINING	(.5)
PED	206	FIRST AID	(2)
PED	365	MOTOR DEVELOPMENT	(3)
PED	403	KINESIOLOGY	(3)
PED	404	MOTOR LEARNING	(3)
PSY	153	INTRODUCTION TO PSYCHOLOGY	(4)
PSY	211	STRESS MANAGEMENT	(3)

PSY	322	Or PSYCHOLOGY AND SOCIOLOGY OF HUMAN AGING	(4)
PSY	302	Or ADULT DEVELOPMENTAL PSYCHOLOGY	(3)
PSY	401	Or SOCIAL PSYCHOLOGY	(3)

B. ATE PROBATION

Students will be placed on academic probation for the following reasons:

1. GPA below a 3.00

Action:

The student will be placed on academic probation for the following semester. The student will be restricted to academic classes alone (the clinical academic coursework will be limited to a maximum of 5 hours per week). A meeting will take place between the student, Curriculum Director and Clinical Coordinator. A letter will be placed in the student's file and a copy will be sent to the student. If the student does not achieve a 3.00 current GPA at the end of the probationary semester she/he will be dismissed from ATEP.

2. A grade of below a C in a major class

Action:

The student will be allowed to continue in the program, but is required to retake the course on a repeat/delete basis. The student is reminded that the credit hours do not count on a repeat/delete, only the grade. **STUDENTS WHO RECEIVE BELOW A "C" IN A REQUIRED CLINICAL (ATH 306, 307, 308, 309, 315, 250A, 251A, OR 402) WILL BE ALLOWED TO CONTINUE IN THE PROGRAM, BUT WILL NOT BE ALLOWED TO CONTINUE WITH ANY FUTURE CLINICALS UNTIL THE CLINICAL IN WHICH THE BELOW AVERAGE GRADE WAS RECEIVED IS REPEATED AN A GRADE OF "C" OR BETTER IS ACHIEVED.**

3. Receiving an Incomplete in a required clinical.

Action:

Students who receive an incomplete in a clinical (only medical or personal hardship) will not be allowed to begin the next required clinical until the incomplete is removed. Students will be placed on program probation and written notification will be placed in the student's file and a copy will be sent to the student.

Students must complete all competencies listed within a clinical. Students who do not complete all of the required competencies in the respective clinical by the end of the academic semester will receive a grade of an F. See B.2. for policy receiving a grade of below a C in a clinical.

C. DISMISSAL

Students who have been placed on probation for academic reasons and/or failure to comply with AT and/or (Athletic) policies and procedures will be dismissed from the program. Students may appeal the dismissal by filing an appeal letter with the Curriculum Director.

D. APPEAL PROCESS

Upon receiving the appeal letter from the student the Curriculum Director will convene a meeting of the Athletic Training Education Program Appeals Committee (a minimum of three members of the athletic training faculty and the outside faculty member [Deanne Reiss]). The meeting session will follow the same procedures as followed when students appeal an academic decision as listed in the undergraduate catalog and the university website under university complaint policy. If, after the meeting the committee determines that the student should be dismissed from

the program, the student may make an appeal through the Undergraduate Council Committee via the Provost's office.

E. RE-ADMISSION

Students who are dismissed from ATE may re-apply the next application period (minimum of a 2 semester waiting period). Students are required to complete a new application along with all of the components within the application packet.

F. ATTENDANCE

The policy of McKendree University is the policy for ATE. This policy is located in the course catalog and reads as follows:

Students voluntarily absenting themselves from class meetings assume responsibility for sanctions imposed by the instructor. Each instructor has the responsibility of making clear to the students in writing what the attendance policy will be in each course. Unless otherwise stated, three hours of unapproved absence are the maximum allowable without academic penalty. University sanctioned events are considered excused.

Additional Requirement:

Athletic Training Students must inform their professors well in advance of classes that will be missed do to clinical coverage. All students are expected to clear this schedule with their clinical preceptor first. Students are not exempt from scheduled assignments or exams due to absence for clinical coverage.

