



WRIGHT STATE
UNIVERSITY

Athletic Training Program

POLICIES & PROCEDURES

(Rev. 09-06-22)

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MISSION

The mission of the Wright State University Athletic Training Program is to educate students in the domains of athletic training, preparing them to assume the role of a healthcare professional in a variety of employment settings and to optimize the quality of healthcare provided to patients of all ages and physical capabilities, thereby maximizing their health-related quality of life.

PROGRAM GOALS

GOAL 1: AT Program faculty will be highly qualified and professionally diverse role models who exemplify excellence in teaching, scholarship, and service to provide comprehensive educational experiences for students.

GOAL 2: Athletic training graduates will be prepared to pass the Board of Certification (BOC) examination and become entry-level athletic trainers.

GOAL 3: AT Program preceptors will be highly qualified professional role models who exemplify excellence in clinical practice.

GOAL 4: The AT Program will provide opportunities for high-quality clinical education at diverse, safe, and professional affiliated sites.

GOAL 5: Athletic training students will participate in activities that will contribute to their professional development and the advancement of the field of athletic training.

STUDENT LEARNING OUTCOMES (SLO) – AT students will be competent with the knowledge, skills, and abilities in curricular content specified by the 2020 CAATE standards

1. CORE COMPETENCIES

- Patient-centered Care
- Inter-professional Practice and Inter-Professional Education
- Evidence Based Practice
- Quality Improvement
- Health Care Informatics
- Professionalism

2. PATIENT/CLIENT CARE

- Care Plan
- Examination, Diagnosis, and Intervention

3. PREVENTION, HEALTH PROMOTION, AND WELLNESS

4. HEALTH CARE ADMINISTRATION

AT PROGRAM HISTORY

Overview: L. Tony Ortiz initiated an internship program in 1985 and a graduate assistant position was established. A new strategic planning process began under in the fall of 1996 to develop an accredited undergraduate Athletic Training Program. The program received initial accreditation in 2002 and on-going accreditation in 2016. In February of 2022, the Master of Athletic Training (MAT) program was approved by the Ohio Department of Higher Education (ODHE) and in May of 2022, approved by CAATE to transition to the graduate level. The first graduate cohort will begin in June of 2022. The next accreditation visit will be fall of 2026. WSU Athletic Training Program is proud of its long list of graduates in various athletic training settings.

CLINICAL INSTRUCTION POLICIES AND PROCEDURES

Student Responsibilities

Students in the Wright State University Athletic Training Program are expected to adhere to all rules governing WSU students, athletic training students and any appropriate rules of a facility or clinical site. These governing rules include the Ohio OTPTAT Board Code of Ethical Conduct, NATA Code of Ethics, NCAA, NFHS, and OHSAA Rules and Regulations. These standards, guidelines, and behaviors are required whether a student is in the classroom, at the WSU athletic training clinic, at an off campus clinical site, or any other time a student is representing the WSU ATP. Students will be evaluated twice each semester, informally at midterm and formally at end of term, regarding their conduct and professionalism via their preceptor. These evaluations should be completed and discussed between the preceptor and student at the middle and end of the student's clinical rotation. The form is in *ATrack*[™].

Professional Responsibilities

1. Dress Code

All students are expected to dress professionally any time they will be representing the WSU ATP. When working with a team or at a clinical setting, the student will be expected to dress according to the dress code of that team or facility. When unsure of appropriate attire, the student will discuss the dress code with their preceptor before arriving at the clinical site. **The following guidelines will be followed:**

- a) Hair including facial should be well groomed.
- b) Hats are only permitted outdoors.
- c) Any attire with logos of other colleges/universities is not permitted at WSU clinical sites.
- d) Facial piercings that interfere with the student's clinical experience are prohibited.
- e) Based on various hospital policies, so clinical sites may require tattoos to be covered during the student's clinical experience.
- f) WSU polo shirts or t-shirts are to be worn at all practices, events, and in the athletic training clinic. However, t-shirts and polos must be tucked in (exception: some women's polos).
- g) No jeans are permitted. Dress or khaki pants/shorts are preferred. Athletic pants/shorts for outdoor sports are appropriate.
 - a. "Short-shorts" are **NOT** to be worn at any time during which a student is functioning as a healthcare provider.
- h) No spandex/tights are to be worn for athletic training classes or clinical experiences.
- i) Shoes should be comfortable and allow the AT student to move easily and quickly. No open toe shoes or sandals are permitted during clinical experiences.
- j) Travel dress should be like that of the team.
- k) Modest, well-fitting sweat suits are permitted if they do not advertise other schools or teams.
- l) WSU AT logo clothing is not to be worn at non-athletic training social activities.
- m) When in doubt, wear khaki pants and WSU AT polo shirts.

