

# ATHLETIC TRAINING

MINNESOTA STATE UNIVERSITY, MANKATO | Teach. Learn. Heal.

## **Athletic Training Education Program Policies Manual** *(October 2017)*

These Policies may also be found on the Athletic Training Program web site.

### **Mission of the Minnesota State Athletic Training Education Program**

"It is the mission of the Athletic Training Education Program at Minnesota State University to provide dedicated, effective undergraduate teaching, scholarship, and service to our students and to the athletic and physically active populations of the university, the community, the state, the region, and the global community."

### **Program Goals**

1. To facilitate student knowledge and clinical skill development as the foundation for sound practice in the profession of Athletic Training and related fields.
2. To develop proficiency in the knowledge, skills, and abilities necessary in the following content areas necessary for the practice of Athletic Training:
  - Evidence-Based Practice
  - Prevention and Health Promotion
  - Clinical Examination and Diagnosis
  - Acute Care of Injury and Illness
  - Therapeutic Interventions
  - Psychosocial Strategies and Referral
  - Healthcare Administration
  - Professional Development and Responsibility
3. To recognize the need for the support of clinical practice through the use of education, research, and service to the profession.
4. Students will pass the athletic training Board of Certification (BOC) examination at a rate that exceeds the accreditation requirement for both first attempt and overall i.e. regardless of number of attempts.
5. To respect and treat patients as an individuals, and without regard to race, color, sexual preference, socioeconomic status, political or religious affiliation, or athletic ability.

## **Program Policies**

### **Anti-discrimination Policy**

Minnesota State University, Mankato is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

### **University Policy**

The activities of the University are administered in accordance with a variety of federal and state laws, MnSCU Board policies, assorted rules and regulations, and staff and student rights and responsibilities. Individuals may consult the following university publications for detailed descriptions of applicable policies and procedures: "The Basic Stuff," "The Faculty and Staff Handbook," and the "MNSCU Manual of Policies and Procedures." For more information concerning applicable university policy, contact the office of the Vice President for Academic Affairs.

### **University Probation/Suspension Policies**

The University Policies governing "satisfactory Academic Progress, Probation, Probationary Status, Academic Misconduct, Suspension, Suspension Status" as stated in the University Bulletin are in effect. The student should refer to the bulletin for complete review of these policies.

### **Academic Misconduct Policy**

Academic misconduct includes copying, plagiarism, or other forms of cheating consistent with the "Basic Stuff" student handbook. Academic misconduct may result in probation, or dismissal from the program, and may carry additional penalties regarding university policy.

Note: For these and other policies the ATP always refers to the most current version of the applicable University policy.

### **Roles and Responsibilities**

A successful athletic training educational program and a successful athletic training service program require that the educational staff, the clinical instructors and the students know their respective roles and work together to continually improve the quality of student education and service provided.

### **Responsibilities of the Athletic Training Student**

Each student officially accepted into the athletic training education program is expected to follow all policies and procedures established by the University, the College of Allied Health and Nursing, the Department of Human Performance, all affiliated clinical sites (on and off campus), and the Athletic Training Education Program. Failure to abide by these policies, procedures and guidelines may result in probation and/or dismissal from

the program. In addition, each student is expected to maintain academic excellence, the highest professional and ethical standards, and to take an active role in their classroom and clinical education.

### **Responsibilities of the Athletic Training Education Faculty**

The faculty within the Athletic Training Education Program are responsible for classroom education and clinical instruction, and academic advising for students enrolled in this program. It is the responsibility of the faculty to provide the athletic training student with the highest possible level of instruction, and to help prepare the student to function clinically. These efforts should culminate in the development of clinical skills and knowledge sufficient to become a certified/licensed/registered athletic trainer.

### **Responsibilities of the Program Director**

The Program Director is responsible for the day-to-day operation, coordination, supervision, and evaluation of all aspects of the athletic training educational program. It is the responsibility of the faculty to provide the athletic training student with the highest possible level of instruction, and to help prepare the student to function clinically. These efforts should culminate in the development of clinical skills and knowledge sufficient to become a certified/licensed/registered athletic trainer.

### **Responsibilities of the Clinical Education Coordinator**

The Clinical Coordinator is responsible for coordinating athletic training student clinical experiences, including the maintenance and development of varied clinical settings both on, and off campus; classroom and clinical instruction and student assessment; assessment of program Preceptors and to a limited degree to supervise students in a clinical setting. For the purposes of program coordination, the Clinical Coordinator is responsible to the Program Director and the Department Chair. These efforts, on the students' behalf, should culminate in the development of clinical skills and knowledge sufficient to become a certified/licensed/registered athletic trainer.

### **Responsibilities of the Preceptors**

A Preceptor is a faculty or staff member who provides direct supervision and instruction of students in the clinical aspect of the athletic training educational program. A preceptor shall have current BOC recognition as a Certified Athletic Trainer and have appropriate experience, as such, in the clinical supervision of athletic training students. Program preceptors must have a minimum of one year experience as BOC Certified Athletic Trainer and hold state registration/licensure. The preceptor should also possess a strong academic orientation, demonstrated clinical teaching skills, and a sincere interest in the professional preparation of athletic training students. Demonstrated involvement in athletic training and sports medicine through publications, public speaking, research, and membership in related professional organizations is highly desirable.