G. DRESS CODE

Shirts for students are purchased, only after being officially admitted into the athletic training program. This dress code applies to practice, working in any of the athletic training rooms and game coverage. (See Tuition and Fees on the Athletic Training webpage for detailed expenses that students incur)

1. PRACTICE

A neat, clean warm-up pant is acceptable. Shorts are also acceptable when the weather permits. Shorts need to be becoming and practical (pockets). Shorts are to be mid-thigh in length. All students will wear provided program t-shirts for practices. **Beginning Spring of 2014 all students will be expected to be in khaki pants or mid-length khaki shorts for practice.**

2. GAME DAY

Adherence to uniform code is a must. Khaki pants and a McKendree University Athletic Training shirt are the uniform code. During cold weather the McKendree Polo shirt must be the top layer outside with an under sleeve underneath. If students do not have a clean McKendree University Athletic Training shirt, students are allowed to wear a white dress shirt (indoor sports) or "polo" like short sleeve shirt (outdoor sports) that is neatly pressed and clean. Khaki pants may be replaced with khaki shorts (mid-thigh length) when the weather is warm (Black pants and/or shorts may be worn, if approved by the Clinical Preceptor). A clean warm-up is acceptable on certain occasions with approval from the supervising athletic trainer. Dress for indoor clinical venues may include dress slacks and button down shirt for men and dress slacks and dress blouse for women.

3. OFF-SITE CLINICAL EXPERIENCE

Students are required to conform to the required dress code of the off-site clinical that she/he is participating in. Off-site clinical preceptors do have the authority to send students home to change if she/he feels that the dress is inappropriate. Students may be required to wear name tags as well.

4. WHAT IS NOT ALLOWED

1. No jeans or t-shirts on game day.
2. No tank tops, muscle shirts or cut-off shirts.
3. No stocking hats or baseball caps unless approved by the supervising athletic trainer.
4. "Sweat" pants of any kind.

Any student not willing to comply with the above policies will be asked to leave for the day. Repeated offenses will result in written notification in the student's file and possible dismissal from the program.

H. PERSONAL HYGIENE

Good personal health and hygiene is absolutely necessary for the health, safety and welfare of every patient as well as when athletic training students are treating and working with athletes.

1. All students are expected to bathe at least once a day.
2. Students who choose to "workout" prior to performing their clinical duties are expected to bathe before they come to work. Students may be asked to leave the clinical venue by the clinical preceptor if the student's body odor is offensive.
3. All students are expected to use deodorant on a daily basis.
4. Facial hair is to be neat and trimmed.
5. Clean fingernails are a must. Students who choose to keep longer nails may be asked to cut their nails so as not to interfere with treatment to athletes (i.e. massage, trigger point therapy, etc.).
6. Hair must be off the face. If hair is long it should not interfere with treatment to an athlete in any fashion. Hair must be washed on a daily basis. Hair that is knotty and unkempt is not allowed.
7. Visible tattoos are to be covered while working in the athletic training room, practices, off-site clinicals and all game events.
8. Tongue studs, eyebrow piercings, nose rings and lip rings are prohibited.
9. Ear rings are limited to **two** per ear. Earrings should be stud or small hoop, so as not to interfere with treatment. The supervising clinical preceptor may approve larger hoops.

Any student not willing to comply with the above policies will be asked to leave for the day. Repeated offenses will result in written notification in the student's file and possible dismissal from the program.

I. PERSONAL QUALITIES

The most important personal quality that will be expected of an athletic training student at McKendree is **DEPENDABILITY**. We look for students who show self-initiative. We do not want to have to tell students what to do all the time. Friendliness, sincerity and integrity are also highly desirable traits.

1. All students assigned to a clinical venue including sports are expected to be at pre-venue preparation unless prior arrangements have been made with the clinical preceptor. Sport venue preparation usually begins one hour before; other venues may vary. Students should check with the clinical preceptor for changes.
2. Students who must miss a scheduled clinical time for any reason must personally contact their supervising clinical preceptor. This means that a voice mail message must be left for the clinical preceptor. Cell phone (first), office phone (second) and home phone (third).
3. All students are expected to use appropriate communication skills both verbal and non-verbal when working with patients, administrators, coaches, parents and their supervising clinical preceptor.

Students who show up late or use foul or inappropriate language will be sent home for the day. Repeated offenses will result in written notification in the student's file and possible dismissal from the program.

J. CONFIDENTIALITY

All students in the ATE program are required to follow the policies listed below:

Athletic Information:

1. No records regarding the patient will be released without the signed, written permission from the patient.
2. The written permission must state whom the information is to be released to.
3. The written permission must specify what the content should be if all or part is being released.
4. Athletic training students are not allowed to discuss the health status of any patient with anyone outside of the athletic training staff, coach, team physicians or other medical personnel without prior permission from the patient.
5. Athletic training students should direct all news media inquiries to the supervising clinical preceptor.
6. Students are reminded that when electronically entering an injury report the report must be treated just as if he/she was talking with or writing out a hard copy of an injury note on a patient. **ALWAYS REMEMBER TO LOG OUT WHEN YOU ARE FINISHED ENTERING DATA.**

All students are required to sign a confidentiality statement. See Appendix A.

