

Department of Athletic Training
Athletic Training Student Manual
2018-2019

Mission Statement

The Athletic Training Education Program at Southwest Baptist University is a Christ-centered academic unit providing quality didactic and relevant clinical experiences preparing entry-level athletic training students to be skilled, dedicated, caring, and ethical allied health professionals.

Professional Conduct

The Athletic Training Education Program (ATEP) has vital relationships with community health care organizations and private practices. The program and students are required to work diligently to foster and maintain healthy relationships when interacting with these health care providers. Therefore, student behavior is important towards the long-term success of the program.

As per Policy **04.11 Behavior in the Classroom, Laboratory and Clinical Setting** All students are expected to exhibit professional conduct in all academic and clinical settings. Students are expected to conduct themselves in a manner that insures all students have the opportunity to learn and participate.

Students in the classroom shall behave in a way that is respectful to the instructor and to fellow students. Students shall conduct themselves in a way that facilitates learning for all students. Any behavior that interferes with these opportunities is considered inappropriate.

Inappropriate behavior may result in a request for the student to leave the class, lab or clinical setting. After the first incident of inappropriate behavior the instructor or Chair will discuss the behavior with the student. The behavior and behavior counseling will be documented and will become a part of the students file. A second occurrence of inappropriate behavior will be referred to the Dean of Students.

NATA CODE OF ETHICS

All students and faculty will adhere to the 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 Cod and the law, the law prevails.

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.

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 applicable local, state, and federal laws and institutional guidelines.

- 2.1 Members shall comply with applicable local, state and federal laws and institutional guidelines.
- 2.2 Members shall 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 patients 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.

Reprinted from the National Athletic Trainers' Association, 2005
http://www.nata.org/codeofethics/code_of_ethics.pdf

Academic Performance and Matriculation

Athletic Training Students (professional phase) must meet the following criteria for successful matriculation to the successive academic semester:

- I. Minimum grade of "B" in all Major Requirements (ATH Prefix Courses) and Support Courses.
- II. Complete and report all required clinical education hours.

Students failing to obtain the above criteria may be dismissed from the program.

Students must obtain a minimum grade of "B" in all major and support requirement courses to earn a Bachelor of Science in Athletic Training matriculate in the program. Students not earning a "B" or better in all major and support course requirements will earn a Bachelor of Science in Sports Medicine. Students who either choose this degree or fail to earn the requirements of the Bachelor of Science in Athletic Training will not be eligible to sit for the Board of Certification examination. An overall grade point average of 2.5 is required in all Athletic Training and Support course work towards the Bachelor of Science in Sports Medicine.

Major Appeal

If a student has earned a "C or less" in a Support or Major Requirement Course and desires to remain within the Athletic Training major, they may appeal or challenge to remain within or complete the Athletic Training major versus the Sports Medicine major. This appeal must be initiated within the subsequent (next) semester after receiving the "C or less".

The appeal must be submitted in writing to the Department Chair of Athletic Training. This appeal will be taken directly to the Dean and Provost to determine the merit of the appeal. All final decisions will be made by the Provost.

If the student desires to challenge a specific Grade earned, the Grade Appeal Policy outlined within the Catalog will be followed.

Transfer of Courses

Athletic Training Students desiring to take "Support Courses" outside of the University must gain approval from the Department Chair prior to enrollment and/or transfer. Transfer of credits for any "Support Course" must be approved by the Department Chair, Athletic Training. This is to ensure all CAATE required competencies are being met at a rigorous academic standard.

The form for the approval for the transfer of a course can be obtained at the Registrar's Office.

Time Commitment

The time commitment will be intense once the student is accepted into the professional phase of the Athletic Training Education Program. The student is required to take Athletic Training Practicum courses to fill the clinical education component of the program. These 4 Practicum courses and 2 Field Experience courses require the student to commit a minimum of 180 hours per course. **Schedules are formally set (in writing) by their preceptor at the beginning of each semester.** These hours must be met under the following maximum and minimum parameters:

1. **Maximum:** Students cannot be formally scheduled (in writing) for more than 20 hours/week. It is acceptable if the student chooses to come in more than 20 hours per week, provided they maintain their academic grades.

2. **Minimum:** Students must commit a minimum of 12 hours per week, over 3 different visits.

Clinical education hours are a program requirement. Students are to successfully complete 6 of the non-credit hour clinical requirement courses.

Failure of meeting this commitment will equal an incomplete or failing grade in the course, until all 180 hours are accumulated.

****Completion of the 180 hours clinical hours for each of the four AT Practicum courses and the two AT Field Experience courses are required for graduating with a Bachelor of Science in Athletic Training.**

Reminder: This program is “lock-step sequence” in nature; meaning failure of a course places the student ineligible to continue the professional phase. This will place the student one year behind. Continued failure will lead to dismissal.

Documentation of Clinical Hours

All hours are to be documented on the approved form. Signatures for verification of hours from the proper preceptor must be obtained within 5 days of the end of each month. Hours are to be handed into the Department’s Secretary by the end of each month.

