

**WAYNESBURG UNIVERSITY  
ATHLETIC TRAINING PROGRAM**



**ATHLETIC TRAINING PROGRAM MANUAL  
2019-2020**



## TABLE OF CONTENTS

Athletic Training Clinical Services Administrative Chain of Command .....	8
Athletic Training Education Administrative Chain of Command .....	9
Directory .....	10
Mission Statement of the Athletic Training Program (MSAT).....	11
Athletic Training Program Purpose, Goals, and Student Learning Outcomes .....	11
<i>Athletic Training Program Requirements</i> .....	13
Athletic Training Sequence .....	14
Academic Advising and Counseling .....	14
Applying for Admission into MSAT Program.....	14
Progression and Retention policy .....	16
Transfer Students.....	16
Statement of Diversity and Adherence to Technical Standards .....	16
CPR Certification .....	17
Clearances .....	17
HIPAA and OSHA Training .....	17
Communicable Disease Policy .....	17
ATS Health and Immunization Policies .....	18
Physical Examination: .....	18
Immunizations:.....	18
Flu Shot.....	18
PPD Test.....	18
Hepatitis B Vaccination .....	18
Disciplinary Procedures .....	20
Academic Progression .....	20
Non-academic .....	20
Academic Misconduct: University Policy .....	20
Re-instatement Policy .....	21
ATS Grievance Policy .....	21
Athletic Training Resources .....	22
Communicable Disease Policy .....	22
Additional University Fees .....	22
Clinical Experience .....	25
Clinical Education Requirements.....	25
Athletic Training Education Clinical Education Plan.....	25
Documentation .....	26
Clinical Education Experience Policy .....	26
General Clinical Roles and Responsibilities .....	26
Beginner Level Students.....	26
Pre-Professional Level Students .....	27
Professional Level Students .....	27
Responsibilities listed by year.....	28
Beginner Level Student – 1 <sup>st</sup> year Fall Semester .....	28
Pre-Professional Student – 1 <sup>st</sup> year Spring Semester .....	28

Professional Student – 2 <sup>nd</sup> year Fall and Spring:.....	28
Clinical Education Experience Settings.....	28
ATP Clinical Plan .....	30
Athletic Training Student Expectations during Clinical Education Experience .....	31
Documentation of Clinical Proficiency and Learning Over Time .....	32
Clinical Education Performance Evaluations .....	32
Athletic Training Student Evaluation .....	32
Athletic Training Student Self Evaluation .....	33
Clinical Site and Preceptor Evaluation .....	33
First Responder Policy .....	33
Commitment to Clinical Education.....	33
Absence from Clinical Education Experience.....	34
Professionalism .....	35
Social Media Policy .....	36
Electronic Device Use .....	36
Dress Code.....	36
Athletic Training Clinic:.....	37
Indoor Sports .....	37
Outdoor Sports (Inclement weather – dress appropriately).....	37
Off-Site Visits .....	37
High School Affiliated Sites .....	38
Relationships with Others.....	39
Preceptors .....	39
Team Physician/Allied Health Care Professionals .....	39
Coaches.....	39
Patients.....	39
Participation in Intercollegiate Athletics .....	40
Employment .....	41
Time Management .....	41
Legal Liability .....	41
Clinical Disciplinary Action.....	42
Clinical Progression .....	42
Probation Suspension and Dismissal .....	42
Dishonesty .....	43
Appeal / Grievance Process.....	43
Appendix A: Technical Standards for Admission.....	47
Appendix B: NATA Code of Ethics .....	49
Preamble .....	49
Appendix C: BOC Standards of Professional Practice & Discipline Guidelines and Procedures	51
Standard of Professional Practice.....	51
BOC Professional Practice and Discipline Guidelines and Procedures .....	51
Appendix D: Athletic Training Standards Glossary .....	52
Appendix E. Admission Scoring Rubric.....	53
Appendix F. Observational Experience Form .....	55
Appendix G: Communicable Disease Policy; University Policy .....	56
Appendix G: Exposure Control Plan .....	58



# Introduction

## Program Information

The Waynesburg University Athletic Training Program (ATP) is a competency based educational process that was approved by the NATA in 1989 and was initially accredited in 1998. In 2010, the ATP was granted continuing accreditation by Commission on Accreditation of Athletic Training Education (CAATE).

Waynesburg University Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program has been placed on Probation as of February 23, 2018, by the CAATE, 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101. The Athletic Training Program remains accredited by the CAATE with the next accreditation review during the 2019-2020 academic school year.

Accreditation by CAATE allows the students to sit for the Board of Certification (BOC) Exam to become a certified athletic trainer upon completion of the program requirements.

The Waynesburg University ATP in accordance with the strategic alliance of the NATA, CAATE, and BOC has transitioned the program to the graduate level starting the summer of 2018.

## Background Information

Athletic training is an intellectually challenging and physically demanding profession. Effective communication skills, critical thinking, physical mobility, strength, stamina, and appropriate behavioral and social attributes are essential. Combining theoretical knowledge with application in the clinical setting is essential to develop the necessary skills to become an efficient and effective athletic training professional. Taking the opportunity to immediately apply classroom knowledge in the clinical education setting will greatly enhance retention of that knowledge. It is the purpose of the Athletic Training Faculty to prepare each Athletic Training Student (ATS) for a successful career as a health care professional. The academic curriculum and structured clinical education experiences will provide the opportunity to gain both competency and psychomotor experiences.

Waynesburg University MSAT program has been structured so that each student continually integrates course instruction with practical application; many of the classes include laboratory sections for this purpose. It is important to understand that successful completion of all coursework, clinical education experiences, and clinical proficiencies is vital to each student's successful completion of the ATP and preparation as entry-level athletic trainers.

This manual will provide an organized and detailed description of the ATP at Waynesburg University including roles and responsibilities of the faculty, staff, and students, and educational policies. A brief review of the medical services provided for the University's intercollegiate athletic teams will also be provided.

This manual will guide administrative and professional decisions pertaining to the ATP as its contents describes the various roles and responsibilities the ATS will be expected to perform throughout his/her education. In addition, the policies presented in this manual have been prepared in order to ensure high standards of excellence are maintained in both the academic and clinical settings.

# Definition of Terms

Preceptor - A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base. A preceptor must have national certification and state license.

Athletic Training Student (ATS) - A student formally enrolled in the professional phase of the athletic training curriculum.

Clinical Education - Clinical education represents the athletic training students' formal acquisition, practice, and evaluation of the Entry-level Athletic Training Clinical Proficiencies under the direct supervision of a preceptor. Clinical education shall occur for a period of two academic years (4 semesters) and be associated with course credit. Courses shall include educational objectives and specific clinical proficiency outcomes that can be documented over time. Clinical education will include exposure to the following criteria: (For information specific to WU's clinical requirements, see *Clinical Education Requirements*).

- Protective Equipment
- Male and female sport
- Team and individual sport
- Non-sports related
- General medical
- Off-campus
- Clinical Immersion (*Required one semester*)

Direct Supervision – Direct supervision refers to the close monitoring of the athletic training student during the clinical experience. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. Only clinical hours that occur under the direct supervision of a preceptor are recognized by CAATE and WU's ATP. Radio or cell phone contact **DOES NOT** constitute direct supervision and is an infraction of WU's clinical policies.

Clinical Setting: A clinical setting is a clinical environment where health care services are provided. The clinical setting shall include the athletic training facility, athletic practices, competitive events, physician's clinics, physical therapy clinics, hospital settings, and various allied health care settings. The student must be supervised by an appropriate licensed preceptor while in these settings.

Educational Competencies: The Educational Competencies are the individual cognitive (knowledge), affective (application), and psychomotor (skills) components of entry-level athletic training programs. Competencies are used to develop the curriculum and educational experiences of students enrolled in CAATE-accredited athletic training programs.

Clinical Proficiencies: The entry-level athletic training clinical proficiencies define the common set of skills that entry-level athletic trainers should possess. Proficiencies require the students' integration of individual pieces of knowledge and skills (educational competencies) in a decision-making situation. The clinical proficiencies demonstrate learning over time. Whenever possible, proficiencies are assessed in a real-time environment/situation such as evaluating a real injury to an athlete. Simulated evaluations are used to supplement real-time learning situations.

# Athletic Training Faculty and Staff

The ATP faculty and staff consists of the Athletic Training Program Director (PD), Coordinator of Clinical Education (CCE), Team Physician/Medical Director, Head Athletic Trainer, Assistant Athletic Trainer, Graduate Assistant Athletic Trainers, and Preceptors.

The Team Physician, Head Athletic Trainer, Assistant Athletic Trainer, and the Graduate Assistant Athletic Trainers will provide primary medical care for Waynesburg University's intercollegiate patients; the PD and CCE will assist as needed.

The Team Physician shall oversee the provision of care administered by the Waynesburg University Athletic Training Program. The Team Physician, or the appropriate Physician Consultant, shall supervise the care rendered by all paramedical personnel to all intercollegiate patients. The final judgment regarding athletic participation at Waynesburg University rests with the Team Physician. All athletic trainers work only under the supervision of the Team Physician. The athletic trainer will be responsible for the day to day care and medical services to the student-athletes. This includes but not limited to evaluation and diagnosis of injured patients; administering first aid and directing their rehabilitation programs, including modalities; and direct and supervise the daily activities of the Athletic Training Facility, under the supervision of the Team Physician. The PD, CCE, Head AT and Preceptors provide direct supervision to the undergraduate ATS during their clinical education experiences.

## Athletic Training Clinical Services Administrative Chain of Command



Athletic Training Education Administrative Chain of Command



## Directory

### **Faculty**

#### *Program Director*

Joseph Shaffer, PhD, LAT, ATC, PES

(724) 852-7712

[jshaffer@waynesburg.edu](mailto:jshaffer@waynesburg.edu)

#### *Coordinator of Clinical Education*

Andy Palko, PhD, LAT, ATC, NREMT-B

(724) 852-3306

[apalko@waynesburg.edu](mailto:apalko@waynesburg.edu)

#### *Head Athletic Trainer / Assistant Professor*

Erin Leaver, MS, LAT, ATC

(724) 852-3309

[eleaver@waynesburg.edu](mailto:eleaver@waynesburg.edu)

#### *Assistant Athletic Trainer / Instructor*

TBD

### **WU GA Athletic Trainers**

James Roundtree, ATC

(724) 852-3304

### **Medical Director/Team Physician**

E. Barry McDonough, MD

(304) 293-1310

### **Associated Physicians' Office**

West Virginia University Department of Orthopaedics

E. Barry McDonough, MD

Benjamin Moorehead, MD

(304) 293-1310

#### *Administrative Assistant*

Kathy Hicks

(724) 852-3304

[khicks@waynesburg.edu](mailto:khicks@waynesburg.edu)

### **Instructors**

Kris Ridenour, PharmD

(724) 852-3304

[kridenou@waynesburg.edu](mailto:kridenou@waynesburg.edu)

Bryan Hamilton, PhD

(724) 852-3379

[hamilton@waynesburg.edu](mailto:hamilton@waynesburg.edu)

Julia Triano, MS, CPT, PES, CSCS

(724) 852-3304

[jmccrack@waynesburg.edu](mailto:jmccrack@waynesburg.edu)

L. Randy Pettit, D.C., CSCS

(724) 852-7719

[lpettit@waynesburg.edu](mailto:lpettit@waynesburg.edu)

Kelley Haertling, ATC

(724) 852-3304

Maeve Magee, ATC

(724) 852-3304

# Waynesburg University Master of Science Athletic Training Program

## Mission Statement of the Athletic Training Program (MSAT)

The Waynesburg University MSAT Program seeks to prepare Athletic Training Students for successful careers by instilling a Christian identity with an in-depth study in Athletic Training. The program provides opportunities for students to achieve balance between academic scholarship and the acquisition of skills necessary for careers in athletic training and health care. The curriculum design provides opportunities for the development, synthesis, and demonstration of cognitive competency and professional behavior. The curriculum is guided by the Athletic Training Educational Competencies enforced by the Commission on Accreditation of Athletic Training Education (CAATE) along with the Christian principles on which the University was founded. The NATA Code of Ethics guides our efforts to provide the means, inspiration and values that will enable our Athletic Training Students to pursue successful, productive, and compassionate lives of service.

## Athletic Training Program Purpose, Goals, and Student Learning Outcomes

### **Purpose**

The purpose of the MSAT Program at Waynesburg University is to prepare students for a career in athletic training that leads to a life of leadership, purpose, and service within the Christian Faith.