Preceptors are responsible for a large portion of the student's educational experience. Students learn, in part, by doing. Experience is a rich resource, yet experience needs to be individualized, and guided. Allowing the student to develop their experiences through "guided self-direction" will be a key for a successful clinical experience. Every setting,

from the athletic training room, to the practice field/court/track/arena, to game situations, is a learning environment. The Preceptor should: 1) provide the student with an orientation for each setting; 2) provide adequate and equitable opportunities for clinical instruction, including cognitive and psychomotor skills; 3) report any student misconduct, policy/procedure violations, or gross clinical deficiencies to the program director; 4) provide continuous and ongoing evaluation of student performance remembering that student performance should be consistent with their current coursework; 5) only allow the student to perform skills for which they have been evaluated both clinically and didactically; 6) all ATC's are taught, and utilize techniques in slightly different ways, the preceptor should explain any differences in technique by using sound empirical evidence. Variety in clinical experience is a valuable resource, however the student must understand the logic behind the differences. The preceptor should refrain from making statements such as "that's wrong, this is the right way," or "you were taught wrong." Instead, try to use phrases such as "have you thought about doing it this way," or here is a method that I like to use because..."

Additional recommendations to the preceptor for the enhancement of the student's clinical experience: 1) conduct discussions or "rounds" regarding athlete injury status and progress; 2) review material on a thematic basis (in addition, the program director and faculty will periodically let you know what the students are currently covering in class so you may coordinate); 3) review case studies; 4) require the student to present cases to, and assist the team physician; 5) present the student with scenarios; 6) require the student to demonstrate proficiency in various skills, and with various equipment; 7) require the students to teach/review with each other; 8) allow the student to discuss athlete status and progress with the coaching staff; 9) help students to think critically, and to understand your thought process and philosophy regarding decision making; 10) allow the students to travel whenever possible.

**\*\*Important note:** Remember that all Preceptors primary responsibility is the provision of health care services to patients/student-athletes, while the Athletic Training Program Director is responsible for all aspects of the educational program. Any questions regarding student-athlete health care should be directed to the preceptors, all questions regarding the educational program, the students, and their clinical and didactic education should be directed to the Program Director. Any questions or concerns involving both aspects, i.e. patient health care and athletic training student education, should be brought to the attention of the preceptor and the Program Director.

### **Athletic Training Student Hour Policy**

The workload of the Athletic Training Student (ATS) must be carefully monitored (by the preceptor and by the ATS) and must be realistic for students who also are completing very rigorous course requirements. ATS clinical experiences must be consistent with campus student worker policies (MSU graduate students are limited to a minimum of 15 hours per week during the academic year and graduate students are limited to a maximum of 20 hours per week during the academic year, outside of the that e.g. winter break, when classes are not in session the student may obtain beyond 40 hours). These policies are consistent with federal and state work-study guidelines, as per the MSU financial aid

office. When establishing the ATS's schedule for the clinical experience, consideration must be given to the student's academic schedule to allow adequate time off and "days off" from the clinical experiences for study. Therefore, MSU ATSs must be limited to no more than 20 hours per week (the ATS may not 'volunteer' more hours) during the academic year and must have at least one day per week off at all times. On a 'day off' the ATS will perform no experience/work related to the clinical rotation. Opportunity will be given to all ATSs to gain clinical experiences, such as pre-season camps, winter break, etc., outside of the normal academic year; however, it must be recognized that these opportunities are purely voluntary and noncompulsory. Clinical education is an academic requirement therefore students are subject to all University standards for academic conduct and academic dishonesty.

### **Athletic Training Students Acting as a First Responder Policy**

Team travel without direct visual and auditory supervision by a Minnesota State University, Mankato Athletic Training Education Program Preceptor is contrary to CAATE Standards and to Minnesota state law. Both state that a student is not to be considered an athletic training student when the student is not supervised by a program preceptor as required by the accredited academic institution. Therefore, the student will not travel with a team, or cover practices, events, or athletic training room(s) without direct supervision by a program preceptor. It is important that the athletic training student understand that if s/he does function for very brief periods of time without direct supervision (e.g. the preceptor leaves the scene momentarily to use the restroom) they are doing so as an unsupervised first responder, may only provide first aid services, **and is purely voluntary and non-compulsory. A student may not be coerced into providing any unsupervised activity.**

A student is to be considered supervised only if a preceptor is **physically present** during team practices, competitions, open athletic training room hours and while traveling with an athletic team. Where a preceptor is not available to provide "constant visual and auditory supervision with the ability to immediately intervene on behalf of the student and/or patient" the student is considered unsupervised. Since unsupervised activity is not acceptable and is not a requirement of the program the student is acting outside of the academic program and must be aware of this status. In addition, student liability insurance is only effective when the student is performing supervised functions as requirements of his/her clinical courses.

\*An athletic training student is not allowed to travel to a practice or competition site where a preceptor will not be present. Should this occur the student must notify program director and/or the clinical education coordinator immediately. There will be no exceptions, to be considered an athletic training student the student must be directly supervised.

Should a preceptor occasionally to leave the scene momentarily (e.g. to use the rest room), the Athletic Training Student:

- Understands that remaining at the location is voluntary and non-compulsory.

- May apply only advanced first aid and lifesaving techniques, as well as basic athletic training techniques (*basic is defined as basic techniques that a qualified coach would obtain in required athletic training related coursework*) such as preventative taping, wrapping and bracing, preventative stretching, superficial heat and cold applications, therapeutic massage, immediate primary injury assessment and first aid, and referral of injured patients to an appropriate medical authority, i.e. the ATC, MD, dentist, or emergency room.