If you are dressed inappropriately, you will be sent home to change. Repeated offenses will result in disciplinary action (see Disciplinary Policy).

2. **Time Management**

All athletic training students are expected to be at their assigned clinical site - with their preceptors when scheduled. Students are to be on time or early unless they have different arrangements made a head of time with their preceptor(s).
3. **Memberships**

Students are required to become members of the NATA and subscribe to *ATrack*TM. Membership in NATA also provides automatic membership in GLATA and OATA. New students must complete the application process by the start of fall semester (spring for spring cohort students). Returning students before the start of spring semester. **Cost is \$75 for NATA \$45 for *ATrack*TM.**
4. **Confidentiality**

The HIPAA requires that all information related to patient care must be kept confidential (see Appendix A: Confidentiality Statement for Athletic Training Students). Students are prohibited to take photos of patients/patient injuries or conditions, including the use of any social media platform (i.e.: *Facebook, Snapchat, Twitter, Instagram, etc.*), without written permission.
5. **Travel Expectations**

Athletic training students traveling with a team must follow the rules established for that athletic team. (e.g.: curfews, alcohol, etc.) Your preceptor can make the only deviation from these rules. Students are expected to provide their own mode of transportation and gas. If the clinical site provides transportation, the student has the option to utilize this.
6. **Cell Phone Usage**

Cell phones shall be stored out of view (i.e.: book bags, backpack, purse, pocket, etc.) and shall not be used during class or clinical experiences unless they are part of a learning activity as specified by the instructor or preceptor. If an emergency/urgent issue arises, the student must step out of the classroom or notify the preceptor to address the issue. Inappropriate cell phone use during class and/or clinical experiences is a violation of the WSU ATP Disciplinary Policy and will result in a concerned conference.
7. **Social Media**

Students shall not “friend” or engage on any social media platform (i.e.: *Facebook, Snapchat, Twitter, Instagram, etc.*) with secondary school students.
8. **Proper Terminology**

Students shall utilize proper terminology in relation to the field of athletic training:
<http://www.nata.org/about/athletic-training/terminology>
9. **Fraternization**

A student will not be assigned to a clinical site if they are dating or in a relationship with any individual at that clinical site. It is the responsibility of the **student** to notify the Program Director and Clinical Education Coordinator of this relationship in the advance of clinical site assignment. Students are not permitted to date or be in a relationship with any WSU faculty or staff member. Violations of this policy are considered “unprofessional behavior or conduct unbecoming an athletic training student” (see Disciplinary Policy) and may result in immediate dismissal from the program.
10. **Pregnancy**

It is the responsibility of the student to inform the Program Director of the pregnancy as soon as this has been medically confirmed. The Program Director, Clinical Education Coordinator, and the student will meet to discuss the best plan of action regarding academic and clinical requirements, including any medical limitations as specified by the student’s physician(s). If the timing of the pregnancy necessitates a student taking a leave of absence from the program, a student in good academic standing, with medical clearance may be reinstated into the program.

Administrative Responsibilities

1. Recording clinical hours

All students are required to record their clinical hours on a biweekly basis in *ATrack*TM. Students are also expected to write a description of what they did during their clinical hours in *ATrack*TM so their preceptors can verify the quality of hours attained. The Clinical Education Coordinator will be responsible for monitoring these clinical hours in *ATrack*TM. Failure to maintain hours will result in a subsequent loss of points in the appropriate clinical class. Clinical hours are ONLY time spent in actual patient care. Travel time is NOT to be counted as clinical hours.

2. Emergency Cardiac Care (ECC) Certifications

All students are required to maintain digital copies of their ECC certifications. A hard copy of the student's current ECC certification is kept in their individual academic file.

3. Health forms

Students are required to have a record of a physical examination that verifies no limitations in performing required skills and a completed *Technical Standards* form upon entrance into the ATP. Should a student's participation status change at any point during the program, they must provide documentation from a physician regarding the limitations.

4. Immunization records

At the start of each academic year students are required to have on record all childhood and current immunizations. (e.g.: DTap, IPV, MMR, HepB, COVID-19, and influenza) and a negative two-step TB test. **Students will not be permitted to start clinical experiences without this documentation.** Students must also provide either documentation of having had varicella (VAR/chicken pox) or having been vaccinated for such condition. If the student had varicella and did not see physician, verification must be achieved by having a titer (blood test) completed by the physician.

5. Background Checks

Before the start of each academic year students are required to complete both the Ohio BCI and FBI background checks. The background checks must be sent to WSU ATP Clinical Education Coordinator Siobhan Fagan (see Appendix G).

5. *ATrack*TM Forms

Students will be required to complete *Preceptor & Site Assessment* form in *ATrack*TM during the last 2 weeks of each semester/clinical rotation.