### **Goals**

The goal of the ATP is to:

1. Provide an educational program for students desiring to obtain BOC certification.
2. Develop competent and confident students entering the profession of Athletic Training as health care providers.
3. Provide students the ability to practice their knowledge, skills and abilities (via didactic education) in the clinical setting under direct supervision of qualified healthcare preceptors.
4. Incorporate leadership abilities through the Christian faith.
5. Develop student's ability to critically, creatively, and practically think to enhance patient care outcomes
6. Allow students to compete for scholarly awards, scholarships, and grants

### **Program/Student Learning Outcomes**

The students, upon completion of the ATP, will be able to:

1. Demonstrate cognitive and psychomotor competence in the 8 content areas of the Athletic Training Educational Competencies (ATEC). (G1,2,3)
2. Integrate communication skills, both written and oral, as a health care provider within the larger context of the health care system to be able to work collectively with other health care providers. (G2-6)
3. Assess and construct ethical, moral, and legal behavior as an athletic trainer. (G1-4)

4. Manage patient care (based on their development of knowledge, clinical experience, critical thinking, and evidence-based decision making) to integrate the most current technological, innovated, and evidence-based approach to effectively practice with diverse population in a variety of clinical settings, and with various allied healthcare professionals. (G1-6)
5. Integrate the Christian tradition/mission to incorporate a life of leadership, purpose, and service with and among others. (G1,2,3,6)
6. Critique and generate research to enhance the quality of care for the healthcare profession, specifically within the athletic training field. (G2-6)

### **Program Evaluation Policies**

The MSAT program considers student evaluations within the didactic and clinical setting, key components to the viability of providing quality education within the program to prepare students for success with the BOC exam and a career as a healthcare professional. The MSAT program uses four indirect evaluations (SmartEval, Clinical/preceptor, Senior Exit Survey, and Alumni Survey) forms and one indirect exam (BOC) to assess the level of quality of both the settings (Didactic and Clinical) and Staff (faculty and clinical preceptors). The MSAT program also uses direct formative and summative evaluations such as exams, papers, practical's, presentations, research projects, and clinical scenarios to assess the viability of the MSAT program (*See Measures Outline for breakdown of the different evaluation techniques*).

### **WU MSAT Program Purpose for Quality Program Assessment**

The purpose for quality assessment is essential to both teaching and to determine if our student learning outcomes are being met. This process-oriented approach involves a summative and continuous formative assessment plan in order to improve learning over time and provide constant attention to detail within our program. The data collected as a result of our assessment plan provides direction that will guide future improvements and refinement of our curriculum. The curriculum map is driven by the mission of the institution and MSAT program serves as a means of checks and balances for the entire AT curriculum. Assessing student learning is an important part of assessing institutional and program effectiveness. Examining and assessing our AT program gives us a way of measuring cohorts within our programs to see if program outcomes are being met. This is important when considering our cohorts rates of passing the BOC® certification exam, job placement rates and employee satisfaction rates.

### **Relationship between ATEC and MSAT program and CAATE**

A program review is necessary in order to evaluate the entire MSAT program. Not only does this assess the MSAT program, it is a review of all resources that provide strength to student learning outcomes. ATEC and MSAT program provide a purposeful continuum of education that meets the CAATE acceptable education standards of athletic training. The standards developed by CAATE are used to develop, evaluate and analyze athletic training programs in order to maintain minimum standards that must be met in all MSAT program.

### **Ongoing Assessment of Outcomes Measured**

In continuing with the assessment process, the MSAT program is assessed upon completion of each semester by the PD, CCE, and full-time faculty members. The evaluation tools are reviewed and re-evaluated as to their effectiveness and usefulness for WU faculty and for clinical preceptors located on and off campus. Data received from these tools are reviewed and discussed among the PD, CCE, and faculty and appropriate steps are taken to improve

educational effectiveness of the MSAT program. Any substantive changes or alterations to the program are discussed and processed through the WU Curriculum Committee and GPS committee. Changes approved will then be implemented and assessed.

## **Athletic Training Curriculum**

A specific two-year plan (4 semester curriculum) has been developed at Waynesburg University for students interested in pursuing a Master's degree in Athletic Training. The curriculum has been carefully evaluated and transitioned from the previously established undergraduate degree program to adhere to the new standards associated with the profession of Athletic Training. The advancements in the MSAT curriculum allow for inclusion of new skill development while incorporating research and clinical immersive experiences. The curriculum has also been carefully designed to provide ATS with the necessary knowledge and experience in a gradual, progressive manner, to become effective and efficient entry-level Athletic Trainers upon graduation. (Appendix E)

### ***Athletic Training Program Requirements***

Students enrolled in the MSAT program are required to complete a variety of competencies and proficiencies, along with a research project prior to graduation.

1. Each student will be required to complete the clinical integrated proficiencies (CIP) set forth by the CAATE. Competencies and proficiencies will be learned didactically and clinically and then tested using real-life or scenario-based environments.
2. In addition to the CIP requirement, each student will be required to complete a practical examination at the completion of their fall semester in their 2<sup>nd</sup> year, (3<sup>rd</sup> semester) in the program. Completion and passing the practical examination with a 70 percent or higher. Remediation will be offered if a student fails to pass the practical examination with a 70 percent or higher.
3. To complete the research project requirements, each student will need to complete a patient outcomes project. Upon completion of the project, each student will present their research to the MSAT program at the end of their 2<sup>nd</sup> year, spring semester (4<sup>th</sup> semester) in the program.

### Athletic Training Sequence

The athletic training program is a two year program (56 credits). The first year of the program is dedicated on providing instruction on becoming a clinical athletic trainer. Focus is on emergency care, evaluation, therapeutic intervention, and preventative care. In addition, students will also start their understanding and application of research related to athletic training and the health care field.

The second year of the program provides online didactic education while also providing a year-long immersive clinical education experience for the students to gain confidence in their hands-on skill acquisition. Students will also complete their clinical or original research experience.

### Academic Advising and Counseling

All Athletic Training students will be assigned an advisor who is a core faculty member within the MSAT program. The advisor will assist each Athletic Training Student with the selection of courses and guide him/her throughout their University experience. Students are encouraged to make an appointment with their Preceptor, advisor, or any one of the Athletic Training Faculty members whenever a problem arises.

## **Admission to the MSAT Program**

### Applying for Admission into MSAT Program

Admission into the MSAT program is competitive and only a limited number of students will be accepted on a yearly basis. Enrollment in the MSAT program is based on clinical site affiliation. Currently, a maximum of 20 students will be admitted into the program in any given year. If a candidate is denied admission to the MSAT program, the student may reapply the following year.

There are two options to apply to the MSAT program at Waynesburg University. Students will be selected upon evaluation of the following factors (Appendix E)

#### **Option 1 – For high school seniors interested in Athletic Training**

1. Acceptance into the Integrated Concurrent 5-year degree program
2. Completion of all general education requirements prior to acceptance into the MSAT program
3. A 3.0 GPA
4. C or above in all pre-requisite courses:
  - a. One Semester of Biology with lab
  - b. One Semester of Chemistry with lab
  - c. One Semester of Physics with lab
  - d. One Semester of Human Anatomy with lab\*
  - e. One Semester of Human Physiology with lab\*
  - f. One Semester of Statistics
  - g. One Semester of Introduction of Psychology
  - h. One Semester of Exercise Physiology

\* Anatomy and Physiology 1 and 2 may substitute for these pre-requisites

5. Completion of graduate admission application, resume, and two professional references
6. Completion of Clinical Observation Experience
  - a. Minimum of 50 hours
    - i. Completed on the “Clinical Observation” form included on the graduate admission application (Appendix F)
  - b. Must be completed with a qualified Athletic Training Preceptor
    - i. Must be BOC credentialed
    - ii. Must hold current state licensure or registration
7. Complete the Technical Standards form for the MSAT program with or without reasonable accommodation.
8. Interview with Faculty of the MSAT program (As needed)

**Option 2 – For college seniors interested in Athletic Training**

1. B.A. or B.S. degree from an accredited institution of higher education
2. A 3.0 GPA
3. C or above in all pre-requisite courses:
  - a. One Semester of Biology with lab
  - b. One Semester of Chemistry with lab
  - c. One Semester of Physics with lab
  - d. One Semester of Human Anatomy with lab\*
  - e. One Semester of Human Physiology with lab\*
  - f. One Semester of Statistics
  - g. One Semester of Introduction of Psychology
  - h. One Semester of Exercise Physiology

\* Anatomy and Physiology 1 and 2 may substitute for these pre-requisites
4. Completion of graduate admission application, resume, and two professional references
5. Completion of Clinical Observation Experience
  - a. Minimum of 50 hours
    - i. Completed on the “Clinical Observation” form included on the graduate admission application (Appendix F)
  - b. Must be completed with a qualified Athletic Training Preceptor
    - i. Must be BOC credentialed
    - ii. Must hold current state licensure or registration
6. Complete the Technical Standards form for the MSAT program with or without reasonable accommodation.
7. Interview with Faculty of the MSAT program (As needed)

\*\*\*Exceptions to the admission requirements, including pre-requisite course requirements, will be made on an individual basis provided the student’s progression within the MSAT is obtainable

Upon acceptance into the MSAT program, students will be required to complete:

1. Documentation of Physical Exam, Hepatitis B vaccination, and TB test results.
2. CPR/AED certification from AHA or ARC

3. Clearances (Background, Fingerprinting, Child Abuse)
4. NATA Student Membership
5. ATRACK Student Membership

### Progression and Retention policy

Once accepted into the MSAT Program, the Athletic Training Student is expected to meet the following criteria to progress through the program and graduate:

- Maintain a GPA of 3.0 overall
- Receive a C or better in all Athletic Training required courses.
- Achieve minimal level of satisfactory on all clinical proficiencies
- Complete all clinical responsibilities as assigned.
- Maintain NATA student membership
- Complete all graduate clinical or original research objectives

### Transfer Students

Waynesburg University MSAT Program will consider admitting transfer students on an individual basis. The MSAT Program Director and Admission's office will review the transfer student's current credits to determine the courses that are eligible to be accepted to transfer. All transfer students interested in the MSAT Program will be considered based on:

- Meeting Institutional guidelines for graduate admissions to the university
- Provide two letters of recommendations
- Complete an interview performance
- Have completed all of the prerequisite courses with a C or better
- Complete the technical standards form for the MSAT program
- Provide proof of a physical exam, Hepatitis B vaccination, and TB test
- Provide proof of CPR/AED certification through ARC or AHA.
- Have a minimum GPA of 3.0 from previous MSAT program.

If a student is transferring from another CAATE accredited AT Program, AT courses from the previous institution may be considered acceptable equivalents to WU MSAT Program courses. This is at the discretion of the Program Director and will require the submission of syllabi that includes a course description and objectives. Determination of the student's placement in WU's MSAT Program at the time of transferring is at the discretion of the Program Director.

If a transfer student should be admitted, he or she will be required to complete a minimum of one semester of clinical experiences at WU in addition to a minimum of one semester of immersive clinical experience.

### Statement of Diversity and Adherence to Technical Standards

Waynesburg University's MSAT program guarantees all Athletic Training Students equal opportunity without regard to religion, race, color, ancestry, national origin, marital status, sex

and age., However, as lifting, carrying and other strenuous activities are inherent in the performance of athletic training skills and duties each Athletic Training Student accepted into the program must meet the technical standards (Appendix A) with or without modification in order to complete the MSAT Program.

#### Requirements for Graduation from the MSAT Program

To be eligible for graduation from Waynesburg University's MSAT program, the student will need to complete the following:

1. Maintain NATA membership through the length of the MSAT program
2. Complete all courses with a C or better
3. Complete the MSAT with a cumulative GPA of 3.0
4. Complete and pass the practical exam with a 70 percent or higher
5. Complete and pass the research project with a 70 percent or higher
6. Complete all requirements of the program within a seven (7) year period from start of graduate enrollment.

## **Student Requirements**

Upon acceptance within the MSAT program and to the graduate school at Waynesburg University, the student will be required to complete the following material and have present in their academic and clinical file. Completion of these requirements will be required to work with patient populations during their clinical experiences.