**When Not DIRECTLY Supervised by a Preceptor the Athletic Training Student MUST NOT:**

- Perform secondary assessment techniques or make injury/illness diagnosis.
- Apply penetrating, or superficial electrical or acoustic modalities, to a patient (student-athlete);
- Apply mechanical modalities, such as traction, intermittent compression, to a patient;
- Make return-to-play decisions, perform secondary assessment of injury, or provide any functions beyond that of a first responder.
- Dispense or distribute prescription or over-the-counter medication. .

**Definition of Supervised Clinical Hours**

You may count supervised clinical hours worked in the following settings:

- I. Primary Setting- The Primary Setting must be the athletic training room that serves as the physical setting in which the minimum hours of direct supervision are accumulated. The MSU Athletic Training Room meets the criteria to serve as our “Primary Setting.” (Minnesota State Athletic Training Room)
- II. Secondary Setting - The Secondary Setting may include athletic practice and game coverage, and on-campus satellite athletic training rooms. (ALL practice settings used by MSU athletic teams)
- III. Affiliated/Allied Setting - The Allied Setting may include sports medicine clinic, summer sport camps, high school settings, etc. These settings MUST have a formal/contractual affiliation with the MSU Athletic Training Program.

**Supervision by a BOC Certified/MN Registered Athletic Trainer who is a recognized Preceptor for the Athletic Training Program.** Supervision is the **“constant visual and auditory interaction between the student and the Preceptor at the site of supervision who mentors, instructs, supervises and assesses the student’s clinical experience.”** The Preceptor MUST be recognized as a clinical supervisor for the Minnesota State University Athletic Training Education Program. The Preceptor MUST be on-site where the athletic training experience hours are being obtained and must be able to immediately intervene on the patient’s behalf. This is in accordance with the BOC, and with CAATE’s “Standards for an Accredited Educational Program for the Athletic Trainer,” and is a part of the students educational experience in accordance the “Minnesota Athletic Trainer’s Act.”

The following will NOT count as “supervised clinical experience” and should not be recorded as such by the athletic training student:

- I. Hours supervised by an ATC who IS NOT recognized as a clinical supervisor of this program.
- II. Hours obtained in a setting NOT designated as either a Primary, Secondary, or Allied Setting of this program.
- III. Hours spent when a clinical supervisor is not “on-site.” In this case there should be no athletic training student on-site.
- IV. Students not formally accepted into the Athletic Training Education Program may not be supervised by the University preceptors for the purpose of accumulating hours toward BOC requirements.
- V. Hours spent traveling with a team, lodging, etc. only those spent in game, and game preparation may count and only if a MSU ATC/R is present.

### **Recording of Supervised Clinical Hours**

It is **YOUR** responsibility to truthfully and properly record and, at the end of each two week period, total your hours on the form provided to you by the Clinical Education Coordinator. You may only record those hours that meet the above qualifications, and you may only record hours for which you worked. You must sign/date AND have your preceptor sign/date your bi-weekly hour reporting sheet. Any discrepancies may subject the student to sanctions described in the Athletic Training Student Contract of Understanding. (see this manual) Recorded hours **MUST** be broken up into the specific site categories defined on the recording form. All addition should be re-checked, and will be verified by the Program Director or Clinical Coordinator.

Failure to properly record may result in those hours NOT counting toward your grade. The Bi-Weekly Clinical hour recording sheets are always due to the Clinical Education Coordinator within five (5) business days following the end of the two week period (every other Friday). Please see attached example of recording form on the following page.

### **Clinical Experience Requirements**

According to the Commission on Accreditation of Athletic Training Education (CAATE) the student must complete an academic program, and clinical experiences in “no less than two years.” The BOC no longer maintains a minimal clinical hour requirement, however four program courses (HP 584, 585, 684, 685) have a clinical requirement and preceptor evaluation as part of the course grade. In effect, directly supervised clinical hours, where the student integrates clinical skills (clinical integration proficiencies) into the practical setting, must be accumulated each semester during the first and second years. The supervised clinical experiences of those graduating from an accredited program **MUST** be obtained in athletic training and clinical settings formally affiliated with this accredited program.

To be eligible to take the board examination, the BOC requires candidates to have graduated from a CAATE accredited athletic training program. As such, you are required to complete all didactic and clinical requirements of the program. This includes the four clinical experiences courses (HP 584, 585, 684, 685). Requirements for these courses include clinical experiences under the direct supervision of a program preceptor while gaining clinical experience with a variety of patients of varying ages and genders

including upper extremity, lower extremity, equipment intensive, and general medical intensive rotations. In addition, the student will gain clinical experience at a local high school, medical clinics, emergency room and/or ambulance service, and student health center, among others. These clinical experiences will be evaluated by your assigned preceptor and constitute a part of your grade for each clinical course. Any course required for the program that is not completed, or passed with a grade of C or higher, must be repeated or the student will not graduate. In addition, athletic training students may not perform clinical tasks for which s/he has not received formal classroom instruction and assessment and fully passed that assessment. The student's preceptors will be directly notified as students pass each initial proficiency assessments, thus enabling the student to practice that set of skills on patients.

