

CLINICAL EXPERIENCES IN ATHLETIC TRAINING

Clinical experience is a very vital portion of the ATEP. To ensure a meaningful educational experience and to remain in good standing with the Commission on Accreditation of Athletic Training Education (CAATE), strict clinical education requirements and guidelines are upheld by the program. Clinical experiences are utilized by the program to provide students with “real-world” opportunities to integrate cognitive, psychomotor skills/clinical proficiency, and core athletic training values. Clinical experiences are also the time for students to utilize the knowledge gained from class, demonstrate learning over time, and practice profession behaviors.

Clinical experiences are required to meet the objectives of the athletic training courses. Clinical experiences are arranged for the student to practice athletic training skills in a real world setting. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner. It is the student’s responsibility to arrive on time and be present for the entire clinical experience. If the student is anticipating arriving late or being absent from the clinical experience, the student must notify the clinical instructor. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence and possible failure of the clinical experience and course. Being late or absent from clinical more than once in a semester may involve any or all of the following:

- Discussion of the incident with ACI/CI and/or Clinical Experience Coordinator/Program Director
- Formal reprimand in students file
- Removed from that particular clinical site

A pattern of tardiness to the clinical area is an unprofessional behavior and may result in failing the clinical component of the course and thus the course. Failing a clinical practicum prohibits the student from progressing in the program until the course is offered again with space available for the student.

Clinical expectations are as follows for all clinical sites:

- Always be professionally dressed and on time for clinical experiences
- Have a courteous approach that reflects respect of self, patients, colleagues, visitors, and the profession of athletic training
- Demonstrate safety in clinical performance. Recognize own limitations and seek help accordingly
- Assist in controlling the environment to protect the patient, members of the health care team, and others from real and/or potential hazards

CLASS AND CLINICAL EXPERIENCE ATTENDANCE

Clinical experiences in Athletic Training are a required component of the Athletic Training Student’s education and will be a scheduling priority.

To assist the student and his/her assigned ACI or CI with the completion of the tentative clinical experience schedule, the following academic priorities (in order) have been established by the ATEP.

1. The student's first academic responsibility is to attend all major, minor, and elective courses the student enrolls in each semester. The ATEP recognizes that the faculty for these courses has final determination of course attendance policy, and therefore defers class attendance to these policies. However, students are required to attend all class sessions for all ATEP major required courses that will instruct and assess initial Athletic Training Clinical Proficiencies. Students may not voluntarily miss or be required to miss these class sessions in order to attend a clinical experience or for the student's job. Excused absences for these class sessions may only be granted by the instructor for the specific course.
2. The student's second academic responsibility is to attend all scheduled clinical experiences (see "Recording of Clinical Experience Hours" policy). A clinical experience may not supersede a class session unless the instructor for the specific course has given the student an excused absence for the class session. The clinical experience ACI or CI may not grant an excused absence for any course. Except for personal illness and emergencies with immediate family members, the ACI or CI may determine excused absences for all assigned students (see "Recording of Clinical Experience Hours" policy).
3. The student's final responsibility is to all other activities outside the student's class sessions and clinical experiences (e.g., jobs, student organizations, social activities, etc.). Any student who fails to follow the proper procedures for requesting excused absences from a specific course and/or from a clinical experience may be subject to ATEP, course, and/or clinical experience disciplinary actions.

DIRECT SUPERVISION OF STUDENTS

NOTE: The terms "direct supervision" and "supervision" are synonymous for all ATEP policies and procedures.

During all required clinical experiences and all noncompulsory clinical experiences (see related policies), all students must be directly supervised by their assigned ACI or CI. Direct supervision is defined as follows: "The ACI and/or CI must be physically present and have the ability to intervene (i.e., must be in the immediate physical vicinity and be able to verbally and visually interact with the student on a regular and consistent basis) on behalf of the athletic training student and the patient and provide on-going and consistent education." Another ATEP affiliated ACI or CI may directly supervise the student at various times during the clinical assignment; however, the student's assigned ACI or CI must provide the majority of the student's supervision throughout the entire clinical assignment. The student's assigned ACI or CI will also be ultimately responsible for all of the student's evaluations and actions.