6. Initial Clinical Meeting

Prior to the start of each new clinical rotation, the student will meet with their assigned preceptor to review the following regarding the specific site:

- a. Schedules,
- b. Goals/expectations,
- c. *ATrack*TM forms/deadlines,
- d. CAATE curricular competencies,
- e. Policies and procedures,
- f. Emergency action plans (EAPs),
- g. Blood borne pathogen (BBP) plan/location of barriers and sanitation resources.

Clinical Expectations

1. All students will be assigned to a preceptor. Each student will be evaluated on their professionalism and work ethic in the *Clinical Rotation Form* and the assigned competencies/proficiencies as outlined in the ATP course matrix. If a student fails to show proficiency in a skill, the student will be required to spend additional time to overcome the deficiencies. **We expect the athletic training student to concentrate on the mastery of required proficiencies rather than “counting hours.”** It is imperative the ATS work exclusively with their preceptor on the evaluation of their proficiencies.
 - a. Each semester, the students will begin their clinical rotation by reviewing the assigned *CAATE Curricular Competencies* with their preceptor to identify what is required of them during their clinical experience. Midway through the rotation the preceptor will review this form and discuss the student’s progress with him/her. During the last 2 weeks of each clinical rotation, preceptors and students will once again discuss the student’s progress and the preceptor will submit the appropriate *Clinical Rotation Form* and document completed *CAATE Curricular Competencies* in *ATrack™*. If a preceptor believes a student is not meeting these expectations, the student may be required to repeat all or part of that clinical experience.
2. When possible, students will be asked to submit three choices of clinical assignment each semester. Some preceptors may request an interview with the student prior to the assignment. Preceptors in conjunction with AT faculty will make the final selections following interviews.
3. Students are not permitted to receive remuneration (i.e.: be paid) for their clinical experiences.
4. Students must be allowed one day off from clinical experiences during each seven-day period.

Preceptor Responsibilities

Preceptors supervise and engage students in clinical education. All preceptors must be licensed health care professionals and be credentialed by the state in which they practice. Preceptors who are athletic trainers are state credentialed (in states with regulation), certified, and in good standing with the Board of Certification. A preceptor’s licensure must be appropriate to his or her profession. Preceptors must not be currently enrolled in the professional athletic training program at the institution. Preceptors for athletic training clinical experiences identified in Standards 14 through 18 must be athletic trainers or physicians.” ***A preceptor must function to:***

1. Supervise students during clinical education. **The preceptor must be physically present and able to intervene on behalf of the athletic training student and the patient.**
2. Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission.
3. Provide instruction and opportunities for the student to develop CAATE curricular competencies, communication skills and clinical decision-making during actual patient/client care.
4. Provide assessment of athletic training students’ CAATE curricular competencies, communication skills and clinical decision-making during actual patient/client care.
5. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
6. Demonstrate understanding of and compliance with the program’s policies and procedures.
7. **Prior to the start of each new clinical rotation**, the preceptor will meet with the assigned athletic training students to review the following regarding the specific site:
 - a. Schedules,
 - b. Goals/expectations,
 - c. *ATrack™* forms/deadlines,
 - d. CAATE curricular competencies,
 - e. Policies and procedures,
 - f. Emergency action plans (EAPs),
 - g. Blood borne pathogen (BBP) plan/location of barriers and sanitation resources

8. Each clinical site/preceptor will provide the WSU ATP with documentation of therapeutic equipment calibration and maintenance annually, at minimum as recommended by the manufacturer or federal, state, or local ordinance.
9. Preceptors shall utilize proper terminology in relation to the field of athletic training:
<http://www.nata.org/about/athletic-training/terminology>

ATrack™

Preceptors will be asked to complete the following tasks in *ATrack™*:

1. Confirm student hour entries biweekly
2. Review the *Clinical Rotation Form* and the assigned *CAATE Curricular Competencies assigned to that course/clinical experience* with the student midway through the semester
3. Complete, review with the student, and submit the *Clinical Rotation Form* and completed *CAATE Curricular Competencies* during the last 2 weeks of the semester.

Clinical Rotations

	Summer B Semester	Fall Semester	Spring Semester
First Year/Level	4-week preseason clinical experience* in 2° school or college/university setting (starting last week of summer B term) (ATR 7100)	15-week rotation same as summer preseason clinical experience (ATR 7150)	Opposite of fall (ATR 7350)
	Summer A & B Semesters	Fall Semester	Spring Semester
Second Year/Level	6-week Family Practice/5-week Orthopedic Clinic (A/B) & 4-week preseason clinical experience* in 2° school or college/university setting (starting last week of summer B term) (ATR 7550)	8-week rotation in same setting as preseason clinical experience 7-week BOC prep session (ATR 7750)	15-week fully immersive clinical experience/student choice (ATR 7950)