During the first year of clinical experience, following formal admission into the program, the student will attend weekly clinical experiences, supervised by, and scheduled with, a preceptor as assigned by the program. This experience may include evening and weekend assignments but is limited to an average of 20 hours per week (minimum of 15 per week) during the academic year. The student will be assigned three ten-week rotations per academic year (1.5 per semester) with various preceptors and involving a variety of settings. The student will be assigned to a preceptor each rotation, and not to a specific sport or facility. The students will be assigned both practice and game/event coverage where applicable. The anticipated experiences obtained by the students should include cognitive, psychomotor and affective skills in the prevention, recognition/evaluation, management/treatment, rehabilitation, organization/administration, and education/counseling of patients with human ailments related to physical activity. It is during this year that the student will learn skills, be evaluated in class with oral-practical examinations, and begin utilizing these skills in the clinical setting under the direct supervision of their preceptors.

During the second year of formal clinical experience, the student will attend weekly clinical experiences, supervised by, and scheduled with, a preceptor as assigned by the program. This experience may include evening and weekend assignments but is limited to an average of 20 hours per week (minimum of 15 per week) during the academic year. The student will be assigned three ten-week rotations per academic year (1.5 per semester) with various preceptors and involving a variety of settings, including general medical. The students will be assigned both practice and game/event coverage where applicable. The student will be assigned to a preceptor each rotation, and not to a specific sport or facility. This will include evening and weekend assignments and is limited to a maximum of 20 hours per week during the academic year. In turn, the student will gain experience, under direct supervision, with patients that are involved in high-risk physical activity including equipment intensive, upper extremity and lower extremity intensive injury sports, and general medical patients of varying genders across the lifespan. These clinical experiences will include practice and game coverage, pre-event preparation, athletic training room coverage, clinical rotations (general medical), and a variety of clinical experiences. The second year clinical experience will involve a general medical and an orthopedic clinical experience at local/regional health care facilities. The experiences obtained by each student will include cognitive, psychomotor and affective

skills in the prevention, recognition/evaluation, management/treatment, rehabilitation, organization/administration, and education/counseling of human ailments related to athletics or physical activity.

During this second year of clinical experiences, in conjunction with the clinical experiences courses, the student will be provided a clinical proficiencies assessment, (there is an additional copy of this checklist in the ATS Handbook), and must have each of the clinical skills evaluated and signed by a Preceptor (if satisfactorily completed) prior to the completion of the academic year. Please refer to the ATS program Requirements contract.

*Note: Clinical experiences in athletic training are a required component of the athletic training students' education and are the scheduling priority; outside work, outside activities, or obligations (other than personal or family related emergencies) will not be considered during the clinical scheduling process.*

*Note: Clinical experiences will take place during each weekday afternoons, evenings and weekends will also be required by the assigned clinical instructor based on the clinical experiences practice and competition schedule for that venue (within the 20 hour per week limit). The student is to have at least one day per week (Monday - Sunday) where no clinical experiences are assigned or obtained.*

*Note: The student bears the cost and responsibility of transportation to and from assigned clinical settings (e.g. travel to local clinics and high schools) as well as the cost of appropriate clothing as per program dress code. The student is not required to travel outside of Mankato/North Mankato city limits, at his/her own expense, for a clinical experience.*

\*\*\*Any clinical experiences obtained outside of the normal academic year (i.e. when students are required to be on campus) are voluntary, but must still be directly supervised by a program preceptor.

### **Costs Associated with Clinical Experiences**

Costs associated with student clinical experiences will be the responsibility of the student. These costs include but are not limited to transportation to off-campus clinical sites for regular daily rotations (Note: this does not pertain to travel with teams MSU or high school for events or practices), student liability insurance which will be paid by the student as a special fee each year. In addition a lab fee (\$25-40) for clinical courses HP 584, 585, 684, 685 and HP 684, and clothing necessary to meet the ATEP dress code.

### **Lab Fees**

Students also pay the following laboratory fees for associated courses:

HP 584 – \$25.00

HP 585 - \$25.00

HP 607 - \$50.00

HP 621 - \$25.00

HP 639 - \$50.00

HP 685 - \$25.00

HP 685 - \$25.00

**Class Attendance**

Although faculty may establish their own attendance policies, students are expected to prepare for, **attend, and participate** in scheduled classroom, laboratory, and clinical sessions. Athletic training students will not be excused for team travel from any athletic training courses where educational competencies/proficiencies are being introduced.

**Facilities, Equipment, and Supplies**

Facilities, equipment, and supplies are to be used for education and health care delivery service only. Facilities, equipment, and supplies are costly to purchase and maintain. Students are expected to use and maintain them professionally and appropriately. All equipment and supplies should be returned to its proper place following use. Remember that the Highland Center Athletic Training Room (and all clinical facilities on and off-campus) is a dual purpose facility, it is an educational laboratory and it is used to provide health care to student-athletes. Facilities, equipment, and supplies are not to be used for personnel use without permission. The athletic training classroom/laboratory are for educational use only, other uses must be preapproved or are otherwise prohibited.

**Eating and Drinking**

Eating and drinking in the classroom and clinical settings are prohibited. No food or drink should be allowed on or near areas where medical records are kept, where computers are located, where patients are receiving treatment, on or near therapeutic modalities, or near expendable supplies.

**Professionalism**

Faculty, staff, and students are expected to act professionally in the classroom, laboratory, and clinical settings, and in accordance with the professional ethics and standards of practice established by the National Athletic Trainer's Association, the Minnesota Board of Medical Practice, and the BOC. This includes appropriate and consistent action with regard to all settings and policy enforcement, dress, and conduct. Athletic training students are viewed as an extension of and representative for the University therefore the highest professional standards are expected.