Prior to beginning a clinical experience and during a clinical experience, the ACI/CI will be advised as to which clinical proficiencies his or her assigned student has demonstrated initial competency with performing. Although a student may have demonstrated initial competency with a clinical proficiency, it does not mean that the student has demonstrated final mastery of the proficiency. The ACI/CI is encouraged to perform follow-up assessments of the student's clinical skills as the instructor feels it is necessary (e.g., the ACI/CI may require the student to tape his or her ankle before allowing the student to tape an athlete's ankle). Based on this assessment and ongoing evaluations of the student, the ACI/CI may determine the level of direct supervision he or she must provide while the student is providing patient care. It must be understood, however, that the ACI/CI is still required to supervise the student as explained in this policy.

STUDENT APPLICATION OF CLINICAL PROFICIENCIES

Before a student may be allowed to utilize a clinical proficiency with an actual patient, the clinical proficiency must be formally instructed and assessed in a required course of the ATEP. Once the student has demonstrated initial competency with a clinical proficiency, ATEP ACIs/CIs will be notified of the student's clearance to practice the specific clinical proficiency on patients while being directly supervised. This procedure only addresses the initial instruction, assessment, and application of student clinical proficiencies. Students will be continually evaluated on their

clinical proficiencies by their assigned ACI or CI (as part of the clinical assignment evaluations) and/or in the student's Practicum Courses (ATC 240, 241, 340, 341, 440, & 441).

If during a clinical experience, a learning opportunity arises where the student may gain experience with a clinical skill but the clinical skill has not yet been taught or assessed in a required course, the ACI/CI may instruct the student on the clinical skill so that the student may gain the knowledge of specific learning experience. These **teachable moments** are encouraged by the ATEP; however, they may not replace the initial instruction and assessment of clinical proficiencies in an ATEP required course. For example, students are often not able to experience a positive stress test, such as a Lachman's Stress Test of the knee, until a patient presents with the appropriate condition. If an ACL deficient patient is present during a clinical experience but the student has not yet learned how to perform the specific stress test, the ACI/CI may instruct the student on how to perform the test and then have the student perform the skill on the patient. Such instruction, however, will not constitute student autonomy to perform a knee injury assessment.

Assessment of Psychomotor Competencies and Clinical Proficiencies

As directed by the 2005 *Standards of Accreditation of Entry-Level Athletic Training Education Programs*, the athletic training student must be formally instructed and formally assessed on the clinical skills as part of a required course before he/she may perform those skills in a real-world setting. As identified in the 2006 *Athletic Training Education Competencies*, the Psychomotor Competencies define the manipulative and motor clinical skills that are to be taught to athletic training students and assessed by the program's instructors. The Clinical Proficiencies specifically refer to the student's ability to integrate athletic training knowledge and skills (i.e., the Competencies) into the decision-making and critical thinking process with real-world patients and clientele. Therefore, the Psychomotor Competencies must be initially assessed by the course instructor in the classroom or laboratory setting. The Clinical Proficiencies will be assessed and reassessed by the program's Approved Clinical Instructors (ACI) in the athletic training clinical experience, via the mid-semester and end-of-the-semester clinical experience evaluation, and/or during the clinical practicum courses (ATC 240, 241, 340, 341, 440, 441).

As noted above, the course instructor will assess the student's initial proficiency at performing the Psychomotor Competencies (a.k.a., clinical skills). This assessment, however, must adhere to the following procedures:

- The clinical skill must be assessed by the course instructor and/or the instructor's approved teaching assistant as part of the required course activities. Possible assessment methods can be, but are not limited to, a practical exam, a lab activity, or a written assignment. The course instructor will determine the most appropriate assessment method for evaluating the student's ability to perform the clinical skill; however, when possible, this assessment method will evaluate the entire clinical skill as opposed to a select portion of the clinical skill.
- The assessment of the clinical skill must identify whether the student has passed or failed the clinical skill.
- If the clinical skill is passed, the instructor will communicate this to the student's currently assigned ACI or
- CI.
- If the clinical skill is failed, the student's clinical experience instructor will be informed. The course instructor will determine the most appropriate method for re-evaluating the skill and will schedule a time and place for this reassessment. The student will not be allowed to perform the clinical skill on real-world patients or clientele until the skill is re-evaluated and passed to the satisfaction of the course instructor.

CLINICAL EXPERIENCES AND EVALUATIONS FOR FIRST YEAR STUDENTS

During the fall semester, first year students will not have required clinical experiences as they will be taught and assessed (in ATC 220) on a number of clinical skills they may begin to use in their clinical experiences beginning the spring semester.

