



WRIGHT STATE
UNIVERSITY

Athletic Training Program

POLICIES & PROCEDURES

(Rev. 10-10-16)

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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/STUDENT LEARNING OUTCOMES

1. Prepare athletic training students to pass the Board of Certification (BOC) examination. (**Benchmark:** *80% of graduates taking the BOC will pass the exam in each certification year*). To achieve this outcome the WSU ATP will provide:
 - a. educational content based on current CAATE standards and best evidence available.
 - b. clinical experiences in which the athletic training student is able to apply and practice the knowledge and skills learned in the classroom.
 - c. opportunities and resources for the student to review/refresh knowledge and skills.
2. Prepare athletic training students to work in a wide variety of healthcare settings. (**Benchmark:** *90% of ATS will experience 6 clinical rotations*). To achieve this outcome the WSU ATP will provide:
 - a. clinical experiences in the traditional setting (i.e. high school, college/university athletics).
 - b. clinical experiences in the non-traditional and emerging setting (i.e. sports medicine clinics, industry, performing arts, military/public safety, physician extender, etc.).
 - c. clinical opportunities within the community (i.e. local races/triathlons, soccer tournaments, all-star games, OHSAA tournament events, etc.).
3. Prepare athletic training students to become healthcare professionals (**Benchmark:** *90% of ATS will participate in a minimum of 2 professional development activities per semester*). To achieve this outcome the WSU ATP will provide:
 - a. opportunities to join and participate in the Wright State Athletic Training Student Organization (WSU ATSO).
 - b. opportunities to attend meetings/conferences of local, state, district, and national professional organizations (i.e. GDATA, OATA, GLATA, SEATA, NATA, etc.).
 - c. opportunities to participate in research and the associated activities (i.e. participation as a subject and researcher, poster/oral presentation, manuscript preparation).
 - d. content and activities promoting professional and ethical conduct (i.e. scenarios/case studies examining the NATA Code of Ethics, the Ohio Revised Code's Code of Ethical Conduct, rules and regulations of NCAA, NFHS, and OHSAA).
4. Prepare athletic training students to provide culturally competent and appropriate medical care to diverse populations (**Benchmark:** *90% of students will experience clinical rotations with/in diverse populations/environments*). To achieve this outcome the WSU ATP will provide:
 - a. clinical opportunities to experience the wide variety of personalities and attitudes associated with various physical activities (i.e. low/high risk, equipment intensive, male/female, etc.).
 - b. clinical opportunities in a variety of socioeconomic settings (i.e. urban vs. suburban vs. rural populations, private vs. public institutions, etc.).
 - c. clinical opportunities with individuals of varied races/ethnicities/cultures, spiritual preference, etc.

AT PROGRAM HISTORY

Overview: L. Tony Ortiz initiated an internship program in 1985 and a graduate assistant position was established. WSU Athletic Training Program is proud of its long list of graduates in various athletic training settings. A new strategic planning process began under new WSU President Harvey Flack in the fall of 1996 to develop an accredited Athletic Training Program.

1998

- L. Tony Ortiz appointed as Director of Athletic Training in the fall to oversee all aspects of the athletic training education program. Dual appointment as Head Athletic Trainer and ATP faculty.
- Rebekah Bower hired as Education Coordinator to advise athletic training students and manage the AT lab. Dual appointment as Staff Athletic Trainer and ATP faculty.
- Michelle Sullivan designated as Coordinator of Athletic Training Services to manage the day-to-day operation of the athletic training room.
- A second graduate assistantship position was added in 1998. GA's assist with AT classes and work with WSU athletes.

1999

- Matt Bekkedal hired to the staff in January as WSU's Certified Strength and Conditioning Specialist and served as ATP adjunct faculty.

2002

- In the spring, Initial Accreditation was received from the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

2003

- In November, Jason Franklin replaced Michelle Sullivan and served as ATP adjunct faculty.
- In December, Erick Schork replaced Matt Bekkedal.

2006

- Adam Horseman joined the athletic training staff in the fall.
- Brett Hoffman hired, also in the fall, as a dual appointment and to serve as advisor for the Athletic Training Student Organization (ATSO).
- A third GA was added in the fall.