Academic Information:

1. Individual athletic training student records are housed in the Academic Advisor's office (Program Director or Clinical Coordinator) under lock and key and through E-Value electronically.

Hard copies of the following items are kept in the advising folder:

- a. Physical Examination Records.

- b. Academic Records including transcripts, application information for the program, draft of academic plan by semester, any other pertinent academic information and HBV records.

Electronic copies of the following are completed through E-Value:

- a. Clinical hours
- b. Completion of all clinical competencies and proficiencies
- c. Clinical reflections
- d. ICEPs for each completed clinical
- e. Completed clinical evaluations by self and clinical preceptor

Students only have access to her/his individual record (electronically or hard copy).

Any infraction of the above policies will result in the following actions:

First Offense: written warning placed in the student's file, student is asked to reread confidentiality policies.

Second Offense: written warning placed in the student's file, student is sent home for the day.

Third Offense: Student is dismissed from the educational program.

K. ATHLETIC TRAINING STUDENT ROTATION

1. The Clinical Coordinator in consultation with the Curriculum Director will assign athletic training students to each clinical venue.
2. Students will be rotated with the following minimums applying:
 - a. On-site: 1 team sport (men or women's), 1 equipment intensive sport, 1 individual sport (men or women), general medical and athletic training room.
 - b. Off-site: High school, physician's office, outside university location, clinic or combination clinic/high school.
3. All athletic training students will be allowed to participate in a maximum of 20 hours a week. One day in seven must be taken off. Students as well as clinical preceptors are responsible for maintaining these restrictions. GPA restrictions are listed under the probation section of this manual. All students are reminded that she/he must sign in and out through E-Value electronically for each clinical visit and remarks must be put in the comment section. Preceptors will not verify hours that do not have remarks in the comment section. Days off should be marked as vacation time and this should be noted in the comment section as well. The clinical preceptor is under no obligation to verify any hours that are outstanding beyond the 48 hour mark.

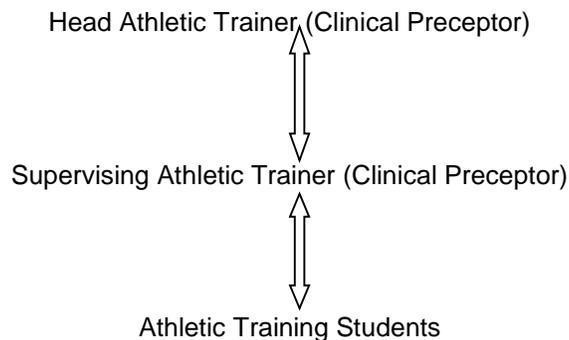
Achieving only the required minimum number of clinical hours in a clinical will not guarantee a passing grade. Clinical participation and performance will be reflected in your clinical grade.
4. **Clinical Supervision:** only clinical hours supervised (**Ability to Intervene**): The CI or ACI (Clinical Preceptor) is within the immediate physical vicinity and interacts with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions). The same as being "physically present" by a Certified Athletic Trainer may be counted towards the total University clinical hour requirement. Students are expected to travel with teams when their clinical preceptor is present. **The CAATE encourages clinical educators to consider using the method of graded supervision** which initially involves close monitoring, but **once a student demonstrates proficiency and has some experience with a particular skill, that student should be granted supervised autonomy** (i.e. permitted to initiate actions, perform initial evaluations, and develop and implement rehabilitation plans with the **clinical instructor in the same room/field where he/she can see and hear the student**,

but not necessarily looking over the student's shoulder). This level of supervision positions students to learn maximally at all times while still allowing for timely feedback and prompt correction of improper behaviors/techniques. **Direct Supervision still encourages independent actions, positioning those students to develop "real world" critical thinking abilities, and does not infer that all student actions should be prompted or directed."**

- a. The ratio of students assigned to an ACI or CI must not exceed an 8:1 ratio.

