

University of Evansville
Athletic Training Program



Policies & Procedures Manual
2019-2020

Table of Contents

Table of Contents	ii
Introduction.....	1
Athletic Training Program Faculty and Instructional Staff.....	2
Clinical Preceptors	3
Mission Statement.....	4
Goals	4
Admission Requirements	5
Athletic Training Program Technical Standards	7
Tuition and Fee Schedule.....	9
Course Descriptions	10
Progression & Retention Requirements	13
Learning Objectives by Student Level	14
Program Policies	15
Athletic Training Laboratory Policies.....	16
Occupational Safety and Health Administration (OSHA) Policies.....	17
Universal Precautions Policy.....	17
Communicable Disease Policy.....	18
Program-specific Policy	18
Bloodborne Pathogen Training and Procedures/Exposure Control Plan:.....	19
Student-Athlete Socialization.....	21
Cell Phone Use.....	22
Clinical Education & Related Policies	23
Clinical Education Courses	23
Course Evaluation	23
Course Credit and Minimum Hour Guidelines	24
Clinical Experiences.....	24
Clinical Experiences Available:	25
Direct Supervision & Supervised Autonomy	26
Class Attendance Policy.....	28
Clinical Experience Attendance Policies.....	28
Dress Code & Appearance	29
Confidentiality and Patient Privacy.....	31
Grievances.....	32
Athletic Training Facility Policies & Procedures.....	33
Verification of Knowledge and Adherence.....	34
Appendix A: Exposure Incident Report	35
Appendix B: Course Sequencing	36
Appendix C: Professional Violation Form.....	37

Introduction

Degree: Bachelor of Science in Athletic Training
Program Director: Jeff Tilly, MS, LAT, ATC

Athletic Trainers are healthcare professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Athletic Training is recognized by the American Medical Association (AMA) as a healthcare profession.

The Bachelor of Science in Athletic Training degree is designed for those individuals who are seeking certification as an athletic trainer from the [Board of Certification](#) (BOC). All individuals planning to take the national certification exam must have a minimum of a bachelor's degree from an accredited athletic training program. The [Commission on Accreditation of Athletic Training Education](#) (CAATE) is the accrediting body which governs all athletic training programs. The University of Evansville's Undergraduate (UG) Professional Athletic Training Education Program has been accredited since 2003 and is accredited through 2018.

The bachelor's degree program prepares students for the challenges that will be encountered as an allied health professional. This includes clinical skill development and practical experience. The clinical education component is fulfilled primarily while working with the University's 16 NCAA Division I athletic teams and local high schools. Students gain valuable experience working with athletes under the close supervision of the head and assistant athletic trainers, who also serve as preceptors for the program. Off-campus experience provides opportunities to work with other health care professionals such as clinical- and school-based athletic trainers, physicians, athletic trainers in physician practices, physician assistants, and physical therapists in the community.

The University of Evansville is an independent, United Methodist Church-affiliated university which operates, in all aspects pertaining to students, faculty, administration, and staff, under a nondiscriminatory policy regarding race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.

Athletic Training Program Faculty and Instructional Staff

Jeff Tilly, MS, ATC
SHS Department Chair
UG AT Program Director/FYE Coordinator
(812) 488-1054
jt3@evansville.edu

Troy Coppus, MS, ATC, CSCS
Instructor
MSAT Program Director
(812) 488-2358
tc88@evansville.edu

Terry Collins, MS, ATC
Instructor
Assoc. AD for Sports Medicine
(812) 488-2091
tc7@evansville.edu

Amanda Memmer, MEd, ATC
Instructor
Assistant Athletic Trainer
(812) 488-2640
am716@evansville.edu

Sue Laughbaum, MS, ATC
Instructor
UG AT Program Clin. Ed. Coordinator
(812) 488-
sl176@Evansville.edu

TBA
MSAT Program Clin. Ed. Coordinator
(812) 488-

Erik Brown, MS, ATC
Instructor
Assistant Athletic Trainer
(812) 488-2202
eb246@evansville.edu

Darian Apperson, ATC
Instructor
Assistant Athletic Trainer
(812) 488-5341
da124@evansville.edu

2019-2020 Clinical Preceptors

Last Name	First Name	Affiliation	Clinical Site	Email
Apperson	Darian	University of Evansville	University of Evansville	da124@evansville.edu
Brown	Erik	University of Evansville	University of Evansville	eb246@evansville.edu
Brown	Sarah	University of Evansville	University of Evansville	sb
Collins	Terry	University of Evansville	University of Evansville	tc7@evansville.edu
Dugger	Garrett	ProRehab PC	Harrison High School	gdugger@prorehab-pc.com
Garrison (Hoover)	Allie	Boonville High School	Boonville High School	ahover@warrick.k12.in.us
Givens	Stephanye	ProRehab PC	Boonville High School	sgivens@prorehab-pc.com
Gross	Craig	ProRehab PC	North High School	cgross@prorehab-pc.com
Hall	Taylor "TJ"	Methodist Hospital	Henderson County High School	th199@evansville.edu
Hermann	AJ	ProRehab PC	ProRehab PC	ahermann@prorehab-pc.com
Hollman	Kaitlyn	University of Evansville	AceCare	kh277@evansville.edu
Holtzmeyer	Jenna	Orthopedic Associates	Orthopedic Associates	Jenna.holtzmeyer@oae Evansville.com
Johns	Makenzi	Orthopedic Associates	Orthopedic Associates	Makenzi.johns@oae Evansville.com
Laughbaum	Susan	Tecumseh High School	Tecumseh High School	s1176@evansville.edu
Lovvorn	Hannah	ProRehab PC	Central High School	hlovvorn@prorehab-pc.com
Luczkowski	Meghan	University of Evansville	AceCare	ml159@evansville.edu
McDaniel	Kaela	Orthopedic Associates	Orthopedic Associates	Kaela.mcdaniel@oae Evansville.com
Memmer	Amanda	University of Evansville	University of Evansville	am716@evansville.edu
Menear	Logan	University of Evansville	University of Evansville	lm
Munro	Jess	ProRehab PC	Bosse High School	jm539@evansville.edu
Nance	Del	ProRehab PC	Castle High School	del@prorehab-pc.com
Newsome	Courtney	University of Evansville	AceCare	cn76@evansville.edu
Niemeier	Gina	University of Evansville	Deaconess Clinic	gt41@evansville.edu
Nurrenbern	Tim	Tecumseh High School	Tecumseh High School	tnurrenbern@warrick.k12.in.us
Roach	Breanna	ProRehab PC	Mater Dei High School	broach@prorehab-pc.com
Schlemmer	Craig	ProRehab PC	FJ Reitz High School	cs306@evansville.edu
South	Adison	Orthopedic Associates	Memorial High School	As732@evansville.edu
Tilly	Jeff	ProRehab PC	High School Lacrosse	jt3@evansville.edu
Whelan	Mary	University of Evansville	AceCare	Mw249@evansville.edu

Mission Statement

The mission of the University of Evansville Athletic Training Program is to provide the educational preparation that will allow each student the opportunity to develop the knowledge, skills, and necessary proficiencies to become a certified athletic trainer and an ethical practicing professional with the necessary job skills to further the advancement of the profession of athletic training.

The University of Evansville Athletic Training Program is dedicated to preparing athletic training students to reach their full potential and to engage in national and global endeavors.