***During the last week of summer B term, students will be assigned to a 4-week pre-season clinical experience. This experience will be tied to ATR 7100 (1st year) and ATR 7550 (2nd year). The student will receive an incomplete at the end of summer B term which will be converted to a grade following completion of the clinical experience.**

Clinical Rotation Hours

	Minimum	Maximum
First Year		
Summer (4-week pre-season)	10 hours/week (40)	20 hours/week (100)
Fall	10 hours/week (150)	25 hours/week (375)
Spring	10 hours/week (150)	25 hours/week (375)
Second Year		
Summer (11 weeks during A & B term)	15 hours/week (165)	25 hours/week (275)
Summer (4-week pre-season)	15 hours/week (60)	25 hours/week (100)
Fall	15 hours/week (120)	25 hours/week (375)
Spring	30 hours/week (450)	40 hours/week (600)

***For all internship/practicum courses in the KNH Department, university credit hours will be assigned within the range of 30 – 120 contact hours per credit hour, to be determined by individual program directors (KNH Dept. Policy Rev. 10-05-18).**

ATP Coursework and *ATrack*TM Forms

Italicized courses listed below are linked to the students' clinical assignments for each rotation. All clinical hours should be approved in *ATrack*TM every 2 weeks. In addition, the below-listed forms from both preceptors and students must be submitted in *ATrack*TM. **Final clinical hours approval and form submission should occur during the last 2 weeks of the semester to receive a grade for the class.** The athletic training competencies/proficiencies will be instructed and practiced in the appropriate ATR content courses. However, in most cases assessment of the CAATE Curricular Content should occur when the student is engaged in real client/patient care. Some instances may require simulated scenarios.

	First Year	Second Year
First Year	Summer B Term	Summer A & B Terms
<i>Course Work</i>	ATR 7000 (3) – Orthopedic Anatomy ATR 7100 (2) – Essentials of Athletic Training ATR 7200 (3) – Emergent & Acute Care Rotation – 2° School or College/University (4-week pre-season clinical experience starting the last week of summer B term)	ATR 7600 (3) – Neuroscience in AT (A) ATR 7700 (3) – Clinical Reasoning (B) ATR 7550 (2) – Clinical Practice III (A&B) Rotation – Family Practice/Orthopedic Clinic (summer A/B) & 4-week pre-season clinical experience starting the last week of summer B term in 2° School or College/University
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation Form	Clinical Rotation Form
	Fall	Fall
<i>Course Work</i>	ATR 7300 (5) – Orthopedic Assessment ATR 7400 (5) – Therapeutic Intervention ATR 7150 (2) – Clinical Practice I Rotation – Same as Summer Pre-Season Clinical Experience	KNH 7300 (3) – Biomechanics PPH 7810 (3) – Foundations of Clinical Ethics ATR 7750 (2) – Clinical Practice IV CNL 7000 (3) – Counseling Theories & Techniques for the Healthcare Professional Rotation – 8-week 2° School or College/University & 7-week BOC Prep
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation Form	Clinical Rotation Form
	Spring	Spring
<i>Course Work</i>	KNH 7800 (3) – Research Methods ATR 7500 (5) – Medical Conditions & Interventions ATR 7350 – Clinical Practice II Rotation – Opposite setting of Summer Pre-Season Clinical Experience/Fall	ATR 7800 (3) – Administrative Concepts ATR 7950 (4) – Clinical Practice V Rotation – Fully Immersive/Student Choice
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation Form	Clinical Rotation Form

***During the last week of summer B term (3rd week in July), students will be assigned to a 4-week pre-season clinical experience until fall class resume (4th week in August). The students will be supervised by a preceptor from one of our local healthcare partners. This clinical experience will be tied to ATR 7100 (1st year) and ATR 7550 (2nd year) in terms of credit hours (i.e.: student will receive an incomplete at the end of summer B term which will be converted to a grade following completion of the clinical experience).**

DISCIPLINARY POLICY

WSU's ATP has established a disciplinary policy to deal with any infractions of this Policies and Procedures Manual. If at any point an ATP faculty member or preceptor believes an Athletic Training Student (ATS) has committed such an offense, they should complete an *ATS Concern Form* (located in *ATrack™*) and meet follow up with a concerned conference. Every attempt should be made to include the Athletic Training Program Director, or if not available, an ATP faculty member in any meeting. Examples of violations include, but are not limited to the following:

- Derogatory comments regarding the ATP, faculty/staff, and/or fellow students or any action that negatively reflects on the ATP, university, or profession.
 - **Any derogatory comments posted on any social media sites are grounds for immediate dismissal from the WSU ATP.**
- Unexcused absences or inappropriate notification of scheduling conflicts (less than 24 hrs.)
- Chronic tardiness
- Insubordination
- Unprofessional behavior or conduct unbecoming an athletic training student
- Dress code violations
- Sexual harassment
- Theft/vandalism
- HIPAA and/or FERPA violations
- Inappropriate cell phone usage in class or clinical sites (see Student Responsibilities)
- Incorrect documentation of clinical hours or experiences

During the meeting, the involved AT preceptor/faculty member shall list the concern(s) and then both parties shall discuss and come to a consensus on steps to resolve the issue(s). In addition, the Program Director reserves the right to identify additional penalties as needed.