2007

- Re-accreditation received in the summer from the Commission on Accreditation of Athletic Training Education (CAATE). This re-accreditation runs through 2014.
- In the fall, Jason Bradford replaced Erick Schork.

2008

- In the spring, Siobhan Fagan replaced Brett Hoffman.
- Tony Ortiz promoted to full-time faculty in the fall.
- Jason Franklin replaced Tony Ortiz as Head Athletic Trainer.

2012

- Jessica Stanley joined AT staff in spring.
- Also in the spring, CAATE extended accreditation to the 2016-2017 year.
- In the fall, Jason Franklin's title changed to Assistant Athletic Director for Sports Health.

2013

- In the summer, the following changes occurred in the ATP:
 - Becky Bower and Siobhan Fagan promoted to full-time faculty.
 - Tony Ortiz promoted to Assistant Vice President for Multicultural Affairs and Community Engagement.
 - Becky Bower appointed Interim Program Director.
 - Siobhan Fagan appointed Clinical Education Coordinator.
 - Steve Foster hired as full-time, adjunct ATP faculty.
 - Brad Muse and Carlie Clark hired as Staff Athletic Trainers.

2014

- Becky Bower officially appointed Program Director
- Dr. Scott Bruce hired as Assistant Professor and Director of Athletic Training Research replacing Steve Foster as full-time ATP faculty member.

2016

- Jessica Stanley left to enter medical school and Brianna Albers joined the AT staff.

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 located in *ATrack*TM.

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 his/her preceptor before arriving at the clinical site.

The following guidelines will be followed:

- a) Hair should be relatively conservative in length, color, and style ([i.e. for males no longer than top of collar](#)). Facial hair should be neatly groomed/trimmed.
- b) Hats are only permitted outdoors.
- c) Any attire with logos of other colleges/universities is not permitted at WSU clinical sites.
- d) No facial piercings are permitted with the exception of earrings and then only posts or small hoops.
- e) Even though tattoos may be viewed a freedom of speech, something that is not intended to be offensive may be so to another individual. With this concern in mind, we respectfully require all tattoos to be covered.
- 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. Khaki pants/shorts are preferred. Athletic pants/shorts for outdoor sports are appropriate.
 - a. If shorts are worn, the hem should be no shorter than the middle fingertip as the student stands erect with his/her arms hanging down at the side. “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 class 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 similar to that of the team.
- k) Modest and well-fitting sweat suits are permitted as long as 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 and with their preceptors when scheduled and to be on time or early.

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.**

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 (see Appendix H: Appearance Release).**

5. Team Travel

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.

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 in order 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>

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.

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 his/her 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, he/she 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, and influenza). 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). These can be completed at the Educational Resource Center (ERC), 116 Allyn Hall. The student is responsible for the cost. Students will not be permitted to start clinical experiences before results have been received. **Cost is \$51.**

5. *ATrack*TM Forms

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

Clinical Expectations

1. All students will be assigned to a preceptor. Each student will be evaluated on the assigned competencies and proficiencies as outlined in the *Clinical Rotation Form* per rotation in *ATrack*TM. 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 skills rather than "counting hours."** It is imperative the ATS work exclusively with his/her preceptor on the evaluation of his/her proficiencies.

- a. Each semester, the students will begin their clinical rotation by reviewing the assigned *Clinical Rotation Form* with their preceptor in order to identify what is required of the students 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* in *ATrack*TM. 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. Although the ATP can only require students to be active in their clinical rotations during the traditional academic calendar, the student is strongly encouraged to take advantage of as many clinical activities as possible. This allows the student to learn and experience athletic training in a more realistic environment. Should a student not be able to participate during those times outside the traditional academic calendar, he/she should notify the Clinical Education Coordinator prior to the preceptor assignments so as to provide the best clinical opportunities for all students in the ATP.
3. Students will be asked to submit three choices of clinical assignment each semester and when appropriate, arrange an interview with the preceptors. Preceptors in conjunction with AT faculty will make the final selections following interviews.
4. Students are not permitted to receive remuneration for their clinical experiences.
5. Students must be allowed one day off of clinical experiences during each seven-day period.