Failing to properly track and report hours may equate to failing the respective AT Practicum or AT Field Experience course, or may be criteria for dismissal from the program.

Statement from Catalog:

Clinical Courses: As part of the baccalaureate degree in Athletic Training, students are required to actively participate and successfully complete a minimum of four different clinical practicum courses and two different field experience courses in a sports medicine or Athletic Training setting. These courses are completed during the normal academic semesters. The courses are of the professional phase and student to commit a minimum of 180 hours per semester of clinical education experience. Clinical education hours are a program requirement. **To reflect completion of the required clinical hours, students are to successfully complete 6 of the non-credit hour clinical requirement courses. These non-credit hour courses are in addition to the required AT Practicum and AT Field Experience courses.** The student will be given an individual education plan based on post-professional interest.

Advising

Students will meet with their perspective advisor when enrolling in classes. Additional meetings with a student’s academic advisor will be scheduled on an as needed basis.

In-Service/Meeting Attendance

All students are required to attend in-services and meetings by faculty or staff. Student’s failure to attend will be handled on a case-by-case basis by the Program Director. Proper communication (verbal or written) in advance of the absences to the Program Director is required. Failure to communicate absence will be handled on a case-by-case basis.

Student Communication – Utilizing the University e-mail system

Students must communicate with faculty through the University's student designated e-mail system. Students should be aware that the Program Director and some faculty will utilize e-mail communication. Mailboxes are assigned to each student to enable them to receive on and off-campus messages through the program, along with messages from faculty members and other students.

Student's failure to check e-mail on a regular basis could result in negative consequences academically and clinically.

Address and Telephone Changes

It is the responsibility of each student to maintain a current local address, telephone number and school e-mail address with the ATEP.

Students should provide the Registrar's office with the address of choice to receive notice of grades, semester bills, and all other correspondence sent by the ATEP.

Any formal changes should be made with the Registrar's office and the ATEP. SBU and the ATEP will not be held responsible for consequences incurred due to address changes that are not reported.

Dress Code

Members of the faculty and staff have the responsibility to maintain responsible standards of student dress and grooming within their perspective classrooms, laboratories, offices, and other areas of public presentations. The dress code reflects professional integrity and special needs of the individual classes. Professional dress of students is expected during all clinical educational experiences. Examples of NON-acceptable attire include but are not limited to hats/caps and tank tops. At the discretion of the faculty more casual attire may be worn to the lecture and laboratory classes.

Note: the course instructor may request specific laboratory attire.

The student should check with the faculty member regarding appropriate attire prior to the activity, or special event. Shorts, old jeans, T-shirts, and similar casual attire are not appropriate for trips off campus.

Each clinical site has the authority and may provide information regarding specific dress codes of their clinical site.

ATS Liability Insurance

All students are covered under a blanket policy through the University.

Each student is required to have their own liability insurance coverage before entering into the professional/clinical practicum courses of the ATEP. A copy of proof of insurance must be on file.

MSDS Protocol

In the event of an exposure to any chemical, the Preceptor, CI, or ATS is to us MSDS Hotline @ **1-800-451-8346** to obtain a Material Safety Data Sheet. Care should be given according to the MSDS Sheet.

Student to Preceptor Supervision Ratio

Supervision: An preceptor or CI must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education. The preceptor or CI must consistently and physically interact with the athletic training student at the site of the clinical experience.

Ratio: The number of students assigned to an preceptor or CI in the clinical experience component must be of a ratio that will ensure effective education and **should not exceed a ratio of eight (8) students to an preceptor or CI in the clinical setting**

Student Travel to Athletic Events

1. No student is to travel with a team without being accompanied by their assigned preceptor.
2. On occasion, students may be asked to travel with the preceptor.
3. Student's time spent pre-event prep to event to post-event treatment counts towards the ATH practicum course hours.
4. The perspective team is to make accommodations for the student. Those accommodations are: food, travel and hotel arrangements.

OSHA Training

Students must adhere to OSHA regulations and Universal Precautions. Presented in Emergency Medicine class and annual OSHA/Universal Precautions training. Students are required to attend training on OSHA regulations and guidelines presented by a qualified individual on an annual basis. The student must sign the attendance sheet. Failure to attend the training meeting will have consequences at the discretion of the ATEP Director. Training attendance log is kept in the OSHA Manual. Written Examinations are kept in the students and faculty's perspective folder. All training will be performed by the University's Compliance Officer or the Department Chair of Athletic Training.

The following is the OSHA Annual OSHA Training Program.

Outline of Course:

Review Policy and Procedure for:

1. 04.26 Immunization Records
2. 05.10 Material Safety Data Sheets
3. 05.11 Universal Precautions and OSHA Training (Includes all Training Material)
4. 05.12 Faculty and Student Clinical Involvement Limitation due to Infectious Illness
5. 05.19 Exposure to Blood Borne Pathogen

HIPAA Training

The Department of Athletic Training at Southwest Baptist University will provide general education related to the Health Insurance Portability and Accountability Act (HIPAA) for the student prior to the students participation in their clinical experience at the clinical facility, as required by law and as determined appropriate by the University faculty.