The *Concern Form* will be placed in the ATS' ATP file with copies distributed to the appropriate ATs and to the ATS. If the ATS is involved in any two (2) concerned conferences in one (1) academic year or three (3) during their tenure in the ATP, they may be subject to dismissal from the ATP.

ACADEMIC POLICIES

Probation Policy

If at any point an ATS' cumulative GPA (CGPA) falls below the required 3.0, they will be placed on ATP probation for the following semester. During this semester the ATS may be required to:

- Attend mandatory study tables for a minimum of four (4) hours weekly
- Secure university tutoring services
- Reduce clinical experience hours by at least 50% and the ATS will not be permitted to travel with teams

ATP Dismissal

If the ATS' CGPA remains under 3.0 for two (2) consecutive semesters, they will be dismissed from the ATP. The student may re-apply to the ATP after a year out of the Program, but only if their CGPA has increased to 3.0 or above. This application process does not guarantee re-admission to the ATP and will be determined on a case-by-case basis.

University Probation/Dismissal

Students admitted in regular status who have earned nine or more graded semester hours of graduate credit will automatically be placed in probationary status the term their cumulative graduate grade point average (GPA) drops below a 3.0. A student in probationary status may remain enrolled only as long as all of the following conditions are met:

- a) The student's current semester GPA is 3.0 or higher,

- b) The total number of hours the student has earned that would count toward the student's degree program is less than or equal to the total number of hours required for completion of the program plus an additional nine hours,
- c) The student undergoes formal advising before registering,
- d) The student is following any applicable remediation plan.

If any of the above conditions is not met, then the student will be immediately dismissed. Any petition to reverse a dismissal decision under this policy will be considered (by the Student Affairs Committee) only if a) it is accompanied by a viable remediation plan, on the approved form and endorsed by the director of the student's program, and b) the completed petition (including the remediation plan) is received in the office of The Graduate School no later than seven business days after the dismissal decision is communicated in writing. Students who are dismissed can reapply for admission only after having been un-enrolled for at least one semester.

Academic Integrity Policy

All student work is to be completed individually, unless stated otherwise in writing. Absolutely no academic misconduct will be tolerated in the ATP. Regardless of the type of assignment, students found responsible for violating the WSU Academic Integrity Policy will receive an "F" for the course. All violations will be forwarded to the Office of Judicial Affairs where a university disciplinary file will be created. Information regarding academic misconduct can be found in the Code of Student Conduct located at:

<http://www.wright.edu/community-standards-and-student-conduct/code-of-student-conduct>.

In particular, athletic training students must familiarize themselves with the following sections:

- Section III: Definitions, specifically plagiarism
- Section X: Academic Integrity

ATP Graduation Requirements: successful completion of ...

- University General Education coursework
- ATP coursework with a CGPA of 3.0 or better
- A minimum of 1000 clinical hours and all designated rotations
- *Clinical Rotation Forms* at each level
- All CAATE Curricular Competencies

ADVISING GUIDELINES

Scheduling

1. Each AT student should communicate with their academic advisor in the ATP program, either in person or via email, regarding their proposed schedule at least one week **before** registering.
2. Follow the AT course grid. Any deviation from the grid must have permission from the Program Director.

COMMUNICABLE DISEASE POLICY

The purpose of the Communicable Disease Policy is to protect the health and safety of the Athletic Training Student (ATS) enrolled in the Athletic Training Program (ATP) as well as the patients with whom the student will come into contact. This policy is designed to provide the ATS, preceptor, and AT faculty with a plan to assist in the management of students with communicable diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov).

What are Communicable Diseases?

A communicable disease is an infection that can be transmitted from one person to another. These are transmitted primarily in one of four ways including direct contact with infected blood or body fluids; indirect contact such as in touching infected materials; air borne via a cough, sneeze, or other inhaled particle; and vector borne via animals or insects.

Communicable Diseases Identified by the CDC:

Conjunctivitis	Mumps
COVID-19*	Pediculosis
Cytomegalovirus infections	Pertussis
Diarrhea-related diseases	Poliomyelitis
Diphtheria	Rabies
Gastrointestinal infections (acute)	Rubella
Herpes infections	Scabies
HIV infections	Staphylococcus aureus infection
Hepatitis infections	Streptococcal infection
Influenza	Tuberculosis
Measles	Varicella (chickenpox)
Meningococcal infections	Viral respiratory infections
Mononucleosis	

Communicable Disease Policy (cont.)