Preceptor Responsibilities

A preceptor is defined as a certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base. Individuals who are enrolled in the WSU ATP are not eligible to serve as preceptors (i.e. practicing physical therapist who is enrolled in the ATP cannot serve as preceptor for students). The following preceptor responsibilities are derived from the *Standards for the Accreditation of Professional Athletic Training Programs* set forth by the Commission on Accreditation of Athletic Training Education (CAATE), July 12, 2012. Editorial revisions were made on November 8, 2012 and February 23, 2013.

A preceptor must function to:

1. Supervise students during clinical education;
 - a. **Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability 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 clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care;
4. Provide assessment of athletic training students' clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care;
5. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
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. Students' schedules,
 - b. *ATrack*™ forms/deadlines,
 - c. Policies and procedures,
 - d. Emergency action plans (EAPs),
 - e. Bloodborne pathogen (BBP) plan/location of barriers and sanitation resources,
 - f. Results of the Learning Styles Inventory (see *Initial Clinical Meeting* form, Appendix D).

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 appropriate *Clinical Rotation Form* with the student midway through the semester
3. Complete, review with the student, and submit the *Clinical Rotation Form* during the last 2 weeks of the semester.

Clinical Rotations

	Fall Semester	Spring Semester
First Year (fall cohort)	WSU/off campus	WSU/off campus Fairborn EMS Rotation CSCS Rotation
	Spring Semester	Summer Semester
First Year (spring cohort)	WSU/off campus	WSU/off campus Fairborn EMS Rotation CSCS Rotation
	Fall Semester	Fall Semester
Second Year	WSU/off campus Gen Med Rotation	WSU/off campus Gen Med Rotation
	Fall Semester	Spring Semester
Third Year	WSU/off campus Surgical Rotation	WSU/off campus
Fourth Year	ATR 4870	ATR 4870 (either fall or spring)

Clinical Rotation Hours

	Minimum	Maximum
First Year		
Fall	5 hours/week (75)	375
Spring	5 hours/week (75)	375
Second Year		
Fall	10 hours/week (150)	375
Spring	10 hours/week (150)	375
Third Year		
Fall	15 hours/week (225)	375
Spring	15 hours/week (225)	375
Fourth Year (ATR 4870)*		
Fall, Spring, OR Summer	600	

- ATR 4870 is a 10-12-credit internship class with each credit hour equaling 50 clinical hours.

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 and *ATrack*TM forms from both preceptors and students must be submitted by the date on the course syllabus in order to receive a grade for the class. Additionally, these courses in the ATP will be utilized to teach and practice the competencies. The clinical rotations are designed to give the students more exposure to the different competencies as well as the opportunity to practice until proficient. The WSU ATP faculty will do final testing of all competencies.

<i>Fall Cohort First Year</i>	<i>Fall</i>	<i>Spring</i>
<i>Course Work</i>	ATR 2610 Basic Principles of AT BIO 1010 Medical Terminology KNH 2500 Basic Anatomy & Physiology	ATR 2620 Athletic Emergency Care ATR 2840 Basic Skills in AT ATR 3020 Strength & Conditioning KNH 2620 Nutrition for Fitness & Sport
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation 1	Clinical Rotation 2
<i>Spring Cohort First Year</i>	<i>Spring</i>	<i>Summer A</i>
<i>Course Work</i>	ATR 2610 Basic Principles of AT BIO 1010 Medical Terminology KNH 2500 Basic Anatomy & Physiology	ATR 2620 Athletic Emergency Care ATR 2840 Basic Skills in AT ATR 3020 Strength and Conditioning KNH 2620 Nutrition for Fitness & Sport
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation 1	Clinical Rotation 2
<i>Second Year</i>	<i>Fall</i>	<i>Spring</i>
<i>Course Work</i>	ATR 3030 Therapeutic Exercise ATR 3610 Assessment of Athletic Injuries I ATR 3840 Lower Body Assessment Skills ANT 2100 Human Anatomy & Phys I KNH 2550 Applied Exercise Physiology	ATR 3600 Therapeutic Modalities ATR 3620 Assessment of Ath Injuries II ATR 3850 Upper Body Assessment Skills ANT 2120 Human Anatomy & Phys II KNH 2530 Kinesiology
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation 3	Clinical Rotation 4
<i>Third Year</i>	<i>Fall</i>	<i>Spring</i>
<i>Course Work</i>	ATR 4630 Evidence Based Practice in AT ATR 4820 Pharmacology for AT ATR 4840 Advanced Rehab. Techniques ATR 4850 Surgical Applications	ATR 4610 Organization & Adm in AT ATR 4620 Advanced Concepts in AT ATR 4860 Medical Conditions in AT KNH 4110 Fitness Assessment & Progm KNH 2540 Psychology of Sport
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Clinical Rotation 5	Clinical Rotation 6
<i>Fourth Year</i>	<i>Fall</i>	<i>Spring</i>
<i>Course Work</i>	ATR 4870 Athletic Training Internship	ATR 4870 Athletic Training Internship
ATS <i>ATrack</i> TM Form	Clinical Site & Preceptor Assessment	Clinical Site & Preceptor Assessment
Preceptor <i>ATrack</i> TM Form	Internship	Internship