L. ATHLETIC TRAINING ROOM, SPORT COVERAGE AND EDUCATION CHAIN OF COMMAND

1. Chain of Command – Athletics



- a. Students must report to his/her clinical preceptor of the clinical venue being covered. Students are responsible for contacting their clinical preceptor if they will not be in attendance at the clinical venue. The following order is to be performed:
 - Cell phone message as well as text
 - Office phone (if appropriate)
 - Home phone (if appropriate)
- b. All concerns or issues involving athletics must go through the student's individual clinical preceptor.
 - 1. Any issue involving a sport or an individual athlete must go through the clinical preceptor first.
 - 2. All athletic training students are reminded that care of a student athlete/patient is limited to the clinical venue under the supervision of a clinical preceptor. If a student athlete should become injured or ill while in the residence halls (McKendree University) said athlete should be referred to the proper residence staff for treatment. In the event that no one is available call 911 and provide only first aid as needed.
- c. First Aider Action: Students are only to act as a First Aider (this may include ice/compression/elevation, splint, activation of EMS, CPR, First Aid, taping and blister care only) when their clinical preceptor (ATC) is not directly present for any reason. Students are not to act as a replacement for the certified athletic trainer under any circumstances.

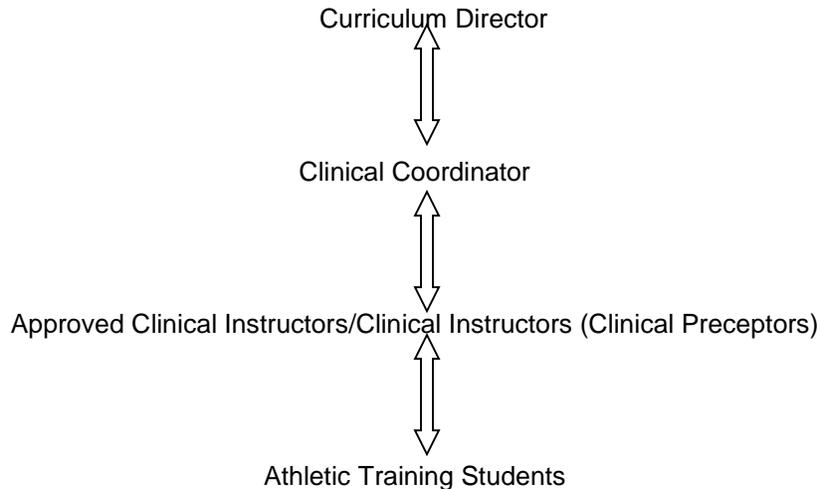
Any infraction of the above policies will result in the following actions:

First Offense: written notification placed in the student's file

Second Offense: written notification placed in the student's file, student sent home for the day.

Third Offense: Dismissal from the educational program.

2. Chain of Command - Academics



Students, faculty and staff should refer to section A, B and C under Student Policies regarding specifics for Academic Requirements, Probation, Dismissal and Re-admission.

M. FRATERNIZATION POLICY

1. All athletic training students are reminded to act professionally when working with peers, student athletes and coaches. Students are reminded to read the NATA Code of Ethics which are located on page 6-7 of this document.

N. ATHELTIC TRAINING STUDENT HEALTH RECORDS POLICY

1. All athletic training students must have a physical upon entering ATE. The exam will include but may not be limited to vision, height, weight, blood, pressure, past and present medical history, documentation of immunization for measles, mumps, rubella, HBV and tetanus vaccination, orthopedic and general medical evaluation.
2. All athletic training students who have previously not had the HBV vaccination before entering the ATE will be offered the opportunity to receive the vaccine at no charge.
 - a. Any athletic training student who does not accept the HBV vaccination must sign a waiver. See Appendix B.
 - b. All athletic training students who waive the vaccination will be offered it on a yearly basis.
3. All students are required to read and sign the "Technical Standards" policy.

This policy is located in the ATE application on-line through the athletic training website at www.mckendree.edu/athletictraining

O. ATHLETIC TRAINING STUDENT HEALTH INSURANCE POLICY

All athletic training students are encouraged to have a comprehensive medical coverage policy. Students who are not currently listed as a dependent on their parents or guardians policy may contact Lance Ringhausen, Head Athletic Trainer for insurance agent contacts.

P. ATHLETIC TRAINING STUDENT LIABILITY INSURANCE COVERAGE

Students, faculty and staff within the ATE program are covered under the following conditions:

1. All varieties of athletic trainers (athletic department, faculty, students) in the athletic training curriculum, working under the direct supervision of a faculty or staff athletic trainer.
2. All of the above are also covered if treating persons other than students on a strictly "first aid" basis.