The WSU ATP recognizes the importance of minimizing the exposure of patients in a clinical setting to communicable diseases. Therefore, it is recommended that athletic training students not report to their clinical site if they have active signs or symptoms of a communicable disease. However, they should immediately notify the assigned preceptor and either the ATP Program Director or the Clinical Education Coordinator of their status. If the ATS incurs an illness lasting for more than 1 day, they are required to see a physician or nurse practitioner to determine if the illness is actively communicable and to clear him/her, **in writing**, to return to the clinical assignment. The ATS may use their personal physician. If the student does not have access to their personal physician, they may also utilize Student Health Services or WSU team physicians, if available. The ATS is responsible for their own health insurance and for all related charges. They are to follow the recommendations and guidelines of the treating physician.

If an ATS will be missing an excessive amount of time (e.g.: longer than one week) due to adherence to the communicable disease policy, the ATP Program Director and Clinical Education Coordinator will determine the student's clinical status. This may result in a reassignment of clinical responsibilities, a grade of incomplete due to medical reasons, and/or opportunities to make up lost experiences.

In addition, during a student's clinical assignment they may be exposed to contagious or infected persons. Modifications to a student's clinical participation may be required in some cases. The following list of health conditions is not all-inclusive but should serve as guidelines for conditions that may require modification of a student's participation.

Skin Lesions: Students should examine all suspected or confirmed skin lesions in patients only with gloved hands (e.g.: open wounds, impetigo, tinea corpora, or HSV). If the ATS has a small, non-draining and covered lesion, their preceptor will determine if the patient is adequately protected during care. If there is any question, the ATS must refrain from clinical involvement until cleared.

Respiratory or GI Illnesses: Students are to practice health care hand washing procedures to minimize self-inoculation. The ATS must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to their clinical assignment. Other illnesses that require antibiotic therapy must also follow the 24-hour rule.

Blood or Bodily Secretions: Students should follow Universal Precautions in the Blood borne Pathogens Exposure Control Plan of the facility.

Individual Risk: Students with specific medical conditions (e.g.: low immune function, asplenia, immune suppressive therapy, corticosteroid usage, diabetes, heart disease, chronic lung disease, asthma, etc.) must undergo individual evaluation and education sessions prior to interacting with patients. For other conditions, the ATS should consult with a health care provider and then follow up with the ATP Program Director and Clinical Education Coordinator.

Guidelines for Exposure and Infection Prevention

- Students must successfully complete annual OSHA/blood borne pathogens training.
- Students are required to use proper hand washing techniques and practice good hygiene.
- Students are required to always use Universal Precautions when functioning as an ATS.
- Students are not to provide patient care if they have active signs or symptoms of a communicable disease.

SAFETY POLICY

Each clinical site will maintain the following:

1. Emergency Action Plan for all venues,
2. Blood borne Pathogen Policy, barriers, and sanitation resources,
3. Annual documentation of specific therapeutic equipment calibration and maintenance, at minimum as recommended by the manufacturer or federal, state, or local ordinance.

***See Appendix J for COVID-19 Policy**

NON-DISCRIMINATION POLICY (University Policy 1235.1)

The WSU ATP complies with the following university policy (1235.1):

Wright State University does not discriminate on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment or access to its programs or activities.

Wright State University adheres to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

IMPORTANT WEBSITES

Name	Web Address
WSU ATP	https://health-education-human-services.wright.edu/nursing-kinesiology-and-health-sciences/master-of-athletic-training
WSU Student Health Services	http://www.wright.edu/student-health-services
WSU Psychological Services	http://www.wright.edu/counseling/
Raider Connect	http://www.wright.edu/raider-connect
Tutoring Services	http://www.wright.edu/university-college/academic-help
Career Services	http://www.wright.edu/career-services
CaTS (Computing & Telecom Services)	http://www.wright.edu/cats/
NATA	http://www.nata.org/
GLATA	http://www.glata.org/
OATA	https://www.oata.org/
Board of Certification	http://bocatc.org/
Ohio OTPTAT Board	http://otptat.ohio.gov/
<i>ATrack™</i>	https://www.atrackonline.com/

APPENDIX A

WRIGHT STATE UNIVERSITY ATHLETIC TRAINING PROGRAM TECHNICAL STANDARDS FOR ADMISSION

The **Wright State University Athletic Training Program** is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE). The below listed abilities and expectations must be met by all students admitted to the 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 at completion of the program.