DISCIPLINARY POLICY

WSU's ATP has established a disciplinary policy in order 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, he/she should complete an *ATS Concern Form* (available in the Preceptor Resources under *Pilot* (<https://pilot.wright.edu/d2l/home/278321>) and meet with the student ASAP to review the incident. Every attempt should be made to include the Athletic Training Program Director, or if not available, any 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 \(see Student Responsibilities\)](#)

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 three (3) concerned conferences in one (1) academic year or five (5) during the course of his/her tenure in the ATP, he/she 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 2.75](#), he/she 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 2.75](#) for two (2) consecutive semesters, he/she will be dismissed from the ATP. The student may re-apply to the ATP after a year out of the Program, but only if his/her CGPA has increased to [2.75 or above](#). This application process does not guarantee re-admission to the ATP and will be determined on a case-by-case basis.

University Dismissal

The university will place a student with a CGPA below 2.0 on academic probation. Students who remain on academic probation for two (2) semesters may be dismissed from WSU for unsatisfactory academic performance (See University Catalog).

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: completion of ...

- University General Education coursework
- ATP coursework with a CGPA of **2.75 or better**
- Clinical hours and various rotations
- *Clinical Rotation forms at each level*
- **ALL required Professional Development Units**

ADVISING GUIDELINES

Scheduling

1. Each AT student should communicate with his/her academic advisor in the ATP program, either in person or via email, regarding his/her proposed schedule at least one week **before** registering.
2. Each AT student should make every attempt to avoid afternoon sections of General Education classes and major classes, particularly if morning sections are available.
3. 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
Cytomegalovirus infections	Pediculosis
Diarrhea-related diseases	Pertussis
Diphtheria	Poliomyelitis
Gastrointestinal infections (acute)	Rabies
Herpes infections	Rubella
HIV infections	Scabies
Hepatitis infections	Staphylococcus aureus infection
Influenza	Streptococcal infection
Measles	Tuberculosis
Meningococcal infections	Varicella (chickenpox)
Mononucleosis	Viral respiratory infections

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, he/she should immediately notify the assigned preceptor and either the ATP Program Director or the Clinical Education Coordinator of his/her status. If the ATS incurs an illness lasting for more than 1 day, he/she is 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 his/her personal physician. If the student does not have access to his/her personal physician, he/she may also utilize Student Health Services or WSU team physicians, if available. The ATS is responsible for his/her own health insurance and for all related charges. He/she is to follow the recommendations and guidelines of the treating physician.

In the event that 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 he/she 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, his/her 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 his/her 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 Bloodborne 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 use Universal Precautions at all times 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. Bloodborne 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.

PROFESSIONAL DEVELOPMENT PROGRAM

The objective of the Professional Development Program is to encourage student participation in activities which promote leadership, accountability, and marketability in the profession of athletic training.

Athletic training students will accumulate Professional Development Units (PDUs) each semester. Students will obtain 25 units per academic year. The design of this program is intended to be analogous to the Continuing Education Units (CEUs) which will be required of students once they obtain their credentials as certified athletic trainers.