Goals

Each athletic training student will show competence and proficiency within the domains of athletic training as defined by the accrediting body of athletic training, the Commission on Accreditation of Athletic Training Education (CAATE).

Each athletic training student will develop the knowledge and skills necessary to successfully complete the BOC exam and pass on the first attempt above the national average.

Each athletic training student will develop the knowledge and skills necessary to obtain viable employment within the field of athletic training or to enter graduate school.

The Athletic Training Program will maintain high quality didactic and clinical instruction to facilitate student learning.

Admission Requirements

Entry into the UG AT program is competitive. Admission criteria include:

- Completion or current enrollment in each of the following prerequisite courses:
EXSS 112 EXSS 113 HE 100 EXSS 150 AT 180
EXSS 244 EXSS 244 PT 100
- A minimum grade of C in all prerequisite courses
- A minimum grade point average of 2.75
- A minimum of 100 hours of clinical observation as a component of EXSS 244. These hours **must** be acquired prior to the application deadline. Applying students will have twenty weeks to achieve these totals with an average of five hours per week, documented by a preceptor assigned by the AT-First Year Experience Coordinator. Weekly submission of signed hours is expected.
- Basic skill acquisition as a component of EXSS 244. A Clinical Skills Checklist will be provided and must be completed prior to application deadline.
- Journals (10 journal entries; APA format)
- Completion of a written application
- Personal interview (Direct Entry students do not need to interview again)
- Demonstration of professionalism via punctuality, adhering to dress code, accepting instructions from preceptors and upper-class students, and maintaining an attitude that contributes to a positive work environment
- Completion of all required work for EXSS 244 (two semesters)
- Completion of a physical from the ATP's Medical Director
- Completion of the ATP's Technical Standards

Dress Code: To maintain professionalism in the athletic training facility candidates are required to adhere to the same dress code as students in the professional phase. Please see this [section](#) related to the Program's dress code. Candidates will have an opportunity to purchase t-shirts specific to the AT-FYE program and are expected to wear that t-shirt always during clinical observation. Failure to adhere to the Program's dress code may result in dismissal from the athletic training facility by a preceptor or AT faculty.

All accepted candidates must undergo a health examination to determine if they meet the stated [Technical Standards](#) for admission to the program. Each exam will consist of a review of medical history and immunization, and a physical examination. Technical Standards and mental requirements will also be reviewed by the ATP's Medical Director. This screen will be performed during the first two weeks of the first fall semester after the candidate has been admitted into the program.

Each requirement will be weighted as follows to comprise a total application score:

10%	Hours
10%	Journals
10%	ACT/SAT Scores
10%	Fall semester GPA
30%	Interview
15%	Written Essay
15%	Clinical Skills Checklist

After submitting all application material, the candidate may be granted an interview with the admissions committee. An interview is required for admission into the program.

Applications are due to the FYE Coordinator by the **last Friday of January at 12:00pm**. *Late applications will not be accepted.* The selection process will be completed by registration for the fall semester (approximately spring break) and all applicants will be notified of their status at that time. Acceptance into the program is conditional based on successful completion of the student's current semester coursework.

Direct Entry into the program is available for a small number of qualified incoming freshmen who have been accepted into the Direct Entry Physical Therapy program. These students must meet certain ACT and/or SAT scores and have a formal interview with the Physical Therapy Department as well as the Athletic Training Program faculty. Students accepted for Direct Entry must still complete all admission requirements (hours, journals, grade and GPA requirements, etc.) to be accepted formally into the Program. Direct Entry students will not interview again after application materials are submitted.

Observational hours during the FYE program are designated for observation and activities that are to be performed are:

1. Stretching
2. Applying ice
3. Prepping for practice and or games
4. Any cleaning
5. General assistance of all ATS
6. Do not perform modalities or anything that you have not been instructed to do!!

Admission criteria are subject to change at the discretion of AT Program faculty and instructional staff.

Applications and additional information are available from the AT-FYE Coordinator.

Athletic Training Program Technical Standards

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

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

Candidates for selection to the UG Athletic Training Program must demonstrate:

1. sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients
2. the ability to communicate effectively and sensitively with patients and colleagues, including individuals from diverse 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 practices.
3. the ability to record the physical examination results and a treatment plan clearly and accurately
4. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced
5. flexibility and the ability to adjust to changing situations and uncertainty in clinical situations
6. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care
7. the skills and ability to maintain clinician/patient safety
8. the ability to successfully complete the coursework, clinical experiences and internships required for this program

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with reasonable accommodations, they can meet the standards.

In the event a student does not meet one or more technical standards, the student may be granted admission to the program if he/she states the technical standard (s) could be met with reasonable accommodation. The Disability Service Coordinator from UE Counseling Services Department will meet with the student to review documentation, determine eligibility for disability accommodations, and determine appropriate accommodations.

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

I also understand that I will need to drive to and from clinical experiences as deemed essential for graduation from the University of Evansville's ATP. I will provide transportation to and from these experiences and will have appropriate insurance for this travel.

Signature of Applicant

Date

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with reasonable accommodations. I will contact Counseling Services/Disability Services to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

I also understand that I will be responsible for transportation to clinical experiences deemed essential for graduation from the University of Evansville's ATP. I will provide transportation to and from these experiences and will have appropriate insurance for this travel.

Signature of Applicant

Date

Tuition and Fee Schedule

EXSS 244 and AT 180 require lab fees due to the large amount of taping associated with these courses. Fees will generally be \$10-\$15 for each class. Individual course syllabi detail lab fees for each course.

Students accepted into the professional phase of the program will need to be appropriately dressed while working or observing in the athletic training and off-campus clinical sites. T-shirts, polos, sweatshirts, and pull-overs will be available for purchase at various times throughout the school year. Prices will vary in accordance to which items are purchased. Typical start-up costs are roughly \$45 for 2 T-shirts and polo. See the [Dress Code/Appearance](#) for additional information about the ATP's dress code policy.

Effective Fall 2013, the Program will be using ATrack to manage hour logging, student/preceptor evaluations, and other administrative tasks. Access to ATrack is \$45 a year or \$90 for a 'lifetime' membership. The UE ATP also highly recommends becoming a student member of the National Athletic Trainers' Association.

Sample Annual Costs for Full-Time Undergraduate Students for 2016-2017

Tuition and fees (12-18 credits)	\$30,596
Room & Board (middle-priced residence hall)	\$10,460
Books	\$800
Course fees (AT-related) and annual Background Screen	\$30 + \$36
Clothing	\$100
ATrack "Lifetime" membership (one-time cost)	\$90
Approximate annual cost for <u>full-time, resident</u> student	\$42,076.00

UE's Withdrawal and Refund Policy

For more information on UE's withdrawal and refund policy, please check UE's website at:

<https://www.evansville.edu/tuitionandaid/downloads/RefundPolicyFor2013-15CatalogSept2012.pdf>

Course Descriptions

AT 180 (3) Introduction to Athletic Training

This course is designed as an introduction to the field of athletic training and to introduce care and prevention of athletic injuries. Topics include, but are not limited to, the organization, administration, education, and counseling techniques used in caring for athletes, as well as the foundation of injury prevention, assessment, treatment, and rehabilitation.