Faculty and Student Clinical Involvement due to Infectious Illness

Student clinical and field experience and faculty work restrictions for infectious illnesses or conditions will be determined by the suggested work restrictions through the CDC.

http://www.cdc.gov/ncidod/dhqp/gl_hcpersonnel.html

Athletic training faculty and students who are unable to perform effective hand washing or who, because of injury, illness, or surgery of a hand, are required to wear a dressing or a therapeutic device on the hand while working, will be restricted from patient contact or contact with the patient's environment. When possible, alternative work or clinical experience duties may be arranged or coordinated by the Head Athletic Trainer. When this involves an athletic training student, the Head Athletic Trainer shall consult with the Program Director before assigning an alternative clinical experience.

Athletic training faculty and student work restrictions will be determined by the Program Director.

Drug and Alcohol

The Department of Athletic Training and Southwest Baptist University adheres to the Drug Free Schools and Communities act of 1989 as per the *SBU Student Handbook*. By your signature below, you acknowledge having been provided a copy of the SBU Student Handbook, having read and understood the portions applicable to use of drugs, alcohol and controlled substances, and your agreement to abide by the Handbook.

In addition to complying with the general policy of SBU, students in clinical classes at clinical sites and assigned to clinical agencies must also abide by the policies of the agency in which they are practicing or observing as an athletic training student. Each student/applicant is subject to additional standards required of you as a student seeking a B.S. in Athletic Training consistent with the ethical duties required of you within the National Athletic Trainers' Association code of Ethics in combination with the accreditation standards and guidelines of the Commission on Accreditation of Athletic Training Education (CAATE). It is therefore understood and agreed by your signature below that an applicant or current athletic training student is subject to an alcohol, drug and/or substance abuse testing. These tests may be taken alone or in combination. A student who refuses to take a test or who tests positive for drugs, alcohol, or controlled substances will not receive admission or will be immediately dismissed from the Athletic Training Education Program. The student is responsible for the full costs of the testing and failure to pay the costs is grounds for dismissal. Dismissal is defined as immediate termination of all ATH prefix courses.

Athletic Training Students will be tested on one or any of the following events:

1. Upon reasonable suspicion;
2. Post-accident or post-injury;
3. As a condition of readmission for past violation of this policy.

"Reasonable suspicion" is any information indicative of alcohol, drug and/or substance abuse. It may include, but it is not limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior to indicate evidence of alcohol, drug and/or substance abuse. The Department Chair of Athletic Training must authorize reasonable suspicion testing and incident/post-accident testing on a student before such a test is administered. In the absence of the Department

Chair, the Dean or designated administrator may authorize a test. The determination of whether “reasonable suspicion” exists is at the sole discretion of the person authorizing the test.

A post-accident or post-injury as a testing event is self explanatory, as is the testing being a condition of readmission for past violation of this policy. Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed at the student’s request to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result will result in dismissal from the program. Any student dismissed following a positive drug, controlled substance or alcohol test will be immediately removed from all ATH prefix courses. A grade of “W” will be transcribed if prior to the University withdrawal date. A grade of “F” will be transcribed if the student is removed from courses following the University withdrawal date. Students dismissed from the Athletic Training Education Program with a confirmed positive test for alcohol, drug or controlled substance will be referred to the Dean of Students for appropriate counseling and/or disciplinary action as described in the SBU Student Handbook.

In addition to the testing requirements above, a student/applicant must also report the disposition of any charge filed by a state, federal or administrative prosecutor of any criminal drug or alcohol statute for violations occurring on or off University premises. For purpose of this reporting requirement “the disposition of any charge” includes a deferred prosecution, dismissal, suspended imposition of sentence (SIS), or conviction of the charged offense. The disposition must be reported at the time of application, or within five (5) days after any disposition of the charge. Students charged with criminal involvement in a drug or alcohol related offense will be dismissed from the program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration for readmission to the program only upon showing of successful completion and documented evidence of treatment remedying the rationale for dismissal.

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By signing, I pledge that I have read, understand, agreed to and will comply with Southwest Baptist University's Department of Athletic Training's Alcohol and Drug Policy.

Signature

Date

Department of Athletic Training

Signature of Receipt and Understanding

I acknowledge I have received the Athletic Training Student Manual and understand...

- The policies within the Athletic Training Student Manual.
- The policies are located on <http://www.sbuniv.edu/cosm/AT/manual.html>, specifically
 - Section 1.0 General Academic
 - Section 2.0 Academic Admission
 - Section 4.0 Academic Policies and Procedures
 - Section 5.0 Clinical Education Policies and Procedures

I understand that due to changes within CAATE Accreditation Standards I am within the 2017-2018 Catalog.

Signature

Date