Not Covered:

1. Treatment of persons who are NOT students OR the case involved cannot be defined as "first aid" are NOT covered.

Non-Academic Clinical Participation:

1. Students who choose to participate in non-academic (outside of McKendree University academic course registration) clinical opportunities are not covered by the university liability insurance and are strongly encouraged to purchase liability insurance. Go to www.nata.org for more information on liability coverage.

Q. BLOOD-BORNE PATHOGENS

All students will participate in a yearly workshop on blood-borne pathogens. Documentation of participation will be kept electronically through E-Value. The following guidelines will be used to protect the caregiver and minimize the risk of transmission of blood-borne pathogens before, during and after events.

Pre-event preparation:

1. Any existing healing wounds, abrasions or cuts that may be present on the caregiver should be covered adequately to prevent transmission to or from an athlete/patient.
2. Any existing healing wounds, abrasions or cuts that may be present on an athlete should be covered with adequate dressing that will withstand the competition that he/she is involved in.

Bleeding during an event:

1. Early recognition of a bleeding athlete is the responsibility of officials, student athletes, coaches, and medical personnel. The student athlete should always be responsible to report bleeding to medical personnel.
2. The bleeding athlete must be removed as soon as possible. Return to play will be decided by appropriate medical staff.
3. Non-latex gloves must be worn with ANY direct contact with blood or any blood filled items. Gloves MUST be changed after each individual athlete or patient and hands thoroughly washed with warm water and soap.
4. Any saturated uniform must be removed and replaced. A uniform that is not saturated may be cleaned with an approved substance that will decontaminate the uniform (i.e. diluted bleach, medic kleen, blood buster).
 - a. Contaminated laundry must be handled wearing gloves. All contaminated laundry must be bagged in order to prevent seepage and washed separately in hot water (at least 71 celsius/159.8 degrees Fahrenheit for 25 minutes).

- b. Use a disinfectant that will inactivate the virus to decontaminate the area (Sani-Cloth Plus, Sani-Cloth HB, Simple Green D or Envirocide).
 - c. Dispose of any bloody materials into labeled biohazard containers. Dispose of any sharps into labeled leak proof and puncture-resistant containers. Biohazard Containers used during events must be checked upon completion of the contest. Make sure that container has been emptied if material is present (old bag removed and new bag in its place) and do not allow people to throw non-biohazard material into container (i.e., cups, popcorn bags, etc.).
5. Disposal of biohazard containers on the McKendree campus:
- a. Lance Ringhausen, ATC is responsible for coordinating removal of medical waste from all athletic facilities with biohazard containers on the McKendree University campus. After Lance Ringhausen has been notified that a disposal is needed, the items will be sealed and one of the RN's of Family Physicians, O'Fallon, Illinois will be contacted for a delivery and subsequent disposal. Records of delivery and disposal are maintained in Lance Ringhausen's office in the Fitness Center Athletic Training Room.

Exposure control:

1. Wash with soap and large quantities of hot water.
2. Students should contact their supervising athletic trainer first and then health services.
3. Complete the required forms. See Appendix D.
4. The source material should try to be obtained and, if possible, tested for the presence of HIV and HBV.
5. Students have the option of having blood drawn and tested as soon as possible.
6. Most infections take place within 6 to 12 weeks. The test should be repeated at 6 weeks, 12 weeks and at 6 months. Students are reminded to take proper precautions towards the possible transmission to others.
7. Counseling will be made available.

R. ATHLETIC TRAINING STUDENT SCHOLARSHIP GUIDELINES

Scholarships are awarded yearly. The following criteria are considered when awarding a scholarship:

- Academic GPA (current and cumulative)
- Athletic Training Education Experience
- Financial Need

ATE grant scholarships will be based on McKendree University charges minus other sources of aid not to exceed actual McKendree University charges.

All students applying for scholarships must be in compliance with the following guidelines:

- Minimum sophomore level academically and currently accepted as a student in the athletic training education program
- Academically eligible for a scholarship (Institution guidelines as well as ATE guidelines)

Applications for scholarships take place during the spring of each year. Applications will not be accepted before spring semester and will continue until June 1st. Each student must complete the following:

- ATE scholarship application form available through the athletic training website under the Tuition and Fees Section. Scholarships are awarded yearly. All students must complete a new application every year in order to be considered for scholarship renewal (funding amounts are not guaranteed from year to year).