**Medical Information Confidentiality Policy**

**“Confidential Health Care Information”** is defined as all information (verbal, written, digital) relating to a patient’s health care history, diagnosis, condition, treatment, or evaluation obtained from a health care provider or staff person in contact with a patient. It is the responsibility of Athletic Training Education, through all of its students, to safeguard the medical information on each patient, whatever form the information may come to knowledge (i.e., medical records, billing slips, appointment schedules, verbal, etc.).

All information regarding a patient’s medical conditions and treatments is confidential. This privileged information shared between them represents the essence of the special relationship between the patient and the health care provider, and as such, the information in the patient’s records, appointment logs, billing office, etc., must be protected from unauthorized disclosure.

As an athletic training student whose clinical experiences require working with confidential health care information, the following shall apply:

- **The student shall read a medical record only as his/her position requires it;**
- **The student shall use this information only as his/her position requires it;**
- **The student may discuss the information only as his/her position requires it;**
- **The student must treat all such information impersonally as part of the day's work.**

As an student working directly with confidential health care information, I have been made aware by my supervisor that there are regulations pertaining to the confidentiality of health care information, and under no circumstances shall any information leave the premises either written or verbally, concerning any patient without that patient's written informed consent.

I understand and agree that in the performance of my duties as an student of Minnesota State University, Mankato I will hold all health care information in confidence and that violation of this confidentiality will result in disciplinary action (in accordance with program policy), as well as outside civil and/or criminal penalties, up to and including a fine and/or imprisonment.

### **Communicable Disease Transmission Policy Prevention of Infection and Disease Transmission Policy**

The purpose of this policy is to protect the health and safety of the students enrolled in the Athletic Training Education (ATEP) Program as they participate in the didactic and clinical education experiences required by the academic program in Athletic Training. It is designed to provide students, clinical instructors, and faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers and has been adopted, with permission, from the Duquesne University Department of Athletic Training; the recommendations were established on the basis of "existing scientific data, theoretic rationale, applicability and potential economic impact."

#### **Guidelines for Prevention of Exposure and Infection**

1. All students must attend required OSHA and Blood-borne pathogen lecture annually to learn, practice, and be evaluated as successfully performing all skills and tasks that will assist them in limiting their exposure in health care settings.
2. To limit exposure, students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions **AT ALL TIMES** when functioning as health care professional students in health care settings and/or working with potential sources of infectious disease.

**Guidelines for Managing Potential Infection**

1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her clinical instructor.
2. A student, who demonstrates signs of infection or disease that may place him/her and/or his /her patients at risk, should report that potential infection or disease immediately to Health Service (21 Carkowski Commons, 389-6276). If a student is in doubt of his/her health risk, that student should immediately report to Health Service for evaluation by a qualified health professional. *A student may utilize his/her family physician; however, the same requirements and notifications yielded from Health Service will be required of the personal physician.*
3. If a student feels ill enough (e.g. fever, diarrhea, other acute symptoms) to miss more than one day of class or clinical experience, that student should be evaluated by Health Service or his/her family physician.
4. Upon review by Health Service or the personal physician, the student must make it known that he/she is an Athletic Training student and that he/she is required to furnish the Program Director and Clinical Coordinator with notification of his/her health status and ability to participate in the required academic and clinical activities of the educational program.
5. Upon receipt of the health status notification from Health Service or the family physician, the student must present that notification to the Program Director or the Clinical Coordinator who will inform the other appropriate Athletic Training faculty who (in compliance with HIPAA) are required to know the student's health status. The health notification will be placed in the student's file within the Program Director's office.
6. The student is required to notify his/her clinical instructor(s) of missed clinical experiences; this need to miss clinical time will be confirmed by the Clinical Coordinator with the designated clinical instructor. The student will assume responsibility for the notification of the Student Affairs office (389-1819) so that office may officially notify the student's professors if the student is required to miss further class time.
7. The student should follow the Missed Class Policy as defined in the Athletic Training Handbook when any class or clinical assignment is missed, and should contact The Office of Disability Services if he/she wishes to have a class taped and/or if extended absence will occur.

Accessibility Resources Office  
Minnesota State University  
132 Memorial Library  
Mankato, MN 56001  
FAX: 507-389-1199  
Phone: 507-389-2825 (Voice/TTY)

Note that the student, regardless of the situation, will be required to complete all program requirements (didactic and clinical) in order to complete the program.

8. The student is responsible to keep the Program Director and the Clinical Education Coordinator informed of conditions that require extended care and/or missed class/clinical time. Additional health status notifications will be required until such time as the student is cleared to return to full participation in all academic and clinical requirements of the academic program.
9. If a student is required to miss more than 20% of didactic, laboratory, or clinical time during a semester, the course instructor in conjunction with the program director and Clinical Education Coordinator will determine the students' status.

Note: See the Program Director or Clinical Education Coordinator for a copy of the full policy which includes "TABLE 1. Work restrictions for health care personnel exposed to or infected with infectious diseases in health care settings. Note: that the clinical judgment of the provider may supersede these guidelines."