Candidates for selection to the Athletic Training Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
3. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence, and commitment to complete the Athletic Training Program as outlined and sequenced.
7. the flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. the affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Program are required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Director of the **Wright State University Office of Disability Services** will evaluate a student who states they could meet the programs' technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states they 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

APPENDIX B

CONFIDENTIALITY AGREEMENT for ATHLETIC TRAINING STUDENTS

As an Athletic Training Student at Wright State University (WSU), I _____
Please Print Full Name

understand that the patient care information in the offices of the Athletic Training Facilities and the Athletic Departments of Wright State University and all clinical sites of the WSU Athletic Training Program is confidential and may not be divulged to anyone except the person who owns the information; those faculty, staff, or administrators who have need to know; and those individuals or agencies who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974, as amended (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). If I release confidential information or discuss confidential information outside of these offices/departments, I understand the Athletic Training Program will take disciplinary action against me.

I have read the above statement and agree to maintain the confidentiality of all patient care information.

ATS Signature _____ Date _____

Program Director Signature _____ Date _____

APPENDIX C

ATHLETIC TRAINING STUDENT AGREEMENT

As an Athletic Training Student (ATS) at Wright State University (WSU) I agree that I have reviewed all the information contained within the WSU ATP Policies & Procedures Manual. After this review I have been given ample opportunity to ask questions and discuss all the information contained in it.

I _____ agree to follow all these guidelines outlined within the
Please Print Full Name

WSU ATP Policies & Procedures Manual along with all the following:

Wright State University Student Code of Conduct

Ohio OTPTAT Board Code of Ethical Conduct

NATA Code of Ethics

NCAA Rules and Regulations

NFHS Rules and Regulations

OHSAA Rules and Regulations

Others as deemed appropriate

ATS Signature

Date

Program Director Signature

Date

APPENDIX D

PRECEPTOR AGREEMENT

As a preceptor for the Wright State University (WSU) Athletic Training Program (ATP), I agree that I have reviewed all the information contained within the WSU ATP Policies & Procedures Manual. After this review, I have been given ample opportunity to ask questions and discuss all the information contained in it.

I, _____, agree to follow all these guidelines outlined within the
Please Print Full Name

WSU ATP Policies & Procedures Manual along with all the following:

Ohio OTPTAT Board Code of Ethical Conduct

NATA Code of Ethics

NCAA Rules and Regulations

NFHS Rules and Regulations

OHSAA Rules and Regulations

Others as deemed appropriate

I also verify that I have viewed the Preceptor Orientation video.

Preceptor Signature

Date

Program Director Signature

Date

APPENDIX E

INITIAL CLINICAL MEETING

Athletic Training Student: _____
(print name)

Preceptor: _____
(print name)

The following items will be discussed and agreed upon between the student and the preceptor during the initial meeting **before** the student's clinical rotation begins. Preceptors and students will sign this initial meeting form and return to the Clinical Education Coordinator (CEC).

- Schedules:** The athletic training student (ATS) brought a planner, and a copy of their course schedule, in order to map out the semester with the preceptors. The ATS discussed any planned breaks/vacations and addressed employment conflicts at this time.
- Goals/Expectations:** The ATS and preceptor discussed and agreed upon both the goals and expectations for this clinical rotation.
- ATrack*TM Forms:** *ATrack*TM Rotation Expectation forms were reviewed to understand how the ATS will be evaluated throughout the semester. If there are any problems with *ATrack*TM, the CEC will be contacted at 937-245-7620 or siobhan.fagan@wright.edu
- Facility Policy and Procedure:** The ATS received a tour of the facilities and the Policies and Procedures for the specific clinical site were reviewed, **including COVID-19 P & P.**
- Emergency Action Plans:** The location of, and the review of, each appropriate venue's emergency action plan (EAP) was discussed with the ATS.
- Blood borne Pathogens:** The location of, and the review of, the clinical site's Blood borne Pathogen Policy (BBP), including sanitation procedures and barriers, was discussed with the ATS.
- CAATE Curricular Competencies:** Review standards associated with Wright State University ATP courses.

By signing below, both the student and the preceptor agree they have discussed the information listed above.

Athletic Training Student

Date

Preceptor

Date

Clinical Education Coordinator

Date

APPENDIX F

Athletic Training Student Concern Form

Date: _____

ATS: _____ **AT:** _____

Concern:

Date of Conference: _____

Steps to Resolve Concern:

ATS Signature: _____ **Date:** _____

AT Signature: _____ **Date:** _____

Program Director Signature: _____ **Date:** _____

WHITE copy: ATS File

YELLOW copy: AT

PINK copy: ATS

APPENDIX G

BCI & FBI WEBCHECK DIRECTION **For School Setting Job Shadow/Observation Experience**

Electronic fingerprinting is available in 378 Allyn Hall at WSU's Office of Partnerships and Field Experiences (OPFE) by appointment only during their scheduled open hours. Electronic fingerprinting is also available through many county sheriff offices if you prefer to investigate this option. Costs vary by location. Be aware that processing for electronic fingerprinting may take 5-6 weeks.