- FAFSA application
- McKendree University Financial Aid Data Form
- Enrolled full-time

S. STUDENT GRIEVANCE POLICY

Students wanting to file a grievance (academic or otherwise) should first meet with the Curriculum Director of Athletic Training to discuss the steps as outlined in the McKendree University Student Handbook, university catalog and website under complaint policy. If the grievance involves the Curriculum Director, the student will be referred to the Provost.

T. COMMUNICABLE DISEASE POLICY

Athletic training students are reminded to follow proper hand washing procedures at all times to reduce the possibility of acquiring and/or transmitting a communicable disease to athletes/patients, other athletic training students or other health care personnel.

Students will not be allowed to perform their duties if any of the following conditions exist:

- Acute phase of any upper respiratory infection
- Acute sore throat
- Fever over 100.5
- Vomiting within the previous 24 hours
- Acute phase of mononucleosis
- A bacterial sinus infection
- Conjunctivitis
- Antibiotic treatment for less than 48 hours
- Open wounds/infectious skin disorders that are uncovered and/or managed
- Any other conditions in an infectious state

The Athletic Training Faculty (Associate and Full Faculty) as well as the Medical Director reserve the right to excuse any student from a clinical when said student places others at risk for a communicable disease. All students will sign a copy of the communicable disease policy upon acceptance into the program. See Appendix E for policy statement.

U. Completion of Background Check to complete application to the Athletic Training Education Program

Background Check:

All students who receive acceptance into the program are accepted provisionally until a background check is completed. The cost per student is \$52.00*.

The process is completed online:

- The student visits www.certifiedbackground.com and selects McKendree University. International students will need to sign a release form which will be forwarded to Castlebranch, Inc. for completion of a background search.
- The student will provide the necessary information (i.e., name, date of birth, etc.) to complete the background check
- The student will select a method of payment (Visa, MasterCard and money orders)

All students accepted into the program will receive notification in the acceptance letter (electronically) that acceptance into the program is provisional until a background check is completed. Students accepted on a provisional status may not start a clinical experience until the background check has been completed, reviewed and a status determined. Reports that require

additional review will be completed by the Background Review Committee (See Review of Individual Background Checks below).

*Students born and residing in the United States will incur a minimum cost of \$52.00 for the background check. If the residence history search shows additional counties of residence additional fees will apply (minimum of \$13.00 per additional county). International students will be charged based on country of origin. General international search costs run \$52.00-175.00.

Review of individual background checks:

In the event that a student's background search reveals conviction or indictment for a felony or misdemeanor, the Background Review Committee will review each student on a case by case basis.

- Denial of Program Acceptance - the committee does have the right to deny student eligibility for full acceptance for a conviction.
- Probationary Status - the committee can also apply a probationary status to the student's acceptance. If the student is accepted into the program, the acceptance would be on a probationary status for a specified period of time with periodic review of performance. The committee also requests that all alcohol/substance abuse cases submit a current alcohol/substance abuse evaluation.

Background Review Committee:

The background review committee will consist of the Curriculum Director, Clinical Coordinator, one other full-time ATC at McKendree University, the Medical Director for ATE and the University Nurse.

V. Athletic Training Education Policy on Student Participation in Intercollegiate Athletics and/or Outside Employment and General Student Policies

This form is completed by all students who make application to the athletic training education program and kept in their individual academic advising folders. This form is reviewed on a yearly basis during the annual athletic training education student orientation. See Appendix F for policy form.

IV. APPENDICES

- 1. Appendix A – Confidentiality Form**
- 2. Appendix B– HBV Waiver Form**
- 3. Appendix C – Technical Standards**
- 4. Appendix D – Exposure Incident Report
Exposure Follow-up Report
Identification and Documentation Source
Individual**
- 5. Appendix E – Communicable Disease Policy**
- 6. Appendix F – McKendree University Athletic Training Education Policy on Student Participation in Intercollegiate Athletics and/or Outside Employment and General Student Policies**

Appendix A

CONFIDENTIALITY FORM

All athletic training students are bound by the NATA Code of Ethics when working with athletes. All students are specifically reminded that Principle 1 section 1.3 of the Code of Ethics states the following:

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.