**Immunization Policy and Record Verification:** Minnesota Law (M.S. 135A.14) requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. However, the athletic training program requires all athletic training students to maintain a program of yearly health examinations and immunizations. Documentation of vaccinations are required for final program admission and all athletic training students must provide documentation prior to starting required clinical experiences.

**Required Immunizations:**

**MMR** (Measles, Mumps, Rubella)<sup>#</sup>

<sup>#</sup>Most recent dose required at or after 12 months of age.

**Tdap** (Tetanus, diphtheria, pertussis)<sup>1</sup>

<sup>1</sup>Most recent dose required within past 10 years.

**TB screening/Mantoux** (most recent)<sup>@</sup>

<sup>@</sup> Or evidence of recent chest x-ray or serologic testing indicating the presence of antibodies.

**Varicella** (chicken pox)<sup>\*\*</sup>

<sup>\*\*</sup> Or evidence of serologic testing indicating the presence of antibodies.

**Hepatitis B**<sup>\*</sup> dose (final) 3

<sup>\*</sup>Health care professionals and students who perform tasks that may involve exposure to blood or body fluids obtain anti-HBs serologic testing 1-2 months after dose 3:

**Influenza** (annually)

**Medical Exemption:** The student named above lacks one or more of the required immunizations because he/she has:

- a medical problem that precludes the \_\_\_\_\_ vaccine.
- has not been immunized because of a history of \_\_\_\_\_ disease.
- has laboratory evidence of immunity against \_\_\_\_\_ disease.

Note that conscious exemption may preclude students from obtaining some required clinical experiences, therefore will negatively impact the student's ability to complete all program requirements. **In addition this form must be completed even if another is provided by the physician.**

---

## **Athletic Training Student Dress Code**

### **Revised Dress Code for Clinical Experiences**

#### **Rationale:**

The purpose of this revision in the current athletic training student (ATS) dress code is to provide the minimum acceptable level of dress for the ATS during his or her assigned clinical experiences. This dress code represents the minimal acceptable level of dress for all clinical settings used by the Minnesota State Athletic Training Program. Please note that the preceptor or the clinical setting may require the ATS to dress at a level above this dress code, but may not be less stringent. In addition, the ATS will not be required to purchase clothing which is specific to any given clinical setting or rotation.

#### **Statement of Purpose:**

The Athletic Training Program (ATP) at Minnesota State University, Mankato, believes that an environment in which all ATS display the highest levels of respect and professionalism will foster an educational environment that is consistent with learning and with the development of professional practice in athletic training. This policy applies to conduct during, and related to all assigned clinical experiences of the ATP. An ATS entering the field upon graduation must understand that professional appearance as a health care provider is crucial to the development of respect and patient confidence.

#### **Dress Code:**

1. The ATS must wear his or her nametag indicating that s/he is an "athletic training student" during all clinical experiences. The ATS will be provided a nametag upon admission to the program, however loss of the nametag or a name change will require the ATS to purchase a new nametag from the campus "Hub" at his or her expense.
2. The ATS must wear a polo style shirt, with collar, tucked into pants at all times unless the shirt is specifically tailored (Faculty and preceptor judgment) to be left untucked, then the student must not expose his/her midriff, navel, hips, or undergarments. The polo must be solid color white, black, purple, yellow/gold and must not contain the logo of any organization, institution, team, etc. with the exception of the company logo who manufactured the shirt (e.g. Nike swoosh, Adidas logo, Ralph Lauren logo, etc). Minnesota State Athletic Training logo polo style shirts, tee-shirts, sweatshirts, and pullovers are also generally acceptable unless they are in poor condition, worn inappropriately (not tucked in),

- or the ATS's preceptor believes the shirt to be unprofessional. Finally, should the ATS purchase or be provided a shirt that is specific to an off-campus clinical setting s/he may wear that shirt, in that setting only, as long as the supervising preceptor approves.
3. The ATS must wear khaki style pants/slacks that are khaki, white, tan/brown, green, black, or blue and must be in good condition (i.e. clean and free of holes, fraying, etc). Khaki style shorts may also be worn during warm weather, with preceptor permission, and must be in good condition (i.e. see above and cutoffs are not acceptable). Denim shorts or pants are not acceptable.
  4. The ATS must wear footwear appropriate to the setting. Dress shoes or gym/tennis shoes are allowed, however sandals, flip-flops, and high heels are not allowed.
  5. The ATS may not wear any jewelry that does not convey a professional atmosphere. In addition, jewelry must not interfere with any functions that may be performed by an athletic trainer (e.g. lip piercing may interfere with rescue breathing, some types of ear rings may interfere with auscultations)
  6. The ATS may not wear hats of any kind inside of a building (i.e. athletic training room or clinic). An appropriate hat may be worn out doors, however that hat must not contain any logo that is not specific to the institution and the hat must be worn correctly (e.g. baseball hats must be worn with the brim forward, etc.)
  7. The above represents the minimal acceptable level of dress for the ATS in his/her clinical experiences as a part of the athletic training program at Minnesota State. The ATS must understand that the supervising preceptor or clinical site may require specific dress or uniform that exceeds the above dress code (e.g. dress slacks and blouse or a jacket and tie for a basketball game), however the ATS is not allowed to dress at a level below this code.