Step 1: Make an appointment

1. Appointments may be made at <https://opfe.setmore.com/>. Call 937-775-2107 if you have issues.
2. You should receive an email confirmation if you have scheduled your appointment correctly.
3. Please show up for your appointment on time, with proof of payment. (Prepayment is required.)

Step 2: Payment YOU MUST BRING PROOF OF PAYMENT TO YOUR APPOINTMENT.

1. https://epay.wright.edu/C21810_ustores/web/store_main.jsp?STOREID=74&SINGLESTORE=true
2. Click on Fingerprint icon and read directions
3. Click "Add to Cart"
4. Complete form with required information (First & Last Name, Email Address, Phone, WSU W#)
5. Select your WebCheck Option:
 - Ohio BCI&I background check: \$27.00
 - FBI background check: \$30.00
 - **BFBI (combination Ohio BCI&I and FBI) background check: \$55.00**
6. Click "Continue" and review your cart for accuracy
7. Click "Checkout"
8. Complete Contact Information
9. Complete Payment Method Information. You must use Discover, MasterCard or Visa and click "Continue"
10. Confirm Payment
11. PRINT and SAVE YOUR RECEIPT as proof of payment

Step 3: Appointment Day

1. Come to 378 Allyn Hall on time, **with driver's license, passport, or state ID, this sheet, AND proof of payment.**
2. Be prepared to complete a form with the following questions. Bring **this sheet** with you to the appointment as OPFE employees *cannot* tell you how to answer questions on the form.
 - a. Have you been a resident of the State of Ohio for the past 5 years? _____ Yes _____ No
 - b. What type of background check do you require: (choose one) _____ BCI _____ FBI _____ **X** **BFBI (Both)?**
 - c. Which agency would you like your electronic copy sent to? **(Required)**
X **None**
 - d. Where would you like your physical copy sent to? **(Required)**
Wright State University – S. Fagan, AT
134 Wright State Physicians Bldg.
725 University Blvd.
Dayton, OH 45435
 - e. What are the reasons for the background check?

BCI: School Employees – Non -Teaching Positions

FBI: Public School District or Chartered Nonpublic School

APPENDIX H

COVID-19 POLICY/PLAN FOR CLINICAL EXPERIENCES

CONCERN FOR THE HEALTH OF OTHERS ON CAMPUS:

- Before reporting to campus, students should check their temperatures.
- Students should **NOT** come to campus if they:
 - Have a fever of 100.4° or above;
 - Are experiencing any of the other symptoms of COVID-19 (i.e.: shortness of breath, dry cough, chills, sore throat, new loss of taste or smell); or
 - Have been exposed to someone diagnosed with COVID-19, tested for COVID-19, or with symptoms of COVID-19.

EXPOSURE:

- If a student believes they have been exposed to someone diagnosed with/tested for/with symptoms of COVID-19, they should:
 - Contact their healthcare provider **OR** Wright State Physicians Student Health Services (937-245-7200).
 - Notify the WSU AT Program Director, Becky Bower (rebekah.bower@wright.edu, or 937-241-2467).
 - **NOT** return to in-person experiences, in the classroom or at clinical sites, until they have received documentation from their healthcare provider clearing him/her to return.

PROTOCOLS:

- While at Clinical Sites: students will ...
 - Follow protocols established at their respective sites by the respective hospital organizations. These protocols will be discussed at the initial clinical meeting between the student and the assigned preceptor. Completion will be documented on the Initial Clinical Meeting Checklist, which must be turned into the Clinical Education Coordinator, Siobhan Fagan.
 - Always wear their WSU-provided mask unless another mask/form of PPE is provided by the clinical site.
- While at the WSU AT Classroom/Lab: students will ...
 - Wear their WSU-provided mask to enter the Wright State Physicians Bldg. (WSP).
 - Maintain the required 6' physical/social distance.
 - Utilize the QR Code posted at the entrance to the AT Classroom/Lab (138 WSP) to complete symptom check questionnaire.
 - Wash their hands at the sink in the back of the room (i.e.: using soap and water for at least 20 seconds) and apply appropriate, additional PPE (i.e.: gloves and face shield prn).
 - Student face shields will be housed in individual “lockers” in the back of the classroom (i.e.: not designed to be utilized outside the classroom).
 - Move to the assigned examination table and disinfect the table utilizing the provided disinfectant spray/paper towels and dispose of the cleaning materials in the trash.
 - Work only with the instructor and the assigned lab partner.
 - Maintain appropriate social distancing with other athletic training students.
 - During any breaks, only 2 students will be permitted in the bathroom at one time.
 - At the completion of the lab session, students will once again disinfect their assigned examination table, dispose of the cleaning materials, remove PPE, and wash their hands before leaving the classroom.