All students are also reminded to be attentive to the HIPAA rules as they apply to each specific clinical setting. HIPAA applies only to "covered entities." In general, environments subject to HIPAA rules are:

- The person, business, or agency furnishes, bills, or receives payment for health care in the normal course of business.
- The person, business, or agency conducts covered transactions. Covered transactions are those activities normally associated with billing.
- The covered transactions are transmitted in electronic form (including Q Drive for Mck).

All students are expected to follow the policies and procedures as outlined in both the ATE Manual and the Intercollegiate Athletic Training Manual concerning confidentiality.

A student's signature on this form indicates that he/she has read the above statements and agrees to abide by all the information set forth in the NATA Code of Ethics, HIPAA, ATE manual and Intercollegiate Athletic Training manual.

Failure to comply with the above policies and procedures will result in disciplinary action against the student as outlined in the ATE manual.

Printed Name

Signature

Date

Appendix B

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Student Name

Student Signature

Date

Appendix C

ATHLETIC TRAINING EDUCATION PROGRAM TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Educational Program at McKendree University 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 Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Allied Health Education Programs [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Educational 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 Educational 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 the 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 educational program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The McKendree University Academic Support Center will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated conditions qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review on whether the accommodations 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.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant

Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the McKendree University Academic Support Center to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant

Date

Appendix D
EXPOSURE INCIDENT REPORT

TO BE COMPLETED BY THE STAFF/STUDENT AND REVIEWED WITH THE SUPERVISOR

Name _____ Date _____
SS # _____
Job Title _____ Date of Birth _____
Home Phone _____ Work Phone _____
Exposure Date _____ Exposure time _____
Where did the incident occur? _____

Nature of incident: (splash to exposed membrane or non-intact skin)

Describe what task(s) were being performed when the exposure occurred:

Were you wearing personal protective equipment (PPE)? Yes _____ No _____

Did the PPE fail? Yes _____ No _____ If yes, explain how: _____

To what fluids were you exposed? _____

What parts of your body became exposed? _____

Was this a puncture wound? Yes _____ No _____ If yes, what was the object?

Where did it penetrate your body? _____

Was any fluid injected into your body? Yes _____ No _____ If yes, what was the object?

Did you receive medical attention? Yes _____ No _____ If yes, where? _____
When? _____ By whom? _____

Identification of source individual (s) _____

Signature _____ Date _____

Reviewed by _____ Date _____

Appendix D

IDENTIFICATION AND DOCUMENTATION SOURCE INDIVIDUAL

Exposed Staff/Student _____

Healthcare provider _____

INCIDENT INFORMATION

Incident Date _____

Source Individual _____

Describe the incident _____

REPORT OF SOURCE INDIVIDUAL EVALUATION

Reviewed by _____ Date _____

Source individual unknown _____

Testing of source individual's blood: Consent obtained _____ Refused _____

CHECK ONE:

_____ Identification of source individual impractical or prohibited by state or local law.
State why if impractical _____

_____ Testing of source individual reflected no known exposure to Bloodborne Pathogens.

_____ Testing of source individual indicated possible exposure to Bloodborne Pathogens.
Medical follow-up is recommended.

Supervisor of Exposed Staff/Student _____

Date _____

Appendix D

EXPOSURE FOLLOW-UP RECORD

Name _____ Department _____

Date of exposure _____ Date Reported _____

SOURCE INDIVIDUAL FOLLOW-UP:

Request made of: _____ Date _____

STAFF/STUDENT FOLLOW-UP:

Staff/Student's file reviewed by _____ Date _____

Information given on source individual's blood test results by the appropriate healthcare provider only? Yes _____ Not obtained _____

Referred to healthcare professional with required information:

Name of healthcare professional _____

Blood sampling/testing offered:

Sample obtained by _____ Date _____

Testing consent given: Yes _____ No _____

Vaccination offered/recommended:

By whom _____ Date _____

Staff/Student advised of need for further evaluation of medical condition/treatment:

By whom _____ Date _____

Follow-up required:

By whom _____ Date received _____

Signature _____ Date _____

Supervisor Signature _____ Date _____

Appendix E

COMMUNICABLE DISEASE POLICY

Athletic training students are reminded to follow proper hand washing procedures at all times to reduce the possibility of acquiring and/or transmitting a communicable disease to athletes/patients, other athletic training students or other health care personnel.