AT 282 (3) Basic Skills in Athletic Training + Lab

This course addresses a variety of topics to develop the student's competence as an athletic trainer. Emphasis is placed upon skills such as construction and application of protective devices, taping and bandaging techniques, on-field assessment techniques, and emergency care. This course is designed to satisfy CAATE competences related to the above-mentioned content areas and is intended for athletic training majors.

AT 287 (3) Therapeutic Modalities in Athletic Training

This lecture/lab course addresses the principles, indications, contra-indications, physiological effects, safety precautions, and application of therapeutic modalities for the treatment of athletic injuries. Information includes knowledge of the inflammatory response to injury/illness and the effectiveness of therapeutic modalities to assist the body in the healing process. This course is designed to satisfy CAATE competences related to the use of modalities and is intended primarily for athletic training majors.

AT 291 (2) Clinical Education in Athletic Training I

This course is one of a series of six clinical education courses designed to provide proficiency instruction and clinical experience in the field of Athletic Training. The emphasis in this course is clinical anatomy and goniometry. This includes palpation of various bony landmarks and soft tissue structures as well as goniometric skill development. Clinical application and understanding is emphasized. The field experience rotations will be assigned per the clinical instruction plan. This class will meet formally approximately 1 hour per week outside of the clinical setting.

AT 292 (2) Clinical Education in Athletic Training II

This course is one of a series of six clinical education courses designed to provide proficiency instruction and clinical experience in the field of Athletic Training. The emphasis in this course is the clinical application of therapeutic modalities. The field experience will include a sport team rotation with an emphasis in the application of modalities. The student will work toward completion of the proficiency check-off sheet. This class will meet formally at least 1 hour per week outside of the clinical setting to ensure adequate progress is being made toward completion of the respective clinical proficiencies.

AT 350 (3) Administration of Athletic Training

This course is designed to familiarize students with the administration and management responsibilities of athletic training. Topics of study include management of athletic training facilities, personnel, students, facility design, purchasing of supplies and equipment, and budgeting. This course is designed to satisfy CAATE competences related to health care administration and is intended for athletic training majors.

AT 388 (3) Evaluation of the Lower Body

This course addresses the theory, techniques, and laboratory experiences relative to the assessment and evaluation of athletic injuries with emphasis placed on the upper body and the spine. Other topics related to assessment are covered including common illness recognition. Content areas include knowledge and skills for clinical evaluation to determine the proper injury/illness treatment and/or referral when appropriate. This course is designed to satisfy CAATE competences related to evaluation and illness of the lower body and is intended for athletic training majors.

AT 389 (3) Evaluation of the Upper Body

This course addresses the theory, techniques, and laboratory experiences relative to the assessment and evaluation of athletic injuries with emphasis placed on the lower body. Other topics related to assessment are covered including common illness recognition. Content areas include knowledge and skills for clinical evaluation to determine the proper injury/illness treatment and/or referral when appropriate. This course is designed to satisfy CAATE competences related to evaluation and illness of the lower body and is intended for athletic training majors.

AT 390 (3) Rehabilitation of Athletic Injuries

This lecture/lab course provides the student knowledge related to all aspects of the rehabilitation of athletes. Emphasis is placed on development of a theoretical model to assess and fully rehabilitate an athlete following an injury, surgery, or related illness. Lab time is spent developing the skills required to implement a rehabilitation program in the clinical setting. This course is designed to satisfy CAATE competences related to rehabilitation and exercise and is intended for athletic training majors.

AT 391 (2) Clinical Education III

This course is one of a series of six clinical education courses designed to provide proficiency instruction and clinical experience in the field of Athletic Training. The emphasis in this course is basic taping and bandaging techniques, emergency procedures and on field assessment. The field experience portion will include local high school football coverage and other field experiences as assigned. The student will work toward completion of the proficiency check-off sheet. This class will meet formally at the discretion of the instructor outside of the clinical setting to ensure adequate progress is being made toward completion of the respective clinical proficiencies.

AT 392 (2) Clinical Education IV

This course is one of a series of six clinical education courses designed to provide clinical experience in the field of Athletic Training. The emphasis in this course is the evaluation of athletic injuries and illness. The field experience time will be spent with an athletic trainer working primarily in a traditional athletic training setting. The student will work toward completion of the proficiency check-off sheet. This class will meet formally at the discretion of the instructor outside of the clinical setting to ensure adequate progress is being made by the student toward completion of the respective clinical proficiencies.

AT 490 (2) General Medical and Pharmacology for the Athletic Trainer

Pharmacology and Medical Conditions offers the student an insight on current trends in pharmacology use in an athletic training environment. The course will also offer current evaluation of general medical conditions, treatment, and a referral base for conditions found in athletics.

AT 491 (2) Clinical Education V

This course is one of a series of clinical education courses designed to provide clinical experience in the field of Athletic Training. The emphasis in this course is rehabilitation. The field experience will be assigned per the clinical instruction plan and may include time in a physical therapy out-patient setting. The student will work toward completion of the proficiency check-off sheet. This class will meet formally at the discretion of the instructor outside of the clinical setting to ensure adequate the student toward completion of the respective clinical proficiencies is making progress. A case study approach is utilized to emphasize integration of previously learned skills into the complete care of the athlete.

AT 492 (2) Clinical Education VI

This course is one of a series of six clinical education courses designed to provide clinical experience in the field of Athletic Training. The emphasis in this course is pharmacology, nutritional aspects, and psychosocial intervention and referral. An emphasis will also be placed on preparation for the BOC exam. This class will meet formally at the discretion of the instructor outside of the clinical setting to ensure adequate the student toward completion of the respective clinical proficiencies is making progress. Field experience assignment will be made per the clinical instruction plan.

Progression & Retention Requirements

Once accepted into the Program, minimum criteria for academic and clinical performance must be met to advance to the next level in the program:

- Must receive a C or better in all AT courses
 - A student who does not receive a C or better in AT coursework must repeat the course in question prior to proceeding in the Program. One attempt to retake the course will be allowed
 - The UG Program Director can grant Provisional Progression in certain circumstances and will be evaluated on a case-by-case basis
 - If a student must take an incomplete or W for a given AT course, the course must be completed/re-taken. Program progression will be considered on an individual basis.
- Maintain a GPA of 2.75 or higher (without numerical rounding) after each semester of coursework
- Maintain appropriate Emergency Cardiac Care certification
- Satisfactory evaluations on all clinical experience assignments
- Receive a “Passing” grade on end of the year program examination; passing grades will be determined by the athletic training faculty for each exam given

If any of the above requirements are not met, the student will not be allowed to progress in the program until the student has met the requirement in question. Progression requirements will be reviewed each semester by the UG Program Director and by the UG Program Director and the Athletic Training faculty at the end of each spring semester.