These PDUs will be attached to grades in the following classes: ATR 2610, ATR 2840, ATR 3840, ATR 3850, ATR 4850, and ATR 4860. A minimum of 10 PDUs must be acquired each semester. If a student has completed these classes and does not have a total of 75 PDUs, they will be required to make up the remaining PDUs in ATR 4870 (Internship).

Students must fill out a verification form for each PDU activity (see Appendix F). In order to receive the PDU credit, these forms will be given to the Clinical Education Coordinator (CEC) within a week of the completed professional development activity. The CEC will keep a record of each student's PDU obtainment. Students are encouraged to keep their own records as well. These records will be utilized to determine allotment of funds from the Athletic Training Student Organization's budget.

<p>Category A Professional Conferences, Seminars, Workshops Worth 3 PDUs:</p> <ul style="list-style-type: none"> • NATA Annual Symposium in June • GLATA Annual Symposium in March • OATA Annual Symposium in May • OATA Quiz Bowl in January <p>Worth 1 PDU:</p> <ul style="list-style-type: none"> • GDATA Meetings (Sep, Nov, Jan, Mar, May) • Others as pre-approved by Program Director or Clinical Education Coordinator 	<p>Category B AT/Health Care Events and Memberships Worth 2 PDUs</p> <ul style="list-style-type: none"> • NATA Education Foundation Fundraiser <p>Worth 1 PDU:</p> <ul style="list-style-type: none"> • ATSO Membership • GDATA Membership • ATSO Officer or Committee Member • ATSO Fundraisers • ATSO Meetings (max: 5/semester)
<p>Category C Volunteer Athletic Training Events Worth 1 PDU:</p> <ul style="list-style-type: none"> • Air Force Marathon/Half/5K • Jingle Bell Run • Chocolate & Beer 5K • OHSAA Tournaments • Events provided by various clinics • WSU Club Sports • Assistance with WSU Physicals 	<p>Category D Volunteer University/Community Events Worth 1 PDU:</p> <ul style="list-style-type: none"> • Relay for Life • Habitat for Humanity • Other volunteer ATSO events
<p>Category E Assistance with On-Campus Workshop/Research Worth 1 PDU:</p> <ul style="list-style-type: none"> • Sports Medicine Workshop in October • Research subject/survey completer (max: 5/semester) 	<p>Category F Other Professional Development Interests</p> <ul style="list-style-type: none"> • Must be pre-approved by Program Director or Clinical Education Coordinator

IMPORTANT WEBSITES

Name	Web Address
WSU ATP	http://www.cehs.wright.edu/academic/health_physed/athletic_train/index.php
WSU ATP Research Guide	http://guides.libraries.wright.edu/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

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 _____

Director of Athletic Training Signature _____ Date _____

APPENDIX B

ATHLETIC TRAINING STUDENT AGREEMENT

As an Athletic Training Student (ATS) at Wright State University (WSU) I agree that I have reviewed all of 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 of the information contained in it.

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

WSU ATP Policies & Procedures Manual along with all of 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

Director of Athletic Training Signature

Date

APPENDIX C

PRECEPTOR AGREEMENT

As a preceptor for the Wright State University (WSU) Athletic Training Program (ATP), I agree that I have reviewed all of 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 of the information contained in it.

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

WSU ATP Policies & Procedures Manual along with all of 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

Preceptor Signature

Date

Director of Athletic Training Signature

Date

APPENDIX D

Initial Clinical Meeting

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. A copy will be returned to the preceptor and the student.

- Schedules:** The athletic training student (ATS) will bring a planner, and a copy of his/her course schedule, in order to map out the semester with the preceptors. The ATS will discuss any planned breaks/vacations and address employment conflicts at this time.
- ATrack*TM Forms:** *ATrack*TM *Clinical Rotation* forms will be reviewed to understand how the ATS will be evaluated throughout the semester. If there are any problems with *ATrack*TM, contact the Clinical Education Coordinator 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. [This also includes any specific clinical site/preceptor expectations for the rotation.](#)
- Emergency Action Plans:** The location of, and the review of, each appropriate venue's emergency action plan (EAP) was discussed with the ATS.
- Bloodborne Pathogens:** The location of, and the review of, the clinical site's Bloodborne Pathogen Policy, including sanitation procedures and barriers, was discussed with the ATS.
- Learning Styles:** Students/preceptors reviewed the learning style results form (located in *Pilot*TM Resources) to assist in understanding the best ways to engage the ATS in learning.