Students will not be allowed to perform their duties if any of the following conditions exist:

- Acute phase of any upper respiratory infection
- Acute sore throat
- Fever over 100.5
- Vomiting within the previous 24 hours
- Acute phase of mononucleosis
- A bacterial sinus infection
- Conjunctivitis
- Antibiotic treatment for less than 48 hours
- Open wounds/infectious skin disorders that are uncovered and/or managed
- Any other conditions in an infectious state

The Athletic Training Faculty (Associate and Full Faculty) as well as the Medical Director reserve the right to excuse any student from a clinical when said student places others at risk for a communicable disease. All students will sign a copy of the communicable disease policy upon acceptance into the program.

I am affirming with my signature below, that I have reviewed this policy and agree to abide by it while enrolled in the athletic training education program at McKendree University.

[Printed Name]

[Student Signature]

[Date]

APPENDIX F

MCKENDREE UNIVERSITY ATE POLICY ON STUDENT PARTICIPATION IN INTERCOLLEGIATE ATHLETICS AND/OR OUTSIDE EMPLOYMENT AND GENERAL POLICY GUIDELINES FOR ALL STUDENTS

Instructions to ATE Candidate:

1. Print two (2) copies of this document.
2. Candidates must thoroughly read all of the guidelines provided on this document prior to his/her individual interview.
3. Sign and date both copies and bring to the scheduled interview.

Purpose:

Many students who express interest in the McKendree University Athletic Training Education Program are also interested in participating in one or more intercollegiate sports and/or participating in outside employment during their college years. The clinical component of the athletic training education program often requires student commitment during afternoons, evenings and weekends causing a time conflict between sport and/or work demands and clinical requirements. The athletic training faculty is committed to encouraging students and assisting them in taking advantage of the many co-curricular activities available on campus or meeting their financial obligations to attend school by working. They are also committed to making sure that students graduate in a timely fashion, meet all of the requirements for the athletic training major, and have quality clinical experiences to prepare them to become skilled health care professionals. The following guidelines serve as an outline to help achieve any and all of these purposes.

I, _____, understand that the following may apply when I enter ATE.
(Student's name)

Guidelines:

All applicants to the athletic training program will bring two signed copies of this policy statement to his/her scheduled interview. One signed copy of the statement will be kept in the student's academic file.

- The intention on the part of a prospective student to participate in intercollegiate athletics and/or participate in outside employment shall not factor into the admission decision for the athletic training program.
- Athletes and/or transfer students will require a minimum of one additional semester (more may be required) of academic study. Athletes are not allowed to participate in intercollegiate athletics when taking Football Clinical ATH 402 and Off-Site Field Experience ATH 308 or 309. Athletes and/or transfer students are responsible for securing additional financial obligations they may incur as a result of extended academic studies (not covered by successful procurement for extension for athletic and/or academic scholarships).
- Athletic training students who are members of an intercollegiate athletic team at McKendree University are encouraged to limit their participation during their team's traditional season ONLY (off-season competition schedules for athletics must be reviewed by the clinical coordinator, student and individual clinical preceptor at the **beginning** of each clinical experience). Students who are employed outside of McKendree University are encouraged to limit their work to no more than 15 hours per week during clinical experiences. Athletic training students who participate in intercollegiate athletics and/or outside employment must, like all students, fulfill all the didactic and clinical program requirements before they graduate. All such students are

strongly encouraged to consult the program director and clinical coordinator early in their program since effective planning is crucial to on-time graduation for these students.

- Part of the requirements for completion of ATE requires that students participate in a minimum of 5 separate clinical experiences: ATH 250A, 251A, 306-309 (complete one 3 hour course), 315, and 402. Athletes may be required to complete additional clinicals if needed to meet the program graduation requirement of 1200 clinical hours. Part of these experiences requires that students begin the clinical prior to the beginning of the academic year; travel with the athletic teams during the week; weekend; during holidays (possibly) and possibly after the end of the academic year (under direct supervision of ATC).
- Requirements to remain in the athletic training program:
 1. All students must maintain a minimum of 3.00 current grade point average, cumulative grade point average of 2.75 and grades of C or better in the major courses (clinical hours may be restricted if GPA is below 2.75).
 2. All students must renew their Red Cross Professional Rescuer and Healthcare Provider a minimum of every two years.
 3. All students must obtain a total of 1200 clinical hours (achieved through completion of all clinical experiences)
- Successful completion of the Athletic Training Education Program at McKendree University does not guarantee that I will successfully pass the BOC certification examination.

I have read the above statements and understand how each may affect me.

Name

Signature

Date

Witness Name

Witness Signature

Date