Required clinical experiences for first year students will begin in the spring semester. These clinical experiences will be organized into the following three 5-week clinical rotations.

Intercollegiate, high school, sports medicine clinic

These clinical experiences will not count towards the student's required clinical experiences during the upper level years of the program.

- Students will be required to complete these experiences only when classes are in session. Unless a weekend occurs within a Missouri State University and ATEP recognized holiday, students can also be required to complete clinical experiences during Saturday and Sunday. First year students will not be required to complete clinical experiences during the following university breaks.
- President's Day, Spring Break and Spring Holiday
- Also, students will not be required to complete clinical experiences during the spring semester final exam week including the final exam "Study Day." During the University and ATEP holidays, final exam Study Day, and final exam week, students may volunteer to participate in clinical experiences (see "Noncompulsory Clinical Experiences").

Students will be evaluated at the end of each clinical experience. These evaluations will be discussed between the clinical instructor and the student. All evaluations are signed by the evaluator and student and then submitted to the SMAT department and retained in the student's individual file. Students are required to score 3.0 or higher on all clinical evaluations. Sanctions for failing to meet these criteria are outlined later in the handbook under the Clinical Probation/Dismissal from a Clinical Site or Program section.

See Clinical Evaluation Forms in Student Form Section for more details on the evaluation forms.

REQUIRED CLINICAL EXPERIENCES AND EVALUATIONS FOR UPPER LEVEL STUDENTS

Once admitted into the upper level portion of the ATEP, all Athletic Training Students must complete clinical experiences under the direct supervision of program ACI/ CI. The majority of the experience will come under the supervision of an ATC®; however, each student will also be given the opportunity to learn from a variety of sports medicine related allied health and medical professionals.

During clinical experiences students are assigned to an ACI or CI, not a specific sport or team. The rotations will be assigned by the Coordinator of Clinical Experience in consultation with the Program Director. Input relating to, but not limited to the number of students they can effectively accommodate, the type of student that will be most successful in the setting, etc will be sought from all ATEP faculty, instructors, ACIs and CIs during this process. These rotations will assure that each student has the opportunity to gain clinical experience with a variety of different populations including:

- genders
- varying levels of risk
- protective equipment (minimally including helmets and shoulder pads)
- general medical experiences related to domains and practice settings of an ATC

Required clinical experiences for upper level students will occur when classes are in session during the fall and spring semesters. Students will also be required to complete at least one August two-a-day pre-season practice session (this includes all events during the entire pre-season session). Unless a weekend occurs within a Missouri State University and ATEP recognized holiday, students can also be required to complete clinical experiences during Saturday and Sunday. Students will not be required to complete clinical experiences during the following university breaks.

Labor Day Weekend Holiday; Fall Break; Thanksgiving; Winter Break; Martin Luther King, Jr. Weekend Holiday; President's Day Weekend Holiday; Spring Break; Spring Holiday; and Summer Break (excluding the required August two-a-day clinical experience).

Also, students will not be required to complete clinical experiences during fall and spring semester final exam weeks including the final exam "Study Day." During the University and ATEP holidays, final exam Study Day, and final exam week, students may volunteer to participate in clinical experiences (see "Noncompulsory Clinical Experiences").

Evaluations of clinical performance will be completed for each student by the student's ACI/CI. Upper level students will be evaluated twice during their semester long assignment. A mid-term evaluation and a final evaluation will be completed by the student's assigned clinical instructor. There is a different evaluation form for each year in the major. The different evaluation forms are designed to evaluate a student's skills/abilities and personal characteristics as they progress through the program. The evaluations are to be discussed between the ACI/CI and the student. After the discussion, both the ACI/CI and the student need to sign the documents. All evaluations are submitted to the SMAT department by the clinical instructor and retained in the student's individual file. Students are required to score 3.0 or higher on all clinical evaluations. Sanctions for failing to meet these criteria are outlined later in the handbook under the Clinical Probation/Dismissal from a Clinical Site or Program section.

NONCOMPULSORY CLINICAL EXPERIENCES

Required clinical experiences will occur when classes are in session during the fall and spring academic semesters. Also, students will be required to attend at least one August two-a-day pre-semester practice session at the college or high school setting (this includes all events that occur during the two-a-day practices). It is understood by the ATEP