**Enforcement:**

The ATS is expected to dress accordingly at all times, thus "enforcement" should be a moot issue. However, program faculty and preceptors will enforce this dress code by 1) first violation will result in a verbal warning to the ATS and requiring the ATS to change into appropriate clothing and/or wear his/her nametag. It is the ATS responsibility to assure the availability of clean, proper fitting clothing and nametag, 2) second violation will result in a written warning, this warning will be kept in the students record, 3) third violation will result in clinical probation, and a 4) fourth violation may result in dismissal from the program. While a verbal warning will be allowed for the first dress code violation due to the newness of the policy, the steps 2-4 listed above mirror the "*Athletic Training Student Program Contract of Understanding*" and this policy will replace the previous dress code beginning Fall Semester 2005.

**Clinical Deficiencies**

Clinical deficiencies will be weighted equally with academic infractions and therefore may affect the student's academic status. Students are expected to be punctual, to be in attendance for all scheduled times, take initiative in determining their own schedule, be responsible and take initiative regarding their own learning and experience, and to be professional. All clinical experience courses must be completed, all requirements and proficiencies satisfied before a grade is submitted.

### **Proficiency Assessment Policy**

Students must satisfactorily complete the assigned clinical proficiencies (those assigned to each clinical course, HP 584, 585, 684, 685) before progression. Completion of proficiencies, as assigned per course, must occur or the student will either receive a failing grade, a grade below a "C" (both will require the student to re-take the course), or the student will receive an "incomplete" for the course until each proficiency has been completed.

### **Ethical Conduct Policy**

All Athletic Training Students are expected to act professionally and ethically at all times, strictly adhering to the NATA's Code of Ethical Conduct and the BOC Code of Ethical Conduct (a copy is contained within this handbook).

## **ATHLETIC TRAINING STUDENT PROGRAM CONTRACT OF UNDERSTANDING**

### **College of Graduate Studies and Research Scholastic Standards**

<http://grad.mnsu.edu/programs/bulletin/info-courses.html>

The accumulation of grades below 3.0 in more than two courses of three or more credits each or Incomplete/In-Progress in more than three courses of two or more credits, or a combination of the above in four courses excluding thesis/alternate plan paper credits removes the student from degree status.

The Dean of the College of Graduate Studies and Research will monitor the academic standing of all graduate students each semester and take the following actions based on the review of the graduate students' semester ending grade reports. A student who fails to meet the academic standards may be required by the Dean of the College of Graduate Studies and Research to withdraw from the university. Individual academic programs may have published retention and dismissal policies that differ from those noted below. In these cases, the departmental policy will supersede the general university policy. Students receiving financial aid (excluding non-federally funded University graduate assistantships) must abide by federal, state, and institutional policies, including but not limited to, satisfactory academic progress standards. For additional information please see the web page of the Student Financial Services Office.

**Academic warning** letters will be sent to graduate students who receive a grade of less than 3.0, an In-Progress (IP), or Incomplete (I) in any graduate course of 2 credits or more, or who have a cumulative grade point average of less than 3.0.

**Probation** letters will be sent to students who received an academic warning letter the previous term and who have subsequently failed to demonstrate significant improvement in their academic record. While under Academic Warning status, students who receive a grade of less than 3.0, a grade point average for the term of less than 3.0, a cumulative grade point average of less than 3.0, or an In-Progress or Incomplete in excess of four graduate courses of 2 credits or more will be placed on probation.

**Dismissal** letters will be sent to all students who were placed on probation the previous term and who failed to demonstrate a significant improvement in his/her academic record and received a grade point average for the term less than 3.0, or a grade of less than 3.0, IP, or I in excess of four graduate courses of 2 credits or more.

No grade lower than a "C" is counted for graduation credit, but all grades earned (including Ds and Fs) are counted in determining the grade point average. Graduate courses may be repeated but credit for the course is applicable toward the degree only once. However, all grades earned for that course shall be used in calculating the grade point average.

A student's work in any course will be evaluated in accordance with the following system of letter grades: A, B, C, D, F, N, and P.

"A" represents work of definitely superior quality.

"B" represents a level of performance that is above average.

"C" represents a below-average level of performance.

"D" represents unacceptable performance.

"F" represents unacceptable performance.

"AU" represents that a course has been audited. Audit courses do not satisfy program requirements, are not used in determining the grade point average, and cannot be applied to a degree. Tuition and fees, however, are paid.

Academic progress is monitored by the CGSR Director of Graduate Studies and Research and by program faculty. Program faculty will monitor academic progress each semester both via instructing athletic training courses but also at the end of each semester obtaining an unofficial transcript for each student and maintaining that unofficial transcript in each student's file folder in the program director's office.

### **CLINICAL HOURS/EXPERIENCES**

The Athletic Training Student must:

1. Fulfill all program requirements for clinical hours/experiences,
2. Must participate in all scheduled hours/experiences as assigned by staff, failure to participate as assigned,
3. Academics (athletic training classes) take priority over clinical hours, however, class during assigned clinical hours must be avoided,
4. Clinical hours and scheduled events must take priority over outside activities or work, staff will schedule around (within reason) personal needs such as weddings, family engagements, work, etc. (*see "Clinical Experience Requirements"*)
5. Appropriate dress, as required by staff will include uniform shirts, name tags, MSU Athletic Training apparel purchased by staff or students, or other for special events. Inappropriate dress includes torn or dirty clothing, tights, clothing advertising alcohol, bars or in otherwise questionable taste. MSU Athletic

Training apparel must be worn while working during open hours. All clothing must be functional, the student should be able to perform all duties without restriction. (*follow "Student Dress Code"*)

6. Athletic Training jackets and clothing should not be worn for outside activities that may be considered unprofessional, such as parties and bars, etc.
7. All athletic training students are expected to participate and to conduct themselves within the NATA and BOC Codes of Professional Conduct, (see "NATA Code of Ethics).