#### CPR Certification

Each ATS must hold current CPR/First Aid for the Professional Rescuer certifications and provide verification of the certification to the PD. Each fall prior to pre-season camp, each ATS will be re-assessed on his/her CPR/First aid skills to remain compliant. If the ATS is not in attendance during this session it is the student's responsibility to make sure their CPR certification is up to date.

#### Clearances

Students will be required to complete three clearances in order to start their clinical experiences in several of the clinical settings, including high school and hospital based settings. Students will be required upon acceptance into the ATAP to complete their fingerprint clearance, federal background clearance, and child abuse clearance.

#### HIPAA and OSHA Training

Each ATS must complete annual HIPAA and OSHA training. Each fall, all ATS will participate in a training session to update HIPAA and OSHA standards. If an ATS is not in attendance during this session they will not be allowed to participate in clinical education. Waynesburg University Exposure Control Plan (Appendix L) will also be reviewed at this time.

#### Communicable Disease Policy

The Center for Disease Control (CDC) outlines specific policies for minimizing exposure of communicable diseases within health care facilities and between health care providers and

patients. The Waynesburg University ATP is educating health care providers and we choose to use the following provisions to manage communicable diseases that may arise in the campus athletic training room and with off-campus affiliated sites. See Appendix F for this policy.

### Orientation to Clinical Settings

Each ATS must complete an orientation when starting a new clinical setting. This orientation will provide a record that they reviewed the policies, EAP, BBP, and any other important information related to that specific clinical setting.

### ATS Health and Immunization Policies

The following health requirements are mandatory for each ATS prior to their enrollment into the professional phase of the curriculum. Failure to complete these health requirements will be cause for removal from clinical assignments and may impede progress in the completion of the degree. The following requirements must be on file with the Program Director:

#### **Physical Examination:**

A physical examination is required of all athletic training students. If the Physical is not on file with the university (student health center or athletic training services department), the student will be required to obtain a physical examination prior to involvement in clinical assignments.

#### **Immunizations:**

All immunizations must be up to date, including Hep B, DTP, measles, mumps, rubella (MMR), polio and varicella.

#### **Flu Shot**

Healthcare Facilities are requiring their employees to have regular flu shots. This may be required prior to observation at several of our affiliated sites. If required, it will be the student's responsibility to obtain a flu shot prior to attending any off site clinical education.

#### **PPD Test**

The **Mantoux test** (also known as the **Mantoux screening test**, **Tuberculin Sensitivity Test**, **Pirquet test**, or **PPD test** for Purified Protein Derivative) is a diagnostic tool for [tuberculosis](#).

Each ATS is required to have a PPD test completed prior to doing any observation with the local hospital. The test will be scheduled and provided to the student early in the spring semester of the freshman year when they are enrolled in ATP 207. This is a two-step test that is administered and then read within 48-72 hours. The process is repeated during two consecutive weeks. If the student does not complete the test or does not have the test read during the recommended time the student will be responsible for charges (~\$20.00 each step) that will occur for continued testing.

#### **Hepatitis B Vaccination**

All ATSs are required to receive a hepatitis B vaccination prior to admission to Waynesburg University and in the ATAP.



# Academic Disciplinary Actions

## Disciplinary Procedures

Waynesburg University graduate and professional studies programs has a two C requirement for progression. Should a student receive more than two C's in any one semester, the University reserves the right to halt progression within any program.

## Academic Progression

Any student whose cumulative GPA falls below a 3.0 will be placed on probation for one semester. The student will have one semester to raise their GPA to a 3.0 or higher. If the student fails to achieve a 3.0 in the subsequent semester, the student will be dismissed from the program. It is highly recommend that the student meet with his/her academic advisor and/or the PD for counseling and continual advice.

Any student who receives a grade below a C in any Athletic Training Course will be placed on suspension for one full year and required to retake the deficient course the following year. Should the student receive a grade below a C in the same course, the student will be dismissed from the program.

While on probation, the student will receive a letter indicating probation status and the letter will be placed in the student's academic file. It is highly recommend that the student meet with his/her academic advisor and/or the PD for counseling and continual advice.

Any student who does not achieve a C or better in any required course in the Athletic Training Program risks an interruption in his/her progression through the MSAT program.

A student on probation:

- May be required to participate in one-on-one sessions with ATP faculty to help with the academic shortcoming.
- Will be required to improve deficient areas. A remediation contract will be established by the ATP faculty. Contracts will be constructed according to the individual student's needs.
- Will be dismissed from the ATP for failure to correct problem areas in the designated time frame.

## Non-academic

Any student that is disruptive during classroom or clinical education experiences is subject to disciplinary action. Disciplinary action will be discussed between the PD and CEC of the ATP. During this meeting, the PD and CEC will discuss the student's behavior and recommend an appropriate action. Disciplinary action may result in probation, suspension, or dismissal from the program. Each case will be independently reviewed.

## Academic Misconduct: University Policy

The University-wide policies regarding academic misconduct apply to the MSAT program as well. Each ATS should familiarize himself or herself with the Rules of Conduct in the University Handbook. Academic misconduct is any form of cheating, including using concealed notes during exams, copying or allowing others to copy from an exam, ATSs substituting for one another in exams, submission of another person's work for evaluation, preparing work for another person's submission, unauthorized collaboration on an assignment,

submission of the same or substantially similar work for two courses without the permission of the professors.

Plagiarism is a form of academic misconduct that involves taking either direct quotes or slightly altered, paraphrased material from a source without proper citations and thereby failing to credit the original author. Plagiarism includes cutting and pasting sources from the Internet, as well as purchasing papers from other students or specialized websites.

Be forewarned; under no circumstances will academic misconduct be tolerated. Disciplinary action in such cases will be severe and swift, ranging from receiving a failing grade on an exam or paper to dismissal from the MSAT program and/or the University. The MSAT program faculty follows the Academic Integrity Policy set by Waynesburg University (see the current University catalog for more information).

#### Re-instatement Policy

A student will only be reinstated into the MSAT program once he or she has met or surpassed the requirements designated as deficient. The committee will meet and a decision will be rendered. Any student that feels he/she did not receive fair process may appeal following the Waynesburg University student grievance policy.

#### ATS Grievance Policy

If a student in the MSAT program has a grievance in a specific required course or a policy and procedure, the student may follow the Waynesburg University student grievance policy or the student can meet with the graduate academic chairperson who will record information from the student and then convene with the grievance committee including the academic chairperson, PD (or other appointed ATP faculty member if PD is involved in grievance), and one faculty member (appointed by the chairperson) not from the MSAT program to review the grievance and recommend appropriate action. The Athletic Training Student also has direct access to the Academic Dean or Provost to present the grievance.

#### Appeals Policy

Students have the right to appeal their probation/suspension/dismissal from the MSAT program. Students will submit their appeal to the Graduate and Professional Studies committee on appeals to be heard. A decision will be rendered from the committee and a letter will be sent to the student and PD of the MSAT program.

## **Additional Information**

### Athletic Training Resources

The Athletic Training Faculty maintains an up to date library of materials in each of their respected offices. These resources are available for the ATS to gain extensive knowledge in athletic training concepts. The journals and textbooks housed in faculty offices are available for use, but cannot be removed without permission.

The ATP maintains a small library of textbooks, journals, and videotapes in the Athletic Training Room. Athletic training students are encouraged to use these resources, but they must remain in the location where they are housed. Finally, the University's Eberly Library has a diverse collection of textbooks, journals, and periodicals to assist ATS in their research. The ATP faculty is continually adding to the library holdings. It is recommended that ATS use these materials frequently as resources for research papers, and to learn the use of the University library system.

In addition to the materials housed on campus, the MSAT program relies on online journals and databases for students to use in most courses throughout the program. Students are educated on use of these databases and how to search to adequately prepare them to use throughout the program. The journal of Athletic Training and position statements are used frequently as well as Pubmed, Cochrane Library, PEDro, and Google Scholar databases, as well as Ebscohost search engine.

### Communicable Disease Policy

The Center for Disease Control (CDC) outlines specific policies for minimizing exposure of communicable diseases within health care facilities and between health care providers and patients. The Waynesburg University ATP is educating health care providers and we choose to use the following provisions to manage communicable diseases that may arise in the campus athletic training room and in off-campus affiliated sites. See Appendix F for this policy.

### Additional University Fees

- Tuition for Graduate School (Master of Science in Athletic Training) - \$670.00 per credit
- Withdrawal and refund policy
  - Please refer to the Academic Catalog for Waynesburg University on pages 31-33.

Students in the MSAT Program will encounter additional expenses associated with the program. Those expenses include:

- Apparel: Due to the rising cost of athletic training apparel and the number of students in the ATP, students must contribute a small portion (approximately \$30) annually toward their athletic training apparel package (usually includes one polo shirt and two t-shirts) that are given to them by the Department of Sports Medicine. Students may elect to purchase additional clothing.
- Identification: One name badge is purchased for each student; however, replacement badges due to loss or damage are the financial responsibility of the student. Students are required to have access to their name badge during all clinical rotations in case they are asked to wear it.
- Travel expenses to clinical sites: Students must provide their own transportation to their clinical sites. Expenses for this travel are the student's financial obligation.

Communication between students can help set up carpool to clinical sites.

- (Optional) Personal liability insurance.
- Tuberculosis Test, CPR Training, Flu Shot: These need to be completed prior to the start of the clinical rotations
- Meals: Students may need to supply some of their meals while on campus for orientation and pre-season. However, meals may be available through the WU Cafeteria.
- NATA Membership Fees: Students are required to hold current membership with the NATA to be able to access pertinent course information.
- ATRACK Fees: This membership will grant the student access to ATRACK which will be used to input their clinical records.
- BOC certification exam (optional): Upon graduating, most students sit for their national certification examination through the Board of Certification. Exam fees for NATA Student Members are \$350.

# **Waynesburg University** **Clinical Education**

## Clinical Experience

A significant and important by-product of the educational experience is the quality health care provided to patients at all affiliated clinical sites. Each Athletic Training Student will learn athletic training concepts in the classroom and practice skills in the laboratory setting and clinical experiences. As the Athletic Training Student progresses through the program and develops more skills, he or she will be encouraged to apply their knowledge by assisting with the health care of patients under the direct supervision of a Preceptor. Eventually, as the Athletic Training Student progresses and learns to integrate cognitive knowledge and psychomotor clinical skills, he/she will develop the ability to make clinical decisions with the supervision of a Preceptor.

Students within the MSAT program will be expected to make a commitment to their clinical education and assume a great deal of responsibility as they progress and learn. Their main function will be to gain clinical proficiency by assisting in the prevention, evaluation, treatment, and rehabilitation of athletic injuries under the direct supervision of a Preceptor.

## Clinical Education Requirements

The Waynesburg University MSAT Program clinical competencies & proficiencies were taken from the 5<sup>th</sup> edition Athletic Training Educational Competencies Manual. Each Athletic Training Student is required to show on-going learning during the two years at Waynesburg University in the areas that fall under the 8 content areas of athletic training.

### Athletic Training Content Areas

1. Evidence-Based Practice
2. Prevention & Health Promotion
3. Clinical Examination and Diagnosis
4. Acute Care of Injury and Illness
5. Therapeutic Interventions
6. Psychosocial Strategies and Referral
7. Health Care Administration
8. Professional Development and Responsibility

The clinical competencies will be completed during didactic courses and clinical experience courses throughout the entire program. Clinical experiences are obtained in a variety of settings, including Waynesburg University's Athletic Training Clinic and other off-campus affiliated settings.

## Athletic Training Education Clinical Education Plan

Clinical education experiences are assigned based on the Athletic Training Student progression through three specific phases: Beginner (1<sup>st</sup> year, Fall Semester), Pre-professional student (1<sup>st</sup> year, Spring Semester), and Professional student (2<sup>nd</sup> year, Fall and Spring Semesters). Beginner students will be assigned clinical hours by the CCE to allow the students the opportunity to gain a diverse understanding of the profession. The beginner level students will be required to adhere to the CCE's plan of progression in order to efficiently and effectively utilize skills learned in the didactic courses. The Pre-professional level students continue to build from the beginner level phase. However, the pre-professional level students will now have more knowledge and skill development to provide more hands-on experiences. The professional level students are assigned to clinical immersion education experiences that alignment with specific criteria set forth by CAATE as well as the student's interest. The Athletic Training

Student will have the opportunity to request clinical experiences; however, discretion will be used by the CCE to keep the Athletic Training Student on track to graduate.

#### Documentation

Students are required to become a student NATA member at the start of the MSAT program. This will enable the student to document his/her clinical hours, on ATRACK, for the purpose of tracking the amount of time spent during their educational experiences and completing clinical proficiencies. The Athletic Training Student will document only supervised (by Preceptor's) clinical education hours. The CCE has developed a strategy to monitor clinical hours throughout each semester to ensure students are correctly progressing through the clinical required experiences. If the student has difficulty completing course work or studying for classes, the Athletic Training Student should discuss this with the Preceptor and modify a clinical experience schedule as necessary. Communication with the Preceptor during any clinical experience is necessary to allow for a beneficial educational experience for the student.

#### Clinical Education Experience Policy

During the first semester in the program, the CEC will develop a clinical progression plan for each student. Students will be assigned to specific preceptors throughout their progression through the MSAT. The Athletic Training Student will gain clinical education experiences alongside their Preceptor with the day-to-day management of patient medical care at the appropriate level of proficiency. These duties will include, but not limited to, game and practice preparation and clean up, injury management, rehabilitation, record keeping and patient care. The number of Athletic Training Student assigned to a Preceptor depends upon the Preceptor's clinical site, location for medical treatment, the number of patient interactions per week, and the likelihood of injury management and care with patients. The ratio of Preceptor to Athletic Training Student will not exceed 1:8. The student will also be required to complete off-site practicum requirements with various health professionals (recognized by the American Medical Association). These requirements are specified in each practicum course and meet the General Medical clinical education experience required for each student.

#### General Clinical Roles and Responsibilities

##### Beginner Level Students

Beginner level students will create a knowledge base through their didactic course work and practice their skill developments in guided practical experiences both within the classroom and clinical experiences. These experiences will be guided by their preceptors and faculty of the MSAT program. The ATS are encouraged to take advantage of every learning opportunity that arises during class and clinical experiences.

Beginner level student experiences will involve instruction and evaluation of fundamental athletic training skills specific to transition beginner ATS to pre-professional level ATS. These experiences will consist of a minimum of 2 to 3 days or approximately 5-20 hours a week in the Waynesburg University Athletic Training facility or local affiliated site. Each ATS is assigned to clinical experiences relevant with the clinical practicum courses. The CCE will assign each student to their clinical sites throughout the school year but it is the responsibility of the ATS to communicate with their assigned preceptor to develop a schedule that is conducive to the student's schedule and an effective learning experience.

### Pre-Professional Level Students

The pre-professional ATS will continue to add to their knowledge and skill base while gaining more responsibility to practice and/or assist with tasks that are closely supervised by a Preceptor. Pre-professional level students will perform skills with guided critical thinking to enhance their understanding of evidence-based and patient-based practices.

Pre-professional student experiences will involve less instruction but more evaluation of athletic training skills specific to transition pre-professional ATS to professional level ATS. These experiences will consist of a minimum of 3 to 4 days or approximately 10-20 hours a week in the Waynesburg University Athletic Training facility or local affiliated site. Each ATS is assigned to clinical experiences relevant with the clinical practicum courses.

Should an ATS struggle with maintaining the high level of professionalism in the clinical setting and/or struggle with balancing clinical experiences with didactic requirements, the ATS should discuss this with the Preceptor and develop a mutually agreed upon schedule.

### Professional Level Students

Professional Level Students will perform their clinical experiences during both fall and spring semester of their 2<sup>nd</sup> year in the MSAT program. Professional level students will engage in immersive clinical educational experiences focused on advanced skill application and integration under the direct supervision of a Preceptor. Each ATS is assigned by the CCE to a Preceptor affiliated with Waynesburg University Athletic Training Program based on student's career goals and the type of clinical exposure the Preceptor provides. These experiences will consist of a minimum of 4 to 5 days or approximately 14-28 hours a week. During a clinical experience, the student will spend more time engaged in clinical education for that experience. The focus of the immersive experience is to have the ATS experience the daily life of the preceptor in their environment. Should an ATS struggle with maintaining the high level of professionalism in the clinical setting and/or struggle with balancing clinical experiences with didactic requirements, the ATS should discuss this with the Preceptor, CCE, and PD and develop a mutually agreed upon schedule.

During the immersive clinical experiences, the ATS will have the opportunity to demonstrate integrated knowledge, skills, and abilities specific to the didactic coursework previously completed. These clinical assignments are to prepare the student for clinical responsibilities and decision making skills that will be used with guided autonomy as often as possible.

### Responsibilities listed by year

#### Beginner Level Student – 1<sup>st</sup> year Fall Semester

- Observes roles and responsibilities in the Athletic Training Room and during clinical assignments
- Responsible for field set-up and break down with certified athletic training staff
- Assists 2<sup>nd</sup> year ATS and PRECEPTOR with preventative stretching, taping, and wrapping
- Assists 2<sup>nd</sup> year ATS and PRECEPTORS with practices and game coverage
- Files charts in cabinet
- Stocks taping drawers and counter top
- Reports to PRECEPTOR and 2<sup>nd</sup> year ATS
- Maintains overall cleanliness of Athletic Training Room
- Completes clinical proficiencies in ATP 531 clinical practicum courses

#### Pre-Professional Student – 1<sup>st</sup> year Spring Semester

- Maintains and restocks medical kit with PRECEPTOR
- Responsible for field set-up and break down with certified athletic training staff
- Responsible for packing supplies for away trips with 2<sup>nd</sup> year ATS and PRECEPTOR
- Assists PRECEPTOR with medical records management
- Assists PRECEPTOR with the evaluation, treatment planning, and rehabilitation program set up for injured patients.
- Works with 2<sup>nd</sup> year ATS and PRECEPTOR to provide treatment and rehabilitation
- Reports to 2<sup>nd</sup> year ATS and PRECEPTOR
- Maintains overall cleanliness of Athletic Training Room
- Completes clinical proficiencies in ATP 532 clinical practicum courses

#### Professional Student – 2<sup>nd</sup> year Fall and Spring:

- Facilitates emergency plan for assignment with PRECEPTOR
- Assists PRECEPTOR with medical records management
- Assists PRECEPTOR with Coach's Report
- Attends coaches meetings with PRECEPTOR
- Assists PRECEPTOR with the evaluation, treatment planning, and rehabilitation program set up for injured patients.
- Oversees practice and game preparation with PRECEPTOR
- Supervises and mentors 1<sup>st</sup> year ATS
- Reports directly to PRECEPTOR
- Maintains overall cleanliness of Athletic Training Room
- Completes clinical proficiencies in ATP 533 and ATP 534 clinical practicum courses

### Clinical Education Experience Settings

During their clinical education, each ATS will be assigned to a Preceptor who will guide the educational process for the student to meet the demands needed to graduate from Waynesburg University's Athletic Training Program. The clinical experience settings listed below provide exposure to the many roles and responsibilities of certified athletic trainers and other health care providers who work in various environments. The CEC will ensure all ATS will engage in each criterion prior to graduation. Each ATS will have the opportunity to develop specific skills in any of the following settings:

The CAATE requires ATS to experience certain criteria before graduation can be obtained.

- Protective Equipment (football, men's lacrosse or ice hockey)
- Male Population
- Female Population
- Individual Sport
- Team Sport
- Clinical Non-athletic Population
- General Medical Population

Waynesburg University's ATP also requires ATS to experience certain criteria before graduation can be obtained.

- Off Campus
- Clinical Athletic Population
- Inter-professional Clinical Experience

Examples of clinical education experiences MSAT students would experience:

- |                                  |  |
|----------------------------------|--|
| i. University Football           | xi. University Volleyball  |
| ii. University Men's Lacrosse    | xii. University Track & Field  |
| iii. University Women's Lacrosse | xiii. Hospital (Clinical, Emergency, Non-Emergency)  |
| iv. University Soccer            | xiv. Doctor Offices  |
| v. University Wrestling          | xv. Physical Therapy/Post-Surgical Rehabilitation  |
| vi. High School Football         | xvi. Strength & Conditioning – University or affiliated strength coach/exercise physiologist |
| vii. High School Spring Sports   |  |
| viii. University Basketball      |  |
| ix. University Baseball          |  |
| x. University Softball           |  |

#### Policy for preceptor approval

For an individual to be approved as a preceptor with the MSAT program, the individual must show proof they are a qualified healthcare provider with active status of their credentials (Certification and Licensure). The healthcare provider is also required to be available to attend all mandatory preceptor training sessions. If the individual meets the above criteria, then he or she will qualify to provide direct supervision to the Athletic Training Student in the MSAT program.

#### Policy for preceptor dismissal

For an individual to be dismissed as a preceptor affiliated with the MSAT program, the CCE will take a three step approach. If the preceptor does not remediate their behavior or issue following the three step approach, then the preceptor will be removed immediately as a preceptor for the program and the ATS will be re-assigned accordingly.

The three step approach includes:

- Step 1 – A one on one meeting with the preceptor and CCE will occur on the first available day following the confirmed report of an incidence/issue/complaint.

Step 2 – Following a confirmed second reported incidence/issue/complaint, the CCE will conduct a meeting with the preceptor, program director, and preceptor’s immediate supervisor to discuss the report and remediation plan will be implemented including an online preceptor training in-service.

Step 3 – Following a confirmed third reported incidence/issue/complaint, the CCE will conduct a meeting with the preceptor, program director, and preceptor’s immediate supervisor to discuss the report and to terminate affiliation with the preceptor.

*Disclaimer:*

*At any time a preceptor has violated the athletic training code of conduct, including but not limited to sexual harassment, inappropriate touching, or bullying, the athletic training student will be immediately removed from the clinical site and the preceptor will be immediately dismissed from having affiliation with the WU MSAT Program.*

Policy for clinical placement facilities approval

For a clinical facility to be used by the ATP, the clinical site will be evaluated to determine the ability of the site to be a valued educational opportunity for our students. To be considered a valued educational opportunity for our students, the following criterion needs to be met:

- Have access to patients
- Have access to rehabilitation equipment and modalities
- Have access to a designated office/clinical space that is appropriate for providing healthcare services

Once the site is considered a valued educational opportunity for our students, the clinical site must sign an Affiliation Agreement with Waynesburg University’s MSAT program. The clinical site must maintain and produce evidence of the following criteria:

- Affiliation agreement between WU MSAT program and Clinical Site
- Accurate record keeping documents
- Certification and safety checks of appropriate modalities and equipment
- Emergency Action Plan posted in a visible location
- Bloodborne Pathogens Document
- Standard Operating Procedure
- Appropriate state and national credentials and licensures
- Maintenance of a clean and orderly patient care facility

ATP Clinical Plan

The Coordinator of Clinical Education will assign each ATS to a clinical assignment that will increase exposure to the student where he/she can use the skills he/she has learned in his/her courses to show clinical proficiency in the skills. If clinical proficiencies are not demonstrated during the student’s clinical education experience, the clinical proficiency will be assessed within the clinical practicum course the student is enrolled in at that time. Students are encouraged to have clinical proficiencies assessed during ‘real life’ clinical experiences. Practical examinations and assignments will be given during clinical practicum courses to assist in evaluating clinical proficiencies as needed.

## Athletic Training Student Expectations during Clinical Education Experience

Students are expected to:

- Maintain a positive attitude and self-image
- Maintain a neat and well-groomed appearance by wearing athletic training appropriate clothing
- Be punctual and dependable during didactic and clinical experiences.
- Be able to accept constructive criticism from others (i.e., AT Staff, coaches, and Preceptors)
- Use common sense and be level headed
- Be honest and loyal to the program and others
- Be enthusiastic and eager to learn
- Think critically to solve problems
- Act in accordance with the standards established in this handbook and the MSAT Program, as well as standards of professional practice and the NATA Code of Ethics.

### Hours Policy

Hours will be tracked via ATrack to ensure ATS are committed to their clinical experiences. Each ATS will record their daily hours at the clinical site and submit them for verification from the Preceptor. Each Preceptor will be responsible for verifying, modifying, or deleting hours logged in ATrack. The CCE will coordinate with Preceptors to ensure verification is being performed. **The ATS will have three (3) days MAXIMUM to enter hours (3 days at a time). Failure to log hours within the three (3) day window will result in forfeiture of the hours.**

Students are expected to communicate with their preceptors regarding their attendance/absence and any conflicts that arise during the semester. **It is the primary responsibility of the student to plan and communicate with their preceptors to ensure that they meet AT LEAST the minimum total number of hours required per semester.** Athletic training students are expected to log a **minimum** total hours per semester according to their rank in the program.

Rank	Total Hours
1 <sup>st</sup> year (Fall)	100 hours total
1 <sup>st</sup> year (Spring)	150 hours total
2 <sup>nd</sup> year (Fall)	250 hours total
2 <sup>nd</sup> year (Spring)	250 hours total

With 18 total weeks in the semester (including pre-season) the average **RECOMMENDED** weekly hours needed to stay on track per semester to meet the total is:

Rank	Total Hours
1 <sup>st</sup> year (Fall)	5.5 hours/week
1 <sup>st</sup> year (Spring)	8.5 hours/week
2 <sup>nd</sup> year (Fall)	14 hours/week
2 <sup>nd</sup> year (Spring)	14 hours/week

Although there is a minimum number of hours required, students are encouraged to communicate with their preceptors to pursue as many hours as possible to gain a quality educational experience at their clinical rotation, up to 1200 total clinical hours. Students are expected to obtain between 750 to 1200 clinical experience hours before graduating.

### Documentation of Clinical Proficiency and Learning Over Time

The MSAT program values the progression of skill development and will engage with the students various times throughout the curriculum. The assessment of the clinical proficiencies will be measured at multiple times throughout various courses with varying level of complexity to help the student develop confidence and mastery of the skill. In order for an ATS to perform “Real-life” experiences and be assessed clinically ATS will be taught and given practice time within course laboratories. All psychomotor competencies and clinical proficiencies will be documented on provided course rubrics.

### Clinical Integrated Proficiencies

The clinical integration proficiencies (CIPs) represent the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care. In most cases, assessment of the CIPs should occur when the student is engaged in real client/patient care and may be necessarily assessed over multiple interactions with the same client/patient. In a few instances, assessment may require simulated scenarios, as certain circumstances may occur rarely but are nevertheless important to the well-prepared practitioner. Athletic Training Students will complete their CIP assessments throughout their clinical experiences and clinical courses. Upon completion of each CIP, the Athletic Training Student will receive a document of completion.

### Clinical Education Performance Evaluations

As part of the athletic training practicum courses, clinical education performance evaluations will be completed during the semester and included as part of the course grade for the respective clinical practicum level. All evaluations must be submitted to the practicum instructor in a timely manner in order for the student to receive full credit for this portion of the grade. All evaluations will be used to demonstrate professional development of the ATS (clinical proficiency and professional demeanor/skills) and the effectiveness of the Preceptors and affiliated sites.

All evaluations will be completed through ATRACK. Each Athletic Training Student is required to have an NATA membership as a program requirement; through this membership, students have access to ATRACK. The evaluations are described below.

### Athletic Training Student Evaluation

Preceptors will complete an evaluation on each ATS for the clinical experience that is concurrent with the student’s practicum level. Athletic training students are evaluated three times per semester (Fall: end of September, end of October, and end of the semester; Spring: end of February, end of March, and end of the semester). These specific dates will be included in the athletic training practicum syllabus. This assessment will give the student constructive feedback for improvement in professional preparation. The Preceptor will rate the ATS on athletic training skills, clinical proficiency, clinical dispositions, foundational behaviors for professional practice, and overall performance during the supervised clinical experience. A one-on-one meeting between the Preceptor

and the ATS will be scheduled near the due dates of each evaluation to discuss the student's performance and goals. However, it is encouraged for the Preceptor and ATS to have continued communication regarding the student's performance during the entire clinical experience.

#### Athletic Training Student Self Evaluation

Each ATS will complete a self-evaluation, using the same evaluation form as the ATS evaluation three times per semester. The overall goal of this evaluation is to develop reflective practice and to facilitate discussion between the ATS and preceptor on the performance of the ATS. The ATS should bring a copy of this evaluation to the meeting for the Preceptor and student to review together.

#### Clinical Site and Preceptor Evaluation

Clinical site and Preceptor evaluations are to be completed by the student at the end of each clinical experience. This evaluation tool allows the ATS to evaluate the clinical experience site and the Preceptor by whom they were supervised. Athletic training students will also track their total number of patient contacts per semester to ensure they are receiving quality patient-oriented education.

#### First Responder Policy

No ATS is to assume the role of a certified athletic trainer. No student will travel with an athletic team as an ATS without a Preceptor affiliated with Waynesburg University being at that event to supervise the ATS. This includes giving advice to athletes while not supervised, i.e.: in a residence hall, dining hall or other area. The ATS should refer all patients with questions or concerns about potential injuries to the Preceptor who is directing their care. The ATS is only able to render care under the supervision of the Preceptor. The ATS is allowed to render first aid and CPR as any first responder should as long as they maintain their Professional Rescuer and First Aid certification through the American Red Cross.

#### Commitment to Clinical Education

Athletic Training can be very rewarding, but it often requires the sacrifice of personal time. Athletic training students will be required to spend many hours per week and per semester participating in their clinical assignment, working with their Preceptors to develop their clinical skills. This may sometimes include weekends and holidays. Although ATS involvement in the clinical education may seem like a work experience, its main purpose is to expose ATS to the athletic training profession in the "real-life" setting and provide an optimal educational experience. As practice does make perfect, each ATS should think of the time at their clinical assignment as additional opportunities to practice skills and techniques. The following examples are instances when an ATS will be able to demonstrate his/her commitment and dedication to the ATP and his/her education: The following experiences are voluntary but are highly encouraged for professional preparation.

1. Preceptors covering fall sports will ask each ATS to return for pre-season camp in August to assist with medical coverage. Athletic training students will be notified between May and July when they are to return for pre-season camp.
2. Each ATS assigned to Preceptors with winter sports is encouraged to be present for practices and games during Winter break.

3. Any ATS may be asked to host prospective students when they are visiting campus. The ATS can share their educational experience with the visiting student and be an advocate to our program and the profession.

#### Absence from Clinical Education Experience

It is very important and essential for ATS to be at all classes, meetings, in-services, and clinical experiences. The success of each ATS's education depends on the ATS fulfilling his/her clinical responsibilities.

An ATS who is unable to attend classes, meetings, in-services, or clinical experiences must notify their Preceptors as soon as possible. Valid reasons for absence from the clinical experience include, but are not necessarily limited to:

- Illness
- Class commitment
- Death of a family member.

**Each Athletic Training Student should be aware that excuses for non-athletic training commitments are not permissible and are unacceptable. Requests for excusal may be submitted to the Preceptor at least 1 week in advance of the anticipated absence. It is up to the Preceptor to determine if the request should be granted; any uncertainty regarding the request should be directed to the CEC and/or the PD. A request does not guarantee the Athletic Training Student will be excused.** Disciplinary action will be taken when ATSs continually miss clinical assignments without regard for this policy.

## Professionalism

The Athletic Training Clinic is a medical facility. One of the attractions to working in the traditional athletic training environment is the relaxed and casual atmosphere. In this atmosphere, it is very important to be acutely aware of what is being said and who might be listening. A patient's medical file is **personal and confidential**, and the information contained in it cannot be given out without the express written consent of the patient. To do so is a violation of the Health Insurance Portability and Accountability Act (HIPAA). Maintaining confidentiality of medical records is one aspect of professionalism. Additional characteristics of professional conduct are listed below.

1. Assist the Preceptor with the daily functions of the Athletic Training Clinic.
2. Assist the Preceptor in maintaining accurate treatment logs and other medical records.
3. Assist the Preceptor in maintaining confidentiality.
4. Complete assigned tasks in an appropriate and timely manner pertinent to your practicum level.
5. Respect the right of confidentiality of the patients and their medical conditions.
6. Use the proper channels to answer questions and for procedural advice. (Communicate with your Preceptor).
7. Practice universal precautions and maintain excellent sanitary conditions in all procedures.
8. Consult your Preceptor prior to administering any treatments on patients.
9. Never leave a patient unattended during a treatment.
10. Be aware of your practicum level and your limitations.
11. Grant special privileges to **no one**. All team members are equals.
12. There is no excuse for tardiness or absenteeism.
13. Have a working knowledge of the appropriate Emergency Action Plan.
14. Perform your responsibilities in a mature and professional manner.
15. Treat the Athletic Training Clinic and equipment with respect and care.
16. Apply appropriate tapings, wrappings, and bandages as instructed.
17. Complete Injury Report Forms for all new injuries and log treatments as rendered.
18. Follow rehabilitation protocols on the patients chart as instructed.
19. Write and sign SOAP notes on the patients' charts as instructed.
20. Communicate with Preceptor regarding new injuries.
21. Be prepared to assist with the care of an injured patient who is brought in for first aid.
22. When answering the phone, use the phrase, "Waynesburg University Athletic Training. This is (say your name). How may I help you?"
23. Take accurate phone messages that indicate who called, the time and date of the call.
24. Always remember that you are representing Waynesburg University ATP.
25. When you have free time in the Athletic Training Clinic, use it to discuss relevant topics in sports medicine, or practice athletic training skills.
26. Maintain and stock tables, drawers and counters with the proper items whenever necessary.
27. See things that need to be done and do them without being asked.
28. **Inappropriate conduct or the use of alcohol and or drugs while serving in the capacity of Athletic Training Student is not acceptable. Any Athletic Training Student who inappropriately uses alcohol or drugs will be disciplined and may be dismissed immediately from the ATP.**

- 29. Flirting or misconduct during clinical assignments will not be tolerated. Being an Athletic Training Student is not a dating service. This behavior will lead to disciplinary actions. It is inappropriate to flirt, date or fraternize with your Preceptors, patients, or instructors.**

### Social Media Policy

Social media is continually growing and can be used to assist the ATS in professional development. However, improper or unwise use of social media can have deleterious personal and professional effects. It is wise to follow common sense and Waynesburg University Computer/technology use policies.

The following are guidelines for appropriate behavior regarding social media should be followed:

When using social media:

- Do not send or accept vulgar, hateful, offensive or disparaging videos, pictures or words.
- Do not post pictures/videos of yourself or other ATS doing something that is against the policies of Waynesburg University or the WU ATP.
- Do not post pictures of one's self or other ATS dressed in WU Athletic Training clothing doing something that is not associated with WU Athletic Training.
- Do not use social media to "stalk". Online stalking can be documented very easily, and that documentation is admissible in a court of law. Stalking is a criminal act.
- Do not use social media during ATP clinical hours.
- Join the Waynesburg University Athletic Training Facebook page.
- Be aware that 70% of future employers reported that they **WILL** check social media posts **BEFORE** they call for an interview; it is best to keep posts "vanilla".
- Keep in mind the Golden Rule of Social Media: "Would I want my grandmother to see this post?" Or "Do I want my Program Director or Preceptor to see this post?"
- Think before posting to social media. See Golden Rule of Social Media above.
- Verify (at least monthly) that individual privacy settings have not changed.

### Electronic Device Use

Having access to a workable phone or other electronic device is important for emergencies in the clinical setting. Cell phones with enough power and tower accessibility assist in early response and better outcomes for people who are suffering a life-threatening emergency. Cellular telephone should be used FOR EMERGENCIES ONLY.

Certainly there are times when others need to have access to the ATS and vice versa; communicate these times and situations with the Preceptor at the start of clinical experience for the day. Using smart phones to access *Twitter, Facebook, Vine, Snap-Chat* or other social media or to play games is strictly prohibited in all settings.

The use of photography or video on electronic devices is prohibited unless written consent is obtained by the patient. Any video or photo taken must be used for educational or research purposes and cannot include any defining characteristics (name, face, etc.).

Violations of this policy will result in an activation of the disciplinary policy stated above.

### Dress Code

The way in which ATSs present themselves to patients and the public is very important. People often perceive and judge one's abilities by his/her general appearance. Presenting one's

self in a professional manner by dressing neatly and professionally will go a long way toward gaining the respect and trust of those around. ATs are encouraged to gear their clinical wardrobe around the following acceptable colors for shirts and pants or shorts: orange, white, black, or khaki. Remember, each ATs will be representing him or herself, the Athletic Training Program, the Athletic Training faculty and staff, and Waynesburg University.

**Failure to adhere to the following dress code guidelines will result in the ATs being asked to leave the Athletic Training Clinic. Continued failure to adhere to the policy will lead to disciplinary actions.**

#### Athletic Training Clinic:

1. Waynesburg University Athletic Training polo or t-shirt neatly tucked in and without the sleeves rolled up.
2. Appropriately colored pants or shorts with pockets; khaki preferred.
3. Dress shirt, blouse, or sweaters are appropriate.
4. Casual dress shoes or tennis shoes; no open toed or high heeled shoes are allowed.

#### Indoor Sports

1. Practice:
  - a. Waynesburg University Athletic Training polo or tee shirt neatly tucked in and without the sleeves rolled up.
  - b. Appropriately colored pants or shorts with pockets; khaki preferred.
  - c. Casual dress shoes or tennis shoes; no open toed or high heeled shoes are allowed.
2. Games (at the discretion of the Preceptor):
  - a. Business professional attire
  - b. Waynesburg University Athletic Training polo and khaki pants.
  - c. Casual dress shoes; no open toed or high heeled shoes are allowed.

#### Outdoor Sports (Inclement weather – dress appropriately)

1. Practice
  - a. Appropriately colored pants or shorts with pockets (wind pants or sweats are acceptable during practice only, not in athletic training clinic).
  - b. Waynesburg University Athletic Training polo or tee shirt neatly tucked in and without the sleeves rolled up, or sweatshirt.
  - c. Hats are only appropriate outdoors. All hats must be a Waynesburg University hat or a hat that is a neutral color with a neutral logo (Nike, Reebok, Adidas, etc.). No other school logo is appropriate.
2. Competition:
  - a. Waynesburg University Athletic Training polo neatly tucked in.
  - b. Khaki pants or shorts with pockets.
  - c. Hats are only appropriate outdoors. All hats must be a Waynesburg University hat or a hat that is a neutral color with a neutral logo (Nike, Reebok, Adidas, etc.). No other school logo is appropriate.

#### Off-Site Visits

- a. Waynesburg University Athletic Training polo neatly tucked in
- b. Khaki pants or shorts with pockets.

- c. Business professional attire (setting dependent).
- d. Casual dress shoes; no open toed or high heeled shoes are allowed.

#### High School Affiliated Sites

- a. Minimum dress code is the same as other off-site visits.
- b. Preceptor will review the policy for that specific site with the ATS.

The following attire is **not** acceptable in the Athletic Training Clinic, or while functioning as an ATS representing the ATP:

1. Cut-off shorts; pants with anything written across the seat; exceptionally baggy shorts or pants.
2. Tank tops
3. Any shirt that is open in the back.
4. Jeans of any kind or color.
5. Skirts or dresses that do not allow performance of the clinical skills required.
6. Sandals or any open toes shoes; heels or other non-functional shoes.
7. Ragged or inappropriate t-shirts; no t-shirts with inappropriate logos of any kind.
8. Bandanas.
9. Hats worn backward or crooked.
10. Underwear exposed.
11. Excessive/inappropriate cleavage.

## Relationships with Others

### Preceptors

Each ATS will be supervised by and responsible to his/her Preceptor at all times while in the clinical setting. He/she is encouraged to discuss educational and clinical issues with the Preceptor whenever an appropriate time presents itself. If a personal issue arises, the ATS has the option to discuss the situation with the Preceptor. The Preceptor has the option to stop the discussion and refer the ATS to a more appropriate individual at any time. If conflicts develop, attempt to resolve them immediately by openly discussing the problem with the Preceptor. If conflicts cannot be resolved in this manner, please inform and meet with the Clinical Education Coordinator as soon as possible.

### Team Physician/Allied Health Care Professionals

Each ATS will have the opportunity to meet and observe the Team Physician and his designees (Registered nurses and Physician Assistants). The ATS will learn a great deal by observing and listening to these health care professionals as they evaluate patients afflicted with various injuries and conditions. The ATS are also encouraged to ask questions at the appropriate times.

### Coaches

Possessing the ability to “work and play well with others” is crucial part of being a team member. Certified athletic trainers and coaches have the common goal of preparing the best team on the field in order to provide the best opportunity to win. Frustrating situations occur, but can be minimized by effective communication and constant follow-up. Although Preceptors are ultimately responsible for teams and communication with coaches, the ATS may sometimes be called upon to communicate with coaches concerning injuries to their patients. It is important to be thorough, concise, professional, and honest in all communications. **Information should not be volunteered about an injured patient’s condition without explicit instructions from the Preceptor.** If a coach asks about a particular patient’s condition and the Preceptor has not asked the ATS to speak with the coach, please refer the coach to the Preceptor for an answer.

### Patients

All patients should be treated with integrity, respect, and courtesy. The same should be expected from them. Strive to combine friendliness and concern with professionalism. Confidence and respect will be gained by exhibiting a basic knowledge of the injury and/or condition and proficiency in athletic training skills necessary to evaluate and treat said injury/condition. In time, the ATS will learn the attitudes, temperaments, and peculiarities of individual patients, and to use this insight to foster a trusting and professional relationship with them. The ATS should require patients to adhere to all of the rules and regulations pertaining to them while in the Athletic Training Clinic.

General Rules to adhere to when working with patients are:

1. Grant special privileges to no one. All team members are to be treated equally.
2. Do not allow patients to dictate what they want done or how to do it. ATS should work directly with their Preceptor, Team Physician, and the patients when decisions are made regarding the care of an illness or injury.

3. The Team Physician and Preceptor are responsible for estimating when a patient will return to participation following an illness or injury. The ATS should never provide the patient, or anyone else, information or opinions that may conflict with that given by the Team Physician and/or Preceptor.
4. Refrain from doing things for patients that are against policy.
5. A patient may confide in the ATS, rather than seeking the advice of a Preceptor or the Team Physician. The ATS should make patients aware that he/she is obligated to discuss injuries and illness with the Preceptor when a patient's health and well-being are concerned, and they should encourage the patient to do the same. Information should never be withheld from the Preceptor, especially when a patient's health and well-being may be jeopardized by continued athletic participation.
6. The Athletic Training Faculty strongly discourages personal relationships between ATSs and patients or other ATS. If any observation of such relationships interferes with objectivity and professionalism, the ATS will be removed from the clinical assignment and potentially be subject to disciplinary action.

### Participation in Intercollegiate Athletics

The rigors of athletic participation at the intercollegiate level necessitate a high amount of time be committed to physical conditioning, practices and competitions. Should a student have eligibility remaining, permission may be granted by the PD and CCE during the first year within the MSAT program. However, due to the demands of the MSAT program during the second year of the program, no athletic participation will be granted.

Both academic preparation and athletic participation require immense time commitments. Those students wishing to attempt to participate on a Varsity intercollegiate athletic team will need to demonstrate superior communication skills, time management skills, and professionalism. Continued progression in the ATP as a student athlete will be determined on an individual basis.

An ATS may participate in intercollegiate athletics, provided **ALL** of the following criteria are continually met:

1. The ATS may only participate in **one** sport season during the 1<sup>st</sup> year of the MSAT program. During the off-season, training must take place during the ATS personal time and ATP responsibilities will take priority.
2. An ATS who participates in intercollegiate sports at Waynesburg University is responsible to schedule a meeting with the assigned Preceptor at the beginning of the semester to determine a schedule that includes enough time per week to meet the total hour requirement. This schedule needs to be signed by the Preceptor, ATS, and Coach then presented to the CCE for final approval. This will allow the student to have clinical experiences to assist with assignments and learning opportunities during that sport season. An ATS completing **ONLY** the minimum commitment to clinical education may struggle to full develop as an ATS. It is **HIGHLY ENCOURAGED** that the ATS engage in **MORE** than the minimum.
3. All clinical education requirements (observation and/or practicum assignments and proficiency requirements) must be completed even if the student is participating as an intercollegiate athlete.
4. Each ATS must complete one experience with football, men's lacrosse, or ice hockey during their 1<sup>st</sup> year of supervised clinical education.(CAATE requirement).

5. If the ATS does not maintain the minimum standards to remain in the ATP, or is placed on probation for any reason, the student will be encouraged to reconsider his/her participation in sports.
6. For the purpose of a season, the following definitions will be used:
  - a. Fall: August through October, possibly into early November
  - b. Winter: Mid-October through February
  - c. Spring: March through May

### Employment

Maintaining an outside job while pursuing a degree in athletic training may be very difficult. It should be noted that the Athletic Training Faculty strongly discourages outside employment during the professional preparation. Each ATS is asked to maintain a minimum GPA, complete clinical experiences on and off campus, and be responsible for earning a minimum grade of C or better in all required courses. This rigorous schedule will not leave much free time. If the ATS feels a job is necessary, the Athletic Training Faculty cannot prohibit the ATS from working. However, if employment interferes with the professional preparation and clinical experiences, a meeting will be scheduled with the Program Director to discuss other options.

### Time Management

Each ATS must learn early to manage his/her time during clinical experiences. Most faculty members will assign their course requirements in the beginning of each semester. Do not wait to get started on assignments! The ATSs should work on projects and study at regular intervals throughout the semester to ensure that he/she does not fall behind. Early planning and an organized lifestyle will ensure the best possible educational experience at Waynesburg University.

As previously stated, there will be times when the roles and responsibilities of the ATS seem tedious. There will also be times when even the best efforts go unnoticed and deserved credit or a pat on the back for a job well done is not given. Most of the time, satisfaction will have to come from within. An ATS's ability to take and use constructive criticism will serve him/her well in healthcare or any professional setting. It is important to remember that the Athletic Training Faculty/Preceptor's main goal is to provide each ATS with the best possible learning experience.

### Legal Liability

Every ATS should be aware that lawsuits are increasingly common in the athletic training setting. To minimize the chances of becoming involved in a lawsuit, each ATS must always be supervised whenever dealing with a patient. Also, an ATS should never openly criticize any Preceptor, particularly in front of patients, coaches, or parents. Most importantly, an ATS must know his/her own professional limitations and practice within those limitations. It is far better to say "I don't know, but I can find out", rather than to try to do something the ATS has not yet been trained to do. The simplest ways to avoid litigation is to be knowledgeable, use common sense, makes sure the Preceptor is always present, and ask for assistance whenever necessary.

Waynesburg University holds a Professional Liability Occurrence Insurance Policy for each ATS. The ATS's are charged an additional fee for this insurance policy that is billed with tuition.

## Clinical Disciplinary Action

### Clinical Progression

Students will be required to complete 4 semesters of clinical experience. Students must complete the required Clinical experiences, Clinical Integrated Proficiencies (CIP) and proficiencies each semester. Failure to complete any clinical experiences, CIP's, and/or proficiencies will result in failing of the clinical course and student placed on probation. Any student on probation will be required to retake the same clinical course the next semester. Failure to complete the requirements for a second time will result in dismissal from the program. Should any student fail to complete requirements during their immersive experience will automatically be dismissed from the program.

### Probation Suspension and Dismissal

Students may be placed on probation, suspended, or dismissed from the ATP if they fail to maintain satisfactory progress in the program or disrupt their clinical site experience. Satisfactory progress and the resulting consequences of failing to maintain satisfactory progress are as follows:

<b>Situation/Scenario</b>	<b>Consequence/Action</b>
A student fails to record adequate hours within an academic semester as assigned by the CCE	The student is placed on <b>probation</b> for one academic semester. This may or may not affect academic progression within the program (Depends on level of offense)
A student violates the code of ethics, creates an unprofessional setting/environment, or violates a WU policy	The student may be placed on probation or dismissed from the program. Each case will be reviewed by the ATASC
A student receives a grade below a "C" in an ATP professional phase course.	The student is placed on <b>probation and must retake the clinical course the following year.</b>
A student who is on probation fails to improve his/her performance during the designated time frame.	The student will be <b>dismissed</b> from the program

### Probation

Probation is imparted on students who fail to meet appropriate clinical or professional standards of the ATP. The probationary period serves as a monitoring and remediation period for the students as well as a warning to students that they must improve their performance to remain in the program. The ATP will follow a 1 strike and done policy for each probationary category (Hours and Behaviors). The following helps define probation:

1. First Offense related to hours: The student...

- i. Is restricted from any travel with teams.
  - ii. Must meet with their preceptor and CCE to discuss lack of hours
  - iii. May be restricted from game day participation.
  - iv. May be required to participate in a weekly one on one session with the CCE to help identify and correct behavior or situation
  - v. May be required to repeat a semester/year prior to progressing further in the ATP (due to course offerings and reason for being on probation).
  - vi. Will be required to improve deficient areas. A remediation contract will be established by the ATP faculty. Contracts will be constructed according to the individual student's needs.
  - vii. Will have his/her case reviewed by the ATASC. The committee may decide individual restrictions or requirements for the clinical settings during the probationary period, depending on the reason for probation. In some instances, a student on probation may be limited to observation hours only, with continued skills practice on peers only.
2. First offense related to behaviors: The Student...
- i. Is restricted from any travel with teams.
  - ii. Must meet with their preceptor and CCE to discuss their behavior
  - iii. May be restricted from game day participation.
  - iv. May be required to participate in a weekly one on one session with the CCE to help identify and correct behavior or situation
  - v. May be removed from their clinical experience and/or given a new assignment.
  - vi. May be required to repeat a semester/year prior to progressing further in the ATP (due to course offerings and reason for being on probation).
  - vii. Will be required to improve deficient areas. A remediation contract will be established by the ATP faculty. Contracts will be constructed according to the individual student's needs.
  - viii. Will have his/her case reviewed by the ATASC. The committee may decide individual restrictions or requirements for the clinical settings during the probationary period, depending on the reason for probation. In some instances, a student on probation may be limited to observation hours only, with continued skills practice on peers only.
3. Additional Offenses for hours or behaviors: The student...
- i. Will be dismissed from the ATP for failure to correct problem areas for a second consecutive semester.

### Dishonesty

Athletic training students are held to a high standard in regard to honesty and integrity. Any student found to be dishonest with regard to clinical work will be dealt with firmly, most likely resulting in dismissal from the ATP.

### Appeal / Grievance Process

Any student that feels he or she has been unfairly dismissed or put on probation has the right to appeal the decision. Please refer to the ATS Grievance process on page 17 of this document.

## **The Athletic Training Student Association (ATSA)**

The ATSA is a student-run, University-funded club comprised of ATSA members, but open to any student on campus. For additional information on the ATSA association membership, please ask any ATSA Officer.

### Mission Statement

The Waynesburg University ATSA seeks to enrich Athletic Training Students the opportunity to understand and promote the Athletic Training Profession. The ATSA provides opportunities for students to achieve balance between academic scholarship and the acquisition of skills necessary for careers in athletic training and health care. The association provides alignment with the Athletic Training Program to help engage in congruency with the ATP mission of developing entry-level professionals that will enable the Athletic Training Students to pursue successful, productive, and compassionate lives of service.

### Purpose Statement

The purpose of the ATSA is to build camaraderie among students with a common interest while placing continued concentration on student development by providing opportunity for various advancement activities such as fundraising, networking, and interdisciplinary collaboration.

### Objectives and Goals

1. Invest in student development
  - a. by providing opportunity to participate in yearly conferences (NATA, EATA, PATS, WU)
  - b. by creating fundraising opportunities to help accommodate related expenses.
  - c. by developing and encouraging volunteer opportunities to promote the profession amongst their peers and other healthcare professions.

## **Iota Tau Alpha (ITA)**

### Purpose Statement

The Purpose of Iota Tau Alpha Athletic Training Education Honor Society is the promotion and encouragement of scholarly activity in athletic training and the recognition of outstanding achievement among students enrolled in athletic training education programs. Iota Tau Alpha activities shall be designed to stimulate interest, scholarly attainment, and investigation in Athletic Training Education, and to promote the dissemination of information among students of Athletic Training Education.

Inclusion into the ITA society as a member requires specific achievements within the Athletic Training Program.

Regular members shall:

1. be students enrolled in Athletic Training Education at an institution where a chapter of Iota Tau Alpha is located,
2. have completed at least 3 semesters of academic work toward the athletic training degree,
3. have completed at least three term courses in Athletic Training Education (one must be above introductory level) with a minimum cumulative grade point average of 3.5,
4. rank no lower than the highest 35% of their class in cumulative grade point average,
5. be in good standing according to their program retention criteria.

Only regular members may hold the constitutionally specified chapter offices, vote on chapter membership, and represent the chapter or vote at national conventions.

# APPENDICES



**WAYNESBURG UNIVERSITY  
ATHLETIC TRAINING  
TECHNICAL STANDARDS**



**SECTION 5:**

**The Athletic Training Program at Waynesburg University is a rigorous and intense program that places specific requirements and demands on the student 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 activities. 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 into the program.**

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

Candidates for selection to the Athletic Training Program must demonstrate:

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

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 certain accommodations, they can meet the standards.

The Human Resource Office will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student stated he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety of the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

**READ AND SIGN THE APPROPRIATE (ONLY ONE) LINE BELOW**

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 be admitted into the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

Alternative statement for student requesting accommodations.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

## Appendix B: NATA Code of Ethics

NATA Code of Ethics at <http://www.nata.org/codeofethics>

### **Preamble**

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### 1. Members Shall Practice with Compassion, Respecting the Rights, Welfare, and Dignity of Others

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

### 2. Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, and the NATA Code of Ethics

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

### 3. Members Shall Maintain and Promote High Standards in Their Provision of Services

- 3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.
- 3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.
- 3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.
- 3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.
- 3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

### 4. Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being.

- 4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3. Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
- 4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
- 4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

September 2005, Revised 2016

Appendix C: BOC Standards of Professional Practice & Discipline Guidelines and Procedures

Standard of Professional Practice:

[http://www.bocatc.org/images/stories/resources/boc\\_standards\\_of\\_professional\\_practice\\_1401bf.pdf](http://www.bocatc.org/images/stories/resources/boc_standards_of_professional_practice_1401bf.pdf)

BOC Professional Practice and Discipline Guidelines and Procedures:

[http://www.bocatc.org/images/stories/resources/boc\\_disciplinary\\_guidelines\\_1401bf.pdf](http://www.bocatc.org/images/stories/resources/boc_disciplinary_guidelines_1401bf.pdf)

## Appendix D: Athletic Training Standards Glossary

Full document can be located at: <http://caate.net/wp-content/uploads/2014/07/2012-Professional-Standards.pdf>

Clinical Education: The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor.

Communicable disease: A contagion that may be directly transmitted from person-to-person or by a person from an inert surface.

Direct Patient Care: The application of athletic training knowledge, skills, and clinical abilities on an actual patient.

Preceptor: A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base.

Clinical Site: A physical area where clinical education occurs.

Program Director: The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the implementation, delivery, and administration of the AT program.

Secondary selective admissions process: A formal admission process used for acceptance into the AT major following acceptance into the institution. Secondary selective admissions is optional and determined by the program.

Technical standards: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.



**WAYNESBURG UNIVERSITY  
ATHLETIC TRAINING  
SCORING CRITERIA FOR ADMISSION**



Students applying for admission into the Master of Science in Athletic Training Program will be scored in the areas listed below. Applicants with the highest scores will be accepted into the program, **based on the number of available openings in the program**. Applicants will be ranked according to the total points accumulated. Those students who do not meet the minimum requirements will be denied acceptance but will be encouraged to re-apply the following year.

- 1. Overall GPA: 3.0** **Score: 1 to 3 points**
  - A student with a GPA above a 3.5 will be awarded an additional point for a maximum of 3 points.
  - A student with a GPA between the 3.25 and 3.49 will be awarded 2 points
  - A student with a GPA between the 3.00 and 3.24 will be awarded 1 point
  - A student with a GPA below the mandatory 2.7 will not be considered for admission.
  
- 2. Pre-requisite Course Grades: C minimum (Mandatory)** **Score: 1 to 3 points**
  - 3 points will be added to the score for each course with an A-, or A average earned.
  - 2 points will be added to the score for each course with a B-, B, or B+ average earned.
  - 1 point will be added to the score for each course with a C or C+ average earned.
  - A student with less than a C average grade earned in any pre-requisite course will not be considered for admission.
  
- 3. Hours: 50 minimum (Mandatory)** **Score: 1 to 3 points**
  - 3 points will be added to the score if student obtains 150 or more hours of directly supervised observation.
  - 2 points will be added to the score if student obtains between 100 to 150 hours of directly supervised observation.
  - 1 point will be added to the score if student obtains between 50 to 99 hours of directly supervised observation.
  - A student with less than 50 hours will not be considered for admission.
  
- 4. Letters of Recommendation: Minimum 2** **Score: 0 to 2 points**
  - The scoring of the recommendation will rate the candidate using the following scale:
  - The two evaluations will be averaged
    - 0-29 = Do not recommend (0 Points)
    - 30-39 = Recommend (1 Point)
    - 40-50 = Recommend strongly (2 Points)
  
- 5. Essay: Maximum 2 page** **Score: 0 to 2 points**
  - Essay will be graded using a rubric looking at the substance of response and quality of writing.
  - 2 points will be awarded for essays that are considered as above standard
  - 1 point will be awarded for essays that are considered as standard
  - 0 points will be awarded for essays that do not meet this standard
  - A student that does not submit an essay will not be considered for admission
  
- 6. Interview:(As needed)** **Score: 1 to 3 points**

The interview will be scored on your ability to answer questions appropriately. The student will be graded on a Likert scale of 1 to 3 with 1 being a poor response, 2 being an acceptable response, and 3 being an excellent response. The scores will be averaged together to composite an overall total point value between 1 and 3 points.

  - A student who does not show up for their assigned interview session will not be considered for admission.
  
- 7. Total Point Range: 11-31 required for consideration of acceptance**
  - Below 11 total points- will not be accepted into the MSAT program
  - 11 to 18 total points – Meets minimal standard (May require interview)
  - 19 to 26 total points – Satisfactory consideration for acceptance
  - 27 to 34 total points – High consideration for acceptance

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Athletic Training Application – Essay Rubric**

<b>Information Criteria</b>	<b>Below Standard</b>	<b>Standard</b>	<b>Above Standard</b>
<b>Substance</b>	The student provides an essay that shows little to no signs of scholarly work in that there is no flow to the paper and the thought process is sporadic.	The student provides an essay that flows smoothly but may have a few weak transitions	The student provides a scholarly essay that includes proper formatting with an introduction, body, and conclusion/summary.
<b>Reasoning</b>	The student articulates his/her point of view poorly as it is hard to interpret why or how the student will achieve professional success	The student articulates his/her point of view well, providing minimal evidence to support his or her point of view on achieving professional success or providing evidence to support point of view but is not fluent with their thought process	The student articulates his/her point of view very well, providing specific examples of evidence to support their point of view on achieving professional success
<b>Grammar/Spelling/Punctuation</b>	More than 3 errors noted and/or the errors cause a disruption in the ability to understand his or her point of view.	Between 1 and 3 errors noted but does not affect the ability to understand his or her point of view	No errors noted.
<b>Overall perception of essay (Circle One)</b>	<b>Below Standard</b>	<b>Standard</b>	<b>Above Standard</b>

**Additional Feedback:**

---



---



---

Appendix F. Observational Experience Form

Waynesburg University Professional Master's of Athletic Training  
Observation Requirements (Minimum of 50 hours)

*\*Use additional sheets if needed*

***Please provide the following information:***

<b>Name of Observation Site:</b>	
<b>Date of Observation:</b>	
<b>ATC Professional Observed:</b>	
<b>Credentials:</b>	
<b>License #:</b>	
<b>Employer:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Total Hours observed:</b>	

***Please check the box that corresponds with this location's setting:***

- Secondary
- Collegiate
- Professional
- Rehabilitation Clinic
- Hospital
- Physician office
- Other: \_\_\_\_\_

***Please check the box that corresponds with the patient setting (check all that apply):***

- Orthopedic
- Neurological
- Cardiovascular
- Integumentary
- Geriatrics
- Pediatrics
- Athletics
- Other: \_\_\_\_\_

**Overseeing ATC Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix G: Communicable Disease Policy; University Policy

The Center for Disease Control (CDC) outlines specific policies for minimizing exposure of communicable diseases within health care facility and between health care providers and patients. The Waynesburg University ATP is educating health care providers and we choose to use the following provisions to manage communicable diseases that may arise in out on campus athletic training room and in off-campus affiliated sites.

### GUIDELINES: (CDC Personnel Health Guideline, 1998)

- A Well-defined policy must be in place, concerning contact of personnel with patients when personnel have potentially transmissible conditions.
- The policy should include:
  - Personnel responsibility in using the health service and reporting illness
  - Work restrictions
  - Clearance for work after an illness that required work restriction.
- Identify the person with authority to relieve personnel of duties.
- Develop work-exclusion policies that encourage personnel to report their illnesses or exposures and that do not penalize them with loss of wages, benefits, or job status.
- Educate and encourage personnel who have signs and symptoms of a transmissible infectious disease to report their condition promptly to their supervisor and occupational health.
- Provide appropriate education for personnel on the importance of good hygienic practices, especially hand washing and covering the nose and mouth when coughing and sneezing.

### POLICY:

If an ATS becomes ill, he/she must report to the Student Health Center on campus or to another medical practitioner for evaluation. Upon evaluation the medical practitioner will determine the appropriate intervention needed and the amount of time the ATS shall remain out of contact with others to prevent transmission.

If the ATS acquires a communicable disease, the ATS will notify their Preceptor as soon as possible. The Preceptor will then notify the Clinical Coordinator of the ATS's condition including the amount of time the ATS will be absent from the clinical experience.

The ATS will not be permitted to return to the clinical experience until he/she has been re-evaluated by a medical practitioner. A signed release from a medical practitioner must be filled with the Preceptor and Clinical Coordinator in order for the ATS to return to the Waynesburg University Athletic Training Room or an affiliated clinical site.

The Center for CDC provides these preventative guidelines for the reporting of communicable disease with health care facility. These regulations are designed to provide for the uniform

awareness, prevention, and reporting of diseases in order that appropriate control measures may be instituted to interrupt the transmission of disease. Since ATs are providing direct health care to patients under the supervision of a Preceptor, the appropriate precautions must be utilized. Any ATs who acquires any of the listed communicable disease will be dismissed from the clinical experience at Waynesburg University or other affiliated sites until a medical practitioner has deemed the ATs non-contagious.

#### Communicable Diseases sited by the CDC

- Bloodborne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcus aureus infection and carriage
- Streptococcus infection
- Tuberculosis

## Appendix G: Exposure Control Plan

### Bloodborne Pathogens Exposure Control Plan

In accordance with the Occupational Safety Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following Exposure Control Plan has been developed:

#### Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination affects all full-time Certified Athletic Trainers on staff, graduate assistants, and athletic training students at Waynesburg University working directly with student-athletes.

The job classifications and associated tasks for these categories are as follows:

- Athletic Training Staff members will be expected to provide emergency treatment for life-threatening emergencies, including administering mouth-to-mouth resuscitation and controlling bleeding occurring due to participation in athletics. Also, the staff member may be involved in assisting team physicians with suturing, draining blisters, applying band-aids, or shaving calluses.
- Athletic training students under the supervision of a PRECEPTOR may often be required to perform the same tasks as staff members when the situation requires.

#### Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

#### Compliance Methods

Universal Precautions will be observed at this facility in order to prevent contact with blood, blood products, or other potentially infectious materials. All blood, blood product, or other potentially infectious material will be considered infectious regardless of the perceived status of the source or source individual.

Engineering and work practice controls will be used to eliminate or minimize exposure to employees in the Athletic Training facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall be used (**All staff, graduate assistants, and athletic training students will use personal protective equipment in dealing with any potentially infectious material**). In the Athletic Training facility, sharps containers, waste disposable bags, and clearly marked biohazardous waste containers will be used as engineering controls.

The above controls will be examined and maintained on a regular basis, with attention given to the contents of the engineering controls to insure removal once the containers reach 1/2 to 3/4 of capacity. An individual appointed by the Head Certified Athletic Trainer shall review the effectiveness of the controls on a semiannual basis.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, there are two hand-washing facilities located in the Athletic Training facility, in each athletic locker room, in each coach's locker room, and in each of the public restrooms. There are no available facilities at game/practice sites except for the football stadium. As an alternative, a 10% bleach and water solution and isopropyl alcohol are stored in each Certified Athletic Trainer's kit on the site. If this alternate method is used, the hands are to be washed with soap and running water as soon as feasible following any exposure.

After proper removal and disposal of personal protective gloves or other personal protective equipment, employees shall wash their hands and any other potential contaminated skin area immediately or soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriated or as soon as feasible following contact.

### Needles

Contaminated needles and other contaminated sharps objects will not be bent, recapped, removed, sheared, or purposely broken. Following usage needles or other contaminated sharps objects will be disposed of in a clearly marked biohazardous, sharps container. OSHA allows for one exception to the rule governing the disposal of needles, if the procedure requires that the contaminated needles be recapped or removed and no alternative is feasible, and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one handed technique. At this facility recapping or removal is only permitted while assisting one of the Team Physicians in a procedure necessitating this act.

### Containers for Reusable Sharp

Contaminated sharps that are not reusable are to be placed immediately, or as soon as possible after use, into appropriated sharps containers. At this facility, the sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. The sharps container is located near the sink in the taping area. An individual appointed by the Head Certified Athletic Trainer has the responsibility for disposal of the sharps container when it becomes  $\frac{3}{4}$  full. The container need only be checked as necessitated by its use.

### Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept or placed on treatment tables, taping decks, or countertops when blood or other potentially infectious materials are likely to be present.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

### Specimens

Specimens of blood or other potentially infectious materials, such as urine, will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standards. It should be noted that this standard provides for an exemption for specimens from the labeling/color-coding requirements of the standard, provided the facility uses Universal Precautions in the handling of all specimens and the containers are recognizable as container specimens. This exemption applies only while the specimens remain in the facility.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, and/or shipping of the specimen.

### Contaminated Equipment

Equipment that has become contaminated with blood or other potentially infectious materials shall be examined before servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

### Personal Protective Equipment

All personal protective equipment used at the facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used. The protective equipment necessary for the Athletic Training facility primarily consists of latex or vinyl examination gloves and one way pocket masks. The gloves will be stored in the taping area on the wall near the sink, and in all

athletic training kits. The pocket masks are stored in the emergency crash kits. This equipment is available at all times and at no cost to the staff, graduate assistants, or athletic training students.

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. The employer at no cost to employees will make all repairs and replacements.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed before leaving the work area.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be used for the following procedures:

- Applying bandages
- Applying wound closures
- Draining blisters
- Shaving calluses
- Cleaning open wounds
- Handling urine specimens
- Cleaning evaluation tables if soiled with potentially infected materials
- Cleaning spills of potentially infected materials
- Evaluating oral/dental injuries or conditions
- Applying direct pressure to open wounds
- Handling/changing wound dressings

Disposable gloves used at the facility are not to be washed or decontaminated for reuse. They are to be replaced as soon as practical when they become contaminated or as soon as feasible when or if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

The facility will be cleaned and decontaminated daily when student-athletes use the athletic training facility. Decontamination will also take place after any blood or other potentially infectious material has been exposed in the Athletic Training facility. Decontamination will be accomplished by using a 10% bleach and water solution or Biocide available in the cabinet under each sink counter and in all Certified Athletic Trainers' kits.

Any broken glassware that may be contaminated will not be picked up directly with the hands. Cardboard sheets should be used to corner and lift any broken pieces. All broken glass or material should be placed in a sharps container for disposal.

### Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in sharps containers located in the facility. Sharps containers are located in the areas listed above.

Regulated waste other than sharps shall be placed in appropriate containers with Red colored waste bags. Such containers are located in the Athletic Training facility taping room, and at all athletic facilities.

### Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags where it is used. This laundry will not be sorted or rinsed in the area of use. It will then be removed by the individual responsible for laundry using personal protective equipment, and washed separately in bleach.

All employees who handle contaminated laundry will use personal protective equipment to prevent contact with blood or other potentially infectious materials.

### HIV/HBV Exposure

#### Post-Exposure Evaluation and Follow-Up

When an employee incurs an exposure incident, it should be reported to the Head Athletic Trainer. All employees who incur an exposure will be offered post" exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up will include the following:

- Written documentation of the route of exposure and the circumstances related to the incident as soon as feasible following the exposure. This is to be returned to the Head Certified Athletic Trainer
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested after consent is obtained for HIV/HBV infection.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infection of the source individual.
- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological

status. However, if the employee decides before that time that testing will or will not be conducted then the appropriate action can be taken and the blood sample discarded.

- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- The employee will be referred to appropriate counseling centers concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illness to be alert for and to report any related experiences to appropriate personnel.
- The Head Certified Athletic Trainer will be designated to assure that the policy outlined above is effectively carried out as well as to maintain records related to this policy.

### Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional that evaluates employees of this facility. Written opinions will be obtained in the following instances:

- When the employee is sent to obtain the Hepatitis B vaccine.
- Whenever the employee is sent to a health care professional following an exposure incident, health care professionals shall be instructed to limit their opinions to:
  - Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
  - That the employee has been informed of the results of the evaluation.
  - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: The written opinion to the employer is not to reference any personal medical information).

### Training

Training for all employees will be conducted before initial assignment to tasks where occupational exposure may occur. Training for employees will include an explanation of the following:

- The OSHA Standard for Bloodborne Pathogens
- Epidemiology and symptomatology of bloodborne disease
- Modes of transmission of bloodborne pathogens
- The exposure plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.)
- Procedures that might cause exposure to blood or other potentially infectious material at this facility.
- Control methods to be used at the facility to control exposure to blood or other potentially infectious materials.
- Personal protective equipment available at this facility
- Who should be contacted concerning exposure to blood or other potentially infectious materials?

- Post-exposure evaluation and follow-up.
- Signs and labels used at the facility.
- Hepatitis B vaccine program at the facility.

### Record Keeping

An employee appointed by the Head Certified Athletic Trainer will maintain all records required by the OSHA standard. The athletic training staff will be responsible for conducting the training to the graduate assistants and athletic training students during preseason orientation. All employees will receive annual refresher training within one year of the employee's previous training. The OSHA Standard for Bloodborne Pathogens and the outline for the training material will be kept in the office of the Head Certified Athletic Trainer and in the policies manual at the Athletic Training facility Desk by the main entrance.

### Biohazardous Waste Disposal

Procedure for handling/storing/disposing of hazardous waste in the Athletic Training facility and related athletic courts/fields in response to Pennsylvania statute on infectious and chemotherapeutic waste, Act No. 93, effective July 13, 1988, updated and renumbered December 23, 2000 and the Municipal Waste Management Regulations governing such waste.

### Designation of Infectious Waste in the Athletic Training facility:

Waste containing human blood, body fluids or secretions.

- Contaminated dressings and swabs.
- Used tongue blades.
- Used disposable rubber gloves.
- Contaminated sharps.
- Used needles and syringes
- Used razor blades
- Contaminated scalpels

### Segregation of Infectious Waste:

Segregate waste contaminated with human blood, body fluids, or secretions at point of origin. Immediately after use, dispose of the contaminated dressings, swabs, tongue blades, and gloves by disposing them in the metal step-up container lined with red bag that is imprinted with the hazard symbol. Rubber gloves are to be used during all procedures involving infectious wastes. Place rubber gloves along with waste in metal step-up container. When red bag in step-up container becomes full, it should be taped shut and placed in large red plastic bag inside biohazard waste freezer.

- When on the field, place all contaminated materials in small red bag with the biohazard symbol, and transport to the clinic for storage in the freezer.
- Immediately place used syringes with needles attached, used razor blades, and contaminated

scalpels in the puncture resistant Sharps container. Do not recap needles.

#### Packaging and Storing of Infectious Waste:

- Select appropriate materials for each type of waste.
  - Puncture resistant for sharps.
  - Bags for solid/semi solid waste.
- Packaging should maintain its integrity during storage and transport.
- Cardboard boxes with hazardous waste symbol and impervious tear resistant red plastic bags of at least 3-mil thickness will be supplied by the Hazardous Waste Disposal Company retained by Waynesburg University.

#### To assemble cardboard box:

- Open box and tape bottom by bringing together both flaps and place one length of packing tape down the center, place another length crisscross over first length.
- Set the box upright. Place one of the 3-mil thickness red bags supplied by the company inside the cardboard box folding the top of bag over the sides of the box.

#### Filling the cardboard box:

- When Sharp container is filled, place it directly in the prepared cardboard box.
- When the red bag in the freezer is filled with infectious waste, secure the bag by twisting the top of the bag and taping it with packing tape. Fold the top over and tape again.
- Place this bag in the prepared cardboard box just prior to scheduled pick-up date.
- When the cardboard box is filled, secure the 3-mil thickness red bag same as the other red bags. Twist the top and tape, fold over and tape again.

#### Sealing the cardboard box:

- Close the flaps and seal the top of the box the same as the bottom, one length down the center, another length across.
- Leave the box on top or next to the freezer until the Hazardous Waste Disposal Company comes to pick it up.

#### Treatment of Infectious Waste:

- Refer to Waynesburg University Athletic Training Clinical Policies and Procedures