Learning Objectives by Student Level

Level I Learning Objectives:

- Student will be able to describe and demonstrate the rationale for and proper clinical use of therapeutic modalities
- Student will demonstrate adequate anatomical knowledge and the ability to identify required anatomical structures.
- Student will be able to prevent, recognize, and manage common emergency situations
- Student will be able to demonstrate required skills in taping, bandaging, and application of protective devices
- Student will demonstrate the ability to recognize evaluate and assess injuries/illnesses related to the upper body and spine
- Student will demonstrate the ability to recognize evaluate and assess selected general medical conditions

Level II Learning Objectives:

- Student will demonstrate the ability to recognize evaluate and assess injuries/illnesses related to the lower body and spine
- Student will demonstrate the ability to recognize evaluate and assess selected general medical conditions.
- Student will be able to describe the rationale for and design appropriate rehabilitation programs.
- Student will be able to describe and demonstrate their understanding of administrative issues in athletic training.
- Student will be able to identify fitness levels and prescribe appropriate exercise programs.
- Student will demonstrate the understanding of nutritional concepts related to those involved in physical activity
- Student will demonstrate adequate progression related to his/her clinical development

Level III Learning Objectives:

- Student will demonstrate an understanding of professionalism in healthcare.
- Student will demonstrate an understanding of the use of pharmacological agents in athletic medicine
- Student will demonstrate an understanding of the components of research and the ability to integrate research findings into clinical practice.
- Student will demonstrate an understanding of psychological aspects related to those involved in physical activity and sport
- Student will demonstrate the knowledge and skills expected of an entry-level athletic trainer

Program Policies

Health Policy

The physical and mental health of an athletic trainer is very important. It is important that ATSS strive to promote a healthy lifestyle.

In addition to the standard UE Student Health requirements including MMR, tetanus, diphtheria, HBV, and a TB test. Vaccinations are made available through the Student Health Center at the direction of the Program Director for those who have not previously been vaccinated. To begin the vaccination sequence, students and staff athletic trainers should consult the Program Director.

Due to constant interaction with others in the health care environment, students who have been diagnosed by a qualified healthcare professional with a communicable disease are to follow instructions regarding interaction with others as stated by the attending healthcare professional.

Athletic Training Laboratory Policies

Use of the Athletic Training Laboratory (Graves 315) is restricted to Athletic Training Student use only.

1. Be respectful and courteous to your classmates during all laboratory sessions.
2. Proper lab attire must be worn always. This may vary from course to course; consult your class syllabus and/or instructor
3. Return all equipment, supplies, etc., to their proper places; please leave the lab clean and organized
4. No food or drink allowed
5. No street shoes are to be worn on the tables

Non-Athletic Training Laboratory Policies

Students may use Graves Hall 329 or 104 after hours (after 5:00 p.m.) or when lab classes are not in session during the day. The following procedures are to be followed:

1. Check laboratory schedules to ensure you do not interfere with a scheduled laboratory, practical or check offs. These are posted on the main lab door.
2. If electrical equipment is used, at least three students must be present. Any student who violates this rule will be barred from the laboratory except for formal lab.
3. All students must sign in with security if using the facility after hours. Security personnel will unlock the building and laboratory for you. Your course instructor will designate which laboratory may be used after hours.
4. You must return the room and equipment to an orderly fashion following use. Clean and unplug any equipment used. Return all equipment to its proper place, etc. Do not leave water standing. Any individuals violating this procedure will not be allowed to use the lab independently for the remainder of the semester.
5. Electrical stimulation units are to be kept on carts. Do not place large clinical modalities on treatment tables as they can damage the vinyl.
6. If electrical equipment is not in WGH 329, please contact the course instructor, so that this equipment can be made available for your use. Requests for this equipment must be made before 3:30 p.m. on the day it is wanted or by 5:00 p.m. if on a Friday.
7. All wet sponges are to be washed and put on the counter to dry.
8. Electrodes must be dried and stored.
9. Return pillows to plinths.
10. Dirty towels and linen must be placed in the laundry hamper.
11. Any damaged equipment must be reported immediately to your instructor.
12. Lock all doors upon leaving.
13. The equipment in WGH 106 may be used only when a faculty member is present in the building and has been informed of the names of the students who will be using the lab.
14. Under no circumstances is a student to use laboratory equipment for self-treatment. Any individuals violating this procedure will not be allowed to use the lab independently for the remainder of the semester.

IN CASE OF AN EMERGENCY, CALL 611, REPORT THE LOCATION, PROBLEM AND NEED

Occupational Safety and Health Administration (OSHA) Policies

Universal Precautions Policy

As a member of the Program, students are required to practice Universal Precautions under the strict guidelines set forth by the Occupational Safety and Health Administration (OSHA). Every precaution must be taken to ensure the health and safety of ATs and athletes. These are the guidelines students are expected to follow while associated with the Program:

1. Wear vinyl or latex examination gloves whenever touching open skin, blood, body fluids, or mucous membranes; do not reuse gloves
2. Wash your hands with soap and water immediately after they have been exposed to blood or body fluids, even if you wore gloves
3. All surfaces (e.g., counters, tables) must be thoroughly washed after being soiled with blood or body fluids. Use a 10% household bleach solution or a commercially available disinfectant
4. Place all used sharps in a special sharps container
5. Place all discarded medical waste in a specially labeled "biohazardous waste" container located at the clinical site
6. When you are working with an outdoor sport and have medical waste to dispose of, place it in a plastic bag and then discard in into the proper "biohazardous waste" container upon returning to inside
7. Do not allow the athletes to share towels that have been contaminated with blood or body fluids
8. Discard towels and clothing that have been contaminated with blood or body fluids into a separate receptacle. Do not put them in with the regular laundry
9. Be sure that all athletes' wounds are well covered before practice or competition
10. If you have an open wound, especially if it is on your hands, avoid providing first aid care to injuries that involve bleeding or body fluids until your wound has healed. If you must do so, cover your wound with Band-Aids or similar protective barrier and use gloves

Communicable Disease Policy

The [Center for Disease Control \(CDC\)](#) outlines specific policies that protect and minimize exposure to communicable diseases within healthcare facilities and between health care providers and patients. The Program educates students to use the following guidelines and provisions to manage communicable disease that they may come into contact with in the athletic training facility or at an off-campus clinical education site.

[CDC Guidelines: Personal Health Guidelines 1998](#): Well-defined policies should be in place concerning personal contact with patients when patients have the potential for transmittable disease conditions.

This policy includes the following:

1. Personnel responsibility in using the health service on campus and reporting an illness.
2. Work Restrictions: if it is deemed necessary to miss an assignment due to the ATS having a communicable illness, it is the student's responsibility to notify his/her preceptor.
3. Non-work exclusion policies that encourage personnel to report illnesses or exposures and that the ATS will not be penalized for missing assignments.
4. Communicate and encourage personnel who have signs and symptoms of a possible infectious disease to report their condition promptly to a supervisor and their local health care provider.
5. Include appropriate education for personnel on the importance of good hygienic practices, especially hand washing and covering the nose and mouth when coughing or sneezing.

Program-specific Policy

1. Should an athletic training student become ill, he/she must report to the Student Health Center located in Sampson Hall (Cration E. and Ellen Mann Health Center) or to another medical health care practitioner. Upon evaluation, the medical practitioner will determine the appropriate intervention and treatment for said illness and the amount of time and treatment the ATS will need to overcome this illness. It will also be noted the length of time needed to remain out of contact with others to prevent transmission.
2. If an ATS acquires a communicable disease, the ATS must notify their preceptor as soon as possible. The preceptor will notify the UG Program Director and UG Clinical Education Coordinator. The UG Program Director will record any absences.
3. The ATS will not be allowed to return to their clinical experience until they have been cleared by a medical practitioner. A signed release from the medical practitioner must be filled out and given to the preceptor and UG Program Director prior to returning.

The Center for Disease Control (CDC) provides these preventative guidelines for the prevention of spreading of the communicable disease within health care facilities. These regulations are designed to provide for the uniform awareness, prevention, and reporting of diseases in order that appropriate control may be instituted to interrupt the transmission of disease. *ATs are providing direct health care to patients under the supervision of a preceptor; appropriate precautions must be utilized.* The Program will also utilize the CDC's Personnel Health Guidelines for work restrictions and duration of time away from patients. This document is housed in the Program Director's office.

The partial list of contagious diseases from the CDC includes:

- Conjunctivitis
- Diarrhea
- Diphtheria
- Enteroviral Infections
- Hepatitis A, B, C
- Herpes Simplex
- HIV
- Measles
- Mumps
- Pediculosis
- Pertussis
- Rubella
- Scabies
- Streptococcal infection
- TB
- Varicella
- Zoster
- Viral Respiratory Infections

Bloodborne Pathogen Training and Procedures/Exposure Control Plan:

- 1) All athletic training students will be administered an on-line course and quiz on Bloodborne Pathogen Training prior to any potential contact in any of the University of Evansville's ATP clinical sites. This on-line course will be from the company InVate2 and will have an associated quiz at the completion of the course. This will serve as an educational resource for all athletic training students on a yearly basis. Follow up training will be conducted yearly for all observational and clinically assigned students. All policies and procedures can be found on UE's BlackBoard system under the ATS's current clinical education class.
- 2) All athletic training students will also go through the proper University of Evansville protocol for post-exposure plan as outlined below and which follows the OSHA bloodborne pathogens standard (29 CFR 1910.1030).:
 - a) UE ATP post-exposure plan for Blood Borne Pathogens:
 - i) The University of Evansville's athletic training program and the University of Evansville's athletic department is committed to providing a safe and healthful work environment. The following exposure control plan (ECP) is provided to eliminate or

- minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."
- ii) Treat all BBP contact as a potential risk (Universal Precautions) and use Personnel Protective Equipment (PPE) located at the designated locations at each site.
 - iii) Remove PPE after it becomes contaminated and before leaving the work area.
 - iv) Used PPE may be disposed of in biohazard containers.
 - v) Immediately wash any skin with soap and water and flush mucous membranes with water if these areas have had contact.
 - vi) Never wash or decontaminate disposable glove for reuse.
 - vii) Where appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or Other Potentially Infectious materials (OPIM).
 - viii) Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- 3) Report all BBP contact to your supervising preceptor, Terry Collins, UE's Associate Athletic Director for Sports Medicine, and the UG Program Director as soon as possible and seek medical referral.
 - 4) Your supervising preceptor will then report to the University of Evansville's Health Center for the proper referral. A medical evaluation and follow-up consisting of the following:
 - a) Documentation of routes of exposure and how exposure occurred
 - b) Identify and document the source individual
 - c) Obtain consent and arrange to have the source tested as soon as possible to determine HIV, HCV, and HBV infectivity. Document results
 - i) New testing may need to be performed if the source is already known to be HIV, HCV and or HBV positive
 - ii) Assure that the exposed employee is provided with the source individual's test results and with information.
 - d) After obtaining consent, collect exposed employee's blood as feasible after exposure incident and test blood for HBV and HIV.
 - 5) Following an exposure incident, an Exposure Incident Report (Appendix A) will be completed by the preceptor as quickly as possible. This report should accompany the ATS to the physician.
 - 6) Any exposure should be handled quickly as the effectiveness of prophylaxis depends on the immediacy of its delivery.

Recordkeeping

OSHA Training Records will be collected and kept in the ATS file in the UG Program Director's office.

Student-Athlete Socialization

Social relationships are a natural part of the educational environment at the collegiate level. However, professionalism must permeate these relationships. ATSs should be aware of the potential problems with becoming involved with a peer who is an intercollegiate student-athlete or another ATS. Because clinical education rotations are assigned as a component of curriculum coursework, social situations and/or dating involving an ATS and/or an intercollegiate student-athlete (regardless of gender) or between other ATSs is strongly discouraged and is considered inappropriate.

If an ATS is dating or develops a friendly relationship beyond delivering healthcare services with an intercollegiate student-athlete or fellow ATS in the athletic training facility that they are utilizing for the clinical education experience, or is assigned the same preceptor, it must be reported to the UG Program Director and UG Clinical Education Coordinator immediately. This can range from casual sexual conduct to a serious dating relationship. If the Program Director becomes aware of a social relationship that was not brought to her attention disciplinary action will be taken as outlined in this manual. Further decisions regarding disciplinary actions will be reviewed and established on a per case basis. Although no disciplinary action will be taken if the Program Director is immediately made aware of a social relationship with a peer, the ATS should not misinterpret this as the faculty and preceptors supporting these relationships. If an ATS is to be moved from their initial clinical rotation assignment more than one time in an academic year, in accordance with the socialization/fraternization policy, further disciplinary action will be taken.

Clinical experiences where ATSs have contact with minors (less than 18 years of age) or any student-athlete enrolled in high school regardless of age are **prohibited from exchanging personal information with student-athletes that may lead to phone call, text messaging, and/or social media exchange**. Personal information includes but is not limited to: phone number, screen /user name, and email address. ATSs are expected to follow the Program's cell phone policy in that phones should not be seen nor heard without prior permission from their preceptor. Violations of this policy will be at the preceptor, UG Program Director, and/or UG Clinical Education Coordinator's discretion. A single violation may result suspension or termination from the clinical experience, as well as potential legal implications. Subsequent violations will terminate the student from the Program.

Inappropriate professional behavior will not be tolerated. The University of Evansville Student Code of Conduct supports all Policies and Procedures and disciplinary action.

Students should also be aware that inappropriate use of social media will not be tolerated. This includes derogatory, inflammatory, or coercive comments made towards members of the UE AT community. This is considered unprofessional behavior and will be subject to the UE Disciplinary Action Policy. Disagreements must be managed appropriately and professionally utilizing the proper channels. Use of social media must comply with the UE's Social Media Policy.

Cell Phone Use

Cell phone use in class or lab is disruptive and unprofessional. Students who use cell phones in class may be dismissed from class and potentially subject to a ten percentage-point deduction from their final grade in the course for each occurrence. Please discuss with the professor IN ADVANCE any extenuating circumstance in which a student feels that a cell phone is required.

Cell phone use during clinical rotations should be thought of similarly. Discuss with your preceptor their policy regarding cell phone usage while at your clinical site.

Clinical Education & Related Policies

Clinical Education Courses

Clinical experiences are tied to individual Clinical Education courses as described below. Following acceptance into the Program, students will begin clinical coursework and experience to be completed in a minimum of 6 semesters.

AT 291, 292, 391, 392, 491, and 492 are designed to allow the student ample opportunity to acquire and practice clinical skills essential to entry-level athletic training. The Clinical Education course instructor presents and evaluates the entry-level athletic training clinical proficiencies for the respective subject area. Each clinical education course will have specific objective criteria that the ATS will be evaluated on during that rotation by their preceptor. These objective criteria will be outlined in each course syllabi and summarized below:

Course	Primary subject area
AT 291	Surface Anatomy Goniometry Manual Muscle Testing
AT 292	Therapeutic Modalities
AT 391	Acute Care of Injury and Illness Risk Management and Injury Prevention
AT 392	Assessments and Evaluation General Medical Conditions and Disabilities
AT 491	Therapeutic Exercise Injury Prevention
AT 492	Nutritional Aspects of Injury and Illness Psychosocial Intervention and Referral Pharmacology Health Care Administration Professional Development and Responsibilities

Course Evaluation

Each clinical rotation, ATSs will be evaluated by their preceptor. Clinical objectives and competencies will be evaluated, as well. Competencies will be evaluated in accordance with the Clinical Education course the ATS is enrolled in and will be evaluated based on the skills they perform during this rotation. All competencies may not be covered or seen, as not all experiences can be guaranteed during each rotation. ATSs will evaluate all preceptors per clinical rotation and off-site clinical education sites as necessary.

Course Credit and Minimum Hour Guidelines

All Athletic Training Students will gain the minimum number of clinical education hours as deemed appropriate by the ATP. The minimum number that will be obtained is 45 hours. If this hour requirement is not met, a reduction of the ATS's clinical education grade will result. The maximum number of hours per semester for all clinical education courses will be 250. The ATS will continue to receive one calendar day off per week. If a clinical rotation necessitates that an ATS obtain more than 250 hours,(and ATS needs more than the 250 clinical hours per semester), the ATS and the preceptor will contact the UG PD during the first week of class or before classes begin. An additional credit hour can be added to the ATS schedule during the first week of class to accommodate additional hours. The UG PD will be the final decision on adding an additional internship hour. This will ensure that ATS are given adequate academic credit for the clinical education experience.

Clinical Experiences

Clinical experiences allow exposure to athletic practices, competitive events, and general training room coverage. Experiences are distributed over a three-year period that allows ATSs to engage in clinical rotations with the University of Evansville athletic teams, local high school football teams, and other affiliated sites. Rotations are assigned to ensure a balance between male and female sports, upper and lower extremity sports, and equipment intensive sports. Evaluation of the student's performance throughout the experience is included in the academic grade for each clinical education class.

The **Level I** experience is devoted to four six-week and two four-week rotations that cover the above described sports. One of the two four-week rotations will be devoted to adequate time off and clinical skill development. Additional experience may be obtained at physical therapy clinics. These experiences are coordinated on a case-to-case basis.

The **Level II**, fall semester is spent working with an area high school football team, satisfying the equipment intensive rotation. Students will be assigned to a preceptor at an area high school and remain with that team through the entirety of that season. The ATS will not have any requirements on-campus during this time. When the high school football season is completed, typically mid to late October, students will have this time off for the remainder of the semester. The Level II, spring semester will be two, eight-week rotations designed to work on evaluation skills and prepare for senior sport assignments.

The **Level III** experience is devoted to a senior clinical rotation that will prepare ATSs for experiences that will enable them to obtain an entry-level athletic training position, provide supervised autonomy to advance clinical skills, and allow application of administrative principles. Additionally, All Level III students will be placed in a general medical rotation where the student will shadow a physician at a predetermined health care facility, a minimum of 2 days a week for four weeks.

Students may be required to be in attendance during periods of time when regular University classes are not in session.

Clinical Experiences Available:

Upper Body Exposure Sport:

Baseball, Softball, Volleyball, Swimming & Diving, and Golf

Lower Body Exposure Sport:

Soccer, Cross Country, Indoor Track & Field, Outdoor Track & Field, Basketball

Equipment Intensive:

Affiliated High School Football & Lacrosse, Collegiate Football, Evansville Thunderbolts Hockey

Individual Sports:

Cross Country, Indoor Track & Field, Golf, Outdoor Track & Field, Swimming & Diving, Affiliated High School Wrestling

Male Sports:

Baseball, Basketball, Cross Country, Indoor Track & Field, Golf, Outdoor Track & Field, Soccer, Swimming & Diving

Female Sport:

Basketball, Cross Country, Indoor Track & Field, Golf, Soccer, Softball, Outdoor Track & Field, Swimming & Diving Volleyball

Rehabilitation and Age Diverse Exposure:

ProRehab, PC, Orthopedic Associates, AceCare, Acercise, Ace Buddies

General Medical:

St. Vincent's Family Practice Clinic, affiliated physician, physician assistant, and nurse practitioner sites

Direct Supervision & Supervised Autonomy

Goal of Clinical Education: to assist the student in becoming a better clinician by preparing him/her to transition from doing the skill correctly (proficient) to using the skill correctly in a clinical environment (mastery and sound clinical decisions).

Clinical Supervision of ATs will take place using the Unified Theory: **all supervising ATs are preceptors. There is no delineation between clinical education and field experience, and all learning settings, including experimental learning, “count” as clinical education.** Clinical experience will be supervised in nearly all cases by a preceptor that will allow the “*line between field experience and clinical education to be blurred*” (Chad Starkey, Ohio University) Preceptors perform all supervision. Supervision and learning from a preceptor is the utmost important but difficult factor to control and utilize. Direct supervision of ATs is paramount to provide the best quality education possible for ATs.

Direct Supervision: a preceptor must be physically present and have the ability to intervene on behalf of the ATs to provide on-going and consistent education
(Strategic Alliance Statement on Athletic Training Student Supervision, November 2011)

Why is Direct Supervision important?

- Allows expert clinicians to mentor future professionals in the knowledge, skill, and culture of our profession
- To protect the student and the patient
 - Delivery of appropriate and safe health care
 - Reinforces student learning and clinical decision making
- To protect preceptor and the institution
 - Student liability insurance
 - University liability

Direct Supervision is NOT:

- Contact with a student via cell phone
- Intermittent contact with a student (e.g. the “drop in” or the “stop in and check”)
- The “Proximity Rule” (i.e. being within a few minutes response time of a student)
- Unsupervised First Aider/Responder
- If a Preceptor is not physically present with the ability to intervene, the student is NOT directly supervised

Misconceptions

- Preceptor must always be looking over a student’s shoulder
- Student must always be specifically directed in terms of performing tasks
- Students cannot make autonomous decisions while under direct supervision
- Students are to become automatons who cannot perform without being told what to do
- Direct supervision prevents students from developing:
 - critical thinking skills
 - self-confidence as professionals

Supervised Autonomy allows varying degrees of direct supervision while mentoring the student to foster the independent, but guided, application of clinical proficiencies and critical thinking skills to match the individual student's level of clinical competency. Supervision and autonomy are not mutually exclusive.

- Supervision must be direct and on site
- Supervision should be more mentoring than simply being there and directing,
- Direct supervision is a continuum and should be applied based on the individual student's knowledge, skill, ability, and confidence,
- Supervision, or "direct mentoring" of students in their clinical experiences is vital to their development as professionals

Supervision is a continuum and is task (or new learning) specific. Once an ATS demonstrates proficiency and has some experience with a skill, the ATS should be granted supervised autonomy and be permitted to initiate actions, perform initial evaluations, and develop and implement rehabilitation plans with the preceptor in the room.

Generally, Level II students can begin supervised autonomy that mimics entry-level practice during AT 392. In AT 491, & AT 492, the ATS will be expected to conduct themselves with low levels of supervision in preparation for autonomous practice. All ATSs will be evaluated to see if they can tolerate graded supervision. If an ATS does not meet academic or clinical progressions through the Program, they will not be granted graded supervision.

An ATS can physically remove themselves from a rotation in which they feel they are not supervised without any repercussions from the Program.

Communication between the Program Director, Clinical Education Coordinator, and preceptors is critical in determining the individual needs of ATSs at each level in the educational process. Formal preceptor instruction is performed during on-boarding/refreshing held during the summer to update preceptors on proper education and expectations of the ATSs. Communication also becomes very important in determining when ATSs can perform certain competencies (once they have been tested and passed at an appropriate level, usually >70%). This communication will take place via face-to-face meetings, email, and phone. Correspondence with all preceptors will be the UG Clinical Education Coordinator's responsibility. Adequate supervision will also be the UG Clinical Education Coordinator's responsibility.

Supervision of athletic training students has been maintained at a ratio lower than the necessary eight to one student to preceptor ratio as recommended by the Commission on Accreditation of Athletic Training Education (CAATE).

Class Attendance Policy

There will be no absence or early departure from class or lab other than for excused absences. Excused or expected absences should be communicated to the course instructor prior to the absence. The determination of whether the absence is excused or unexcused is **at the discretion of the instructor**. Some class sessions may be scheduled at times other than those noted on Self Service. This is necessary to accommodate guest speakers and occasional off-campus lab experiences. **It is the student's responsibility to be aware of additional attendance policies for each class.** Unexcused absences may affect your final grade and ultimately may affect your progression in the program.

Clinical Experience Attendance Policies

AT 291 and 292: Students are expected to attend all clinical experiences and scheduled classes on time as directed by their preceptor(s). If you anticipate missing a scheduled experience (i.e. practice), the preceptor is to be notified **prior** to the absence. The determination of whether the absence is excused or unexcused is **at the discretion of the preceptor**. Level I students may only miss **one day** of unexcused clinical experience per semester. Program administration will consult with the student's preceptor if absences become excessive and clinical progression is inhibited. More than three days may result in a failing grade for the course.

AT 391 and 392: Students are expected to attend all clinical experiences and scheduled classes one time as directed by their preceptor(s). If you anticipate missing a scheduled experience (i.e. practice), the preceptor is to be notified **prior** to the absence. The determination of whether the absence is excused or unexcused is **at the discretion of the preceptor**. Level II students may only miss **one day** of unexcused clinical experience per semester. Program administration will consult with the student's preceptor if absences become excessive and clinical progression is inhibited. More than two days may result in a failing grade for the course.

AT 491 and 492: Students are expected to attend all clinical experiences and scheduled classes one time as directed by their preceptor(s). If you anticipate missing a scheduled experience (i.e. practice), the preceptor is to be notified **prior** to the absence. The determination of whether the absence is excused or unexcused is **at the discretion of the preceptor**. Level III students may only miss **one day** of unexcused clinical experience per semester. Program administration will consult with the student's preceptor if absences become excessive and clinical progression is inhibited. More than one day may result in a failing grade for the course.

Dress Code & Appearance

Appearance is a non-verbal communicator of professional attitude. As a result, students are expected to dress according to the occasion (as described below) and maintain appropriate professional personal hygiene. Students are expected to adhere to the following policies to promote professionalism as a representative of the Athletic Training Program.

General

1. Students should keep hands clean, nails trimmed, etc.
2. Students should maintain a neat and professional haircut. Facial hair is acceptable, however a preceptor or AT faculty member may request its removal if it is not kept neat and professional.
3. Earrings should be studs only. Facial or body piercings should be minimal and non-distracting. A preceptor or AT faculty member may request removal if earrings or piercings appear non-professional.
4. Students should lead by example in diet, rest, and general well-being. Students engaging in non-healthy behaviors may be referred to the Office of Counseling Services for support in terminating non-healthy behaviors and may be removed from a clinical rotation at the discretion of the preceptor until the non-healthy behavior no longer interferes with the students' clinical experience.

Athletic Training Facility Dress

1. Approved UE Athletic Training collared shirt/sweatshirt OR team-issued top only. Approved UE Athletic Training t-shirts may be worn at the discretion of the preceptor. T-shirts provided by partnering entities that do not have a UE logo are unacceptable. T-shirts with inappropriate comments or innuendos are not acceptable (this may include t-shirts provided by the ATSA)
 - 1.1. Shirts must be long enough to be tucked in. If a shirt is appropriate to wear un-tucked, it must be long enough to cover the belly and back when bending over.
2. Pants/shorts must be khaki style. Acceptable and encouraged colors are black and various shades of tan/neutral. Jeans are NOT acceptable.
 - 2.1. Shorts must be of appropriate length – the bottom seam must be at least even with the fingertips.
 - 2.2. Sweatpants and wind pants (in black, purple, or gray colors only) may be worn at the discretion of the preceptor.
3. Shoes must be functional and close-toed. Sandals, flip flops, or any variation are not acceptable.
 - 3.1. Shoes with socks must always be worn . It is recommended and preferred that students wear clean sneaker/sport shoes in the Athletic Training Facility.
 - 3.2. Slip-on shoes are not acceptable.
4. Hats are not allowed inside the Athletic Training Facility and *for outdoors sports only*. Hats must be UE logo only.

Practice Dress

The above policies remain in effect for practice attire with the following additions:

1. Jackets and/or rain gear should have a University of Evansville logo or contain no logo except the manufacturer's logo.
2. Hats must be UE logo only. The hat should be clean and un-frayed.
3. Weather-appropriate boots are acceptable during inclement weather.

Game Dress

Your preceptor should communicate to you what attire is appropriate for game coverage. The above policies remain in effect for practice attire with the following additions:

1. Outdoor sports should follow the above guidelines and must include an approved UE Athletic Training collared shirt.
2. It is the student's responsibility to ensure they can follow the dress code for those indoor sports that require more formal attire (basketball, volleyball).

Clinic/Off-Campus Dress

As a representative of the program, students must adhere strictly to the above guidelines detailing appropriate and professional dress. Exceptions may be made at the discretion of the preceptor as weather or environment dictates.

Unacceptable Dress

Professionalism in the Athletic Training Facility is of utmost importance. If a student is in violation of any of the above dress codes, a reduction in points from the student's currently enrolled clinical education class will be enforced. The student will be notified of each violation by a Professional Violation Form (Appendix C). A preceptor or AT faculty can find a student in violation of dress code and ask for the removal of the student from the clinical experience until the violation is addressed.

Lockers may be rented in the Student Fitness Center for changing and storing of clothing.

Confidentiality and Patient Privacy

The University of Evansville strives to remain in compliance with the Family Educational Rights and Privacy Act (FERPA). Faculty, administrators and staff are urged to make themselves aware of FERPA compliance by reviewing the FERPA link within their WebAdvisor menus.

Under the provisions of the FERPA, UE allows students and parents the ability to protect the information that is maintained on our systems. Toward that end, certain privacy and directory 'opt-out' options have been made available to students.

However, to continue to conduct the business of the University, faculty, staff, and administrators must at times have access to this information. As a rule, no member of the faculty, staff, or associates should in any way disclose academic or confidential information about any of our students without first receiving the expressed permission of the students. This includes, for athletic training students and staff, no release of medical information to anyone.

If there are any questions, please speak to the Registrar's office concerning this privacy request.

For more information about FERPA, please see the FERPA at Dept of Education.

All athletic training students will take an online course with associated quiz, yearly to further provide education and compliance with FERPA as part of their fall clinical education course.

Grievances

The grievance procedure allows the student to present a complaint, perceived injustice, unresolved conflict, or other issue related to an individual course or the general program. Students are encouraged to attempt to resolve a grievance as soon as possible. The initial step in the grievance process is to contact the individual instructor responsible for the course or issue. If the issue is not resolved to the student's satisfaction with a verbal conversation, the student should present the issue to the instructor in written form. If the instructor's response does not resolve the issue to the student's satisfaction, the issue enters a "due process" system.

The following procedure outlines the steps to be taken when making an appeal that enters the "due process" system:

- Academic grade appeals

For all grade appeals, the student will follow the procedures listed in the Student Life Handbook. All University policies apply.

- Clinical education issues
- Program progression and retention

STEP 1: Grievances must be presented to the UG Program Director in writing within 30 days of the occurrence. The UG Program Director will attempt to resolve the issue through mediation with all parties involved.

STEP 2: If a satisfactory solution is not achieved, the grievance may be presented to the Athletic Training Faculty and the School of Health Sciences Chair. This must be presented in writing within 15 days of the unsatisfactory decision. The student must clearly articulate his/her rationale for the continued grievance.

Members of the Athletic Training Faculty and/or the School of Health Sciences Chair may meet with the student or other parties to obtain as much information as possible.

The Athletic Training Faculty and School of Health Sciences Chair will meet and decide about the grievance presented. This will be presented in writing to the student and all parties involved.

STEP 3: If the decision made by the Athletic Training Faculty and School of Health Sciences Chair is not acceptable, the student may then appeal the decision to the Dean of the College of Education and Health Sciences. It is the student's responsibility to report all pertinent information in writing for review.

Athletic Training Facility Policies & Procedures

The majority of the student's clinical education experience will take place in the University of Evansville Athletic Training Facility. The following policies and procedures have been established with collaboration with the University of Evansville Athletic Training Staff and are to be followed when participating in a clinical education experience at this location.

Students will participate in the care of athletes and active individuals under the direct supervision of their preceptor. A student must demonstrate adequate knowledge of proficiency prior to performing it in the clinical setting. Actions of the athletic training student are the responsibility of the preceptor.

General duties *may* include:

1. Perform correct and effective application of padding, bandaging, taping, wraps, etc.
2. Perform assessment of injuries and illnesses along with consultation of a preceptor.
3. Perform correct procedures in application of therapeutic modalities, including ice, heat, ultrasound, muscle stimulation, massage, etc.
4. Apply proper first aid and emergency care. This includes the OSHA standard of care for blood and body fluid exposure.
5. Assist in maintaining a clean, professional athletic training facility, including tables, floor, modalities, carts, hydrotherapy area, taping areas, counters tops, etc.
6. Follow through with paperwork, including initial injury evaluation, treatment and rehab forms, insurance sheets, catastrophic claim forms, prescription release, referral slips, treatment time appointments, etc.
7. Carry out the policies and procedures of the clinical site. Cooperate with the preceptor and athletic training staff as directed.

A complete list of policies and procedures for the Athletic Training Facility can be obtained from the Associate Athletic Director of Sports Medicine/Head Athletic Trainer.

Verification of Knowledge and Adherence

By signing this document, I confirm that I have read, understand, and agree to adhere to all policies and procedures set herein.

Athletic Training Student: _____(Print name clearly)

Signature: _____ Date: _____

I also agree that I have read the Infectious and Communicable Disease Policy/Bloodborne Pathogen Policy set forth by the University of Evansville's Athletic Training Program and agree to abide and adhere to it.

Athletic Training Student: _____(Print name clearly)

Signature: _____ Date: _____

Appendix A: Exposure Incident Report

EXPOSURE INCIDENT REPORT

(Routes and Circumstances of Exposure Incident)

Please Print

Employee's Name _____ Date _____

Date of Birth _____ SS# _____

Telephone (Business) _____ (Home) _____

Job Title _____

Date of Exposure _____ Time of Exposure _____ AM _____ PM _____

Hepatitis B Vaccination Status _____

Location of Incident _____

Describe what job duties you were performing when the exposure incident occurred _____

Describe the circumstances under which the exposure incident occurred (what happened that resulted in the incident) _____

What body fluid(s) were you exposed to? _____

What was the route of exposure (e.g., mucosal contact, contact with nonintact skin, percutaneous)? _____

Describe any personal protective equipment in use at time of exposure incident _____

Did PPE fail? _____ If yes, how? _____

Identification of source individual(s) (names) _____

Other pertinent information _____

Appendix B: Course Sequencing

Course Sequencing Athletic Training Program B.S in Athletic Training Advising Template

		Fall	Spring	
FR	PT 100 Medical Terminology EXSS 150 Intro to EXSS (Writing AC) EXSS 244 Practicum EXSS 112 Human Anatomy & Physiology *HE 100 O10 Concepts of Human Performance AT 180 Intro to Athletic Training SOC 105 O9 Understanding of Core *Meets Health and Wellness GE Requirement	1 2 1 4 1 3 <u>3</u> 15	EXSS 244 Practicum EXSS 113 Human Anatomy & Physiology II FYS 112 O1 First Year Seminar XXXX O7 Quantitative Literacy PSYC 121 O9 Understanding of Core Concepts of Society, Human Behavior	1 4 3 3 <u>3</u> 14
	SO	AT 287 Therapeutic Modalities in A. T. EXSS 321L Applied Human Anatomy and Physiology Lab AT 291 Clinical Education I •PHY 100 O8 Fundamentals of Physics PH 190 Introduction to Public Health SPAN 111 O6 Foreign Language (GE) *Meets Science and Technology GE Requirement	3 2 2 3 3 <u>3</u> 16	AT 282 Basic Skills in Athletic Training AT 388 Evaluation of Lower Body AT 292 Clinical Education II EXSS 356 Biomechanics SPAN 112 O6 Foreign Language (GE)
JR		AT 389 Evaluation of Upper Body AT 391 Clinical Education III •CHEM 100 O8 Fundamentals of Chemistry EXSS 352 Physiology of Exercise XXXX O2 Imaginative Expressions Of Human Conditions XXXX O3 Human History *Meets a portion of Science and Technology GE Requirement	3 2 4 3 3 <u>3</u> 18	AT 390 Rehabilitation of Athletic Injuries EXSS 388 Exercise Prescription AT 392 Clinical Education IV EXSS 320 Nutritional Concepts and Controversies AT 350 Administration of Athletic Training
	SR	EXSS 493 O11 Current Issues in EXSS (Senior Seminar GE) EXSS 427 Exercise Testing & Leadership AT 491 Clinical Education V EXSS 451 Exercise and Sport Psychology AT 490 General Medical/ Pharmacology	3 2 2 3 <u>3</u> 13	AT 492 Clinical Education VI HSA 406 Jurisprudence & Ethics Health Care XXXX O4 Fundamental Beliefs XXXX O5 Human Aesthetic Crea Overlay E Writing Across Curric

Total = 120 hours

Appendix C: Professional Violation Form

University of Evansville
Athletic Training Program
Professional Violation Form

Name of student in violation: _____

Violation that occurred _____

Date of Violation: _____

ATC Signature: _____

ATS Signature: _____