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 E

Athletic Training Student Concern Form

Date: _____

ATS: _____ **AT:** _____

Concern:

Date of Conference: _____

Steps to Resolve Concern:

ATS Signature: _____ **Date:** _____

AT Signature: _____ **Date:** _____

Director of AT Signature: _____ **Date:** _____

WHITE copy: ATS File

YELLOW copy: AT

PINK copy: ATS

APPENDIX F

Professional Development Program Verification Form

ATS Name: _____ Name of Activity: _____

Date(s) of Activity: _____

All PDUs must be handed into the CEC within a week of the completed activity or the PDUs will not be valid.

Description of the Activity:

Category (circle): A B C D E F

Number of PDUs (circle): 1 2 3

ATS Signature

Date

Preceptor/ AT Signature

Date

The above activity has been approved for _____ PDUs.

Clinical Education Coordinator Signature

Date

APPENDIX G

Background Check (Ohio BCI&I and FBI) Information Sheet

Electronic fingerprinting is available through WSU's Educational Resource Center (ERC)
116 Allyn Hall (937-775-2878)

General ERC Hours

Monday – Thursday	8:00 a.m. – 8:30 p.m.
Friday	8:00 a.m. – 4:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Please call or check the website for specific lab hours during winter/spring breaks and summer hours.

You must arrive at least 30 minutes before closing to ensure enough time to complete the services.

Processing takes approximately 30 business days.

Costs:

- BFBI (combination of both Ohio BCI&I and FBI) Background check = **\$51.00**
- Payable by:
 - Money order made payable to WSU,
 - Credit card (Discover, MasterCard, or Visa),
 - Cash,
 - **NO personal checks**

*The following answers apply only if you have background checks done at the ERC. ERC staff CANNOT answer these questions. **Take this paper and a valid driver's license (or state ID or passport) with you! No WSU IDs.***

Please answer the following questions accordingly:

1. What type of background check do you require (choose one):

BFBI (Ohio BCI& I and FBI)

2. Where are results being sent?

A. Direct/Electronic Copy option ONLY (choose one):

None

B. Direct/Electronic Copy Option (choose one) with Postal Mail Option (Place address in letter C):

None

C. Postal Mail Option (provide one complete mailing address below): **ATS write in the following**

**Wright State University – KNH
3640 Colonel Glenn Highway
Attn: Siobhan Fagan – 316 NC
Dayton, OH 45435**

3. What are the reasons for the background check (Choose from list)?
Please write out the complete sentence, not the reason number.

BCI & I: School Employees – Non Teaching Positions
FBI: Public School District or Chartered Non Public School

APPENDIX H

WSU Appearance Release

I _____ hereby irrevocably grant Wright State University ("University")
(please print full name)

the right to use my name and/or one or more portraits, pictures, photographs, video and audio recordings of me ("Appearances"), or reproductions or derivatives of the same, in any form for education, communication, and/or promotion purposes, unless otherwise noted. The Appearance(s) was/were acquired during:

_____ that occurred from _____ to _____.

I understand that I am to receive no compensation, and I agree that all such Appearances thereof, and all plates, negatives, recording media, and digital files shall remain the property of the University, unless otherwise noted. This Release is non-exclusive, royalty-free (no cost to the University), world-wide, and perpetual.

Signature

Date

Wright State Representative

Date

Department Contact Information: **WSU Athletic Training Program, KNH Department, (937) 245-7621**

If the model/talent is not yet eighteen (18) years old, the parent or guardian must sign the following:

I, _____, hereby warrant that I am the Parent/Guardian of,
(please print full name)

_____, a minor, and have full authority to authorize the above Release, which I have read and approved.

Parent's or Guardian's Signature (if under 18)

Date