### **PROBATION - (Clinical)**

All students are expected to follow clinical experiences requirements. Failure to do so will, after the first violation, result in a written warning to be kept as a part of the student's record. Second violation will result in five (5) weeks of probation. A third failure to meet clinical hours/experiences requirements will result in dismissal from the Athletic Training Program. Since the clinical experiences are a requirement of clinical coursework (HP 584, 585, 684, 685) any probation will adversely affect the student's grade. Thus the student may receive a lower grade, an incomplete, or a failing grade, see Academic Progress above.

NOTE: A student who knowingly violates program policies may be placed directly on probation or dismissed from the program.

The above requirements have been reviewed with me by the Certified Athletic Training Faculty. I understand and agree to work within these requirements.

### **Weather Cancellation Policy**

If MSU's classes are cancelled or the University is closed, classes and therefore your clinical hours are also cancelled. Students should remain home and not risk his/her health or safety by attempting to travel to campus, the University is closed for a reason. Listen to or watch local radio and television stations: AM radio KYSM 1230, KTOE 1420; FM radio KMSU 89.7, KXLP 93.3, KDOG 96.7, KEEZ 99.1, KYSM 103.5; and television WCCO ch. 4, KEYC ch. 12 (10 on cable), KARE ch. 11, KSTP ch 5, and KMSP ch 9, to find out if the weather has caused a cancellation of Minnesota State classes. You may also call Minnesota State Information at 389-2463. Should a student decide to attend a clinical site during a cancellation this is purely voluntary and the student may not be coerced into attending.

### **Cell Phone Policy**

The use of cellular phones and pagers during the classroom and clinical education settings for personal use is prohibited. These devices must be turned to the "off" mode and put away while you are in class or laboratory. During your assigned clinical experience, clinical instructor may want you to have a cell phone available for emergency purposes only, otherwise the phone must be off or turned to silent. **No personal phone calls, text messaging, email or internet use, etc. should occur while the student is in class or at clinical experience.** Use of these devices during class and/or your clinical experience is disruptive to student learning and clinical experience, it is unprofessional, and it is considered a violation of program policies.

### **Athletic Training Resource Room and Classroom/Laboratory Policy**

The Athletic Training Resource Room (ATRR) is located in the Highland Center Athletic Training Room (HC-ATR) and the Athletic Training Classroom/Laboratory (ATCL) is in Highland center 1702. The ATRR provides the athletic training faculty, staff and students with various text and electronic resources related to the practice of athletic training. The ATRR may be used by these, and only these, individuals when the HC-ATR is open. (Athletic training students may use the ATRR when the HC-ATR is closed if given advanced permission to do so by the athletic training faculty or staff). Students may use the HC 1702 classroom/laboratory for educational purposes whenever the room is not occupied with classes. The student will need their university issued photo ID card as well as the program issued room pass to have either University security or the Human Performance Department Administrative Assistant provide access. Please refer to the specific guidelines below that detail the specific management of these rooms. Any athletic training student who violates the following guidelines will be subject to the disciplinary policies of the athletic training education program, college, and university.

1. The ATRR/ATCL are not lounges and therefore will not be treated as such. Athletic training faculty, staff, and students will always conduct themselves in the highest professional manner while using the ATRR/ATCL. Those individuals who use the ATRR/ATCL will keep the room clean and organized at all times. Athletic training students will keep all personal items in their locker unless the item is needed for academic or clinical experience purposes. Once the item is no longer needed for these purposes, it must be removed from the ATRR/ATCL.
2. While completing an MSU clinical experience, the athletic training student may use the ATRR/ATCL to record patient information within the patient's chart or to generate other documentation related to the care of the patient or operation of the MSU athletic training facilities. The athletic training student may also use the ATRR/ATCL as a place to discuss issues related to his / her clinical experience, but he / she must keep related medical information confidential.
3. While completing an MSU clinical experience, the athletic training student may not use the ATRR/ATCL to complete class work or other activities unrelated to the student's clinical experience unless the student has received permission to conduct such work from his / her clinical instructor and / or the athletic training faculty. The athletic training student may use the ATRR to conduct academically-related work when he / she is not scheduled to be at his / her clinical experience.
4. When the ATRR/ATCL is needed for a private meeting or similar function, the group requiring the room (i.e., the athletic training faculty, staff, or student organization) must request from the appropriate group at least 1 week prior to the event that the ATRR/ATCL will be utilized at a specific day and time. Priority for using the room for such events will be given to the athletic training faculty and staff.
5. All athletic training resources in the ATRR/ATCL may not be removed from the HC-ATR/ATCL by an athletic training student unless the student has been given

- permission to remove the materials from the HC-ATR/ATCL by the athletic training faculty or staff.
6. Only software programs approved by the athletic training faculty or staff may be installed on the computers in the ATRR. Also, the athletic training student may not save personal electronic files (e.g., class papers) on the computers in the ATRR. Save files to a disk or to your Mavdisk or another source. Any unapproved programs, files, or similar items found on these computers will be removed by the athletic training faculty or staff without notifying the athletic training student.
  7. Unless given specific permission by the athletic training faculty or staff, student-athletes may not use the ATRR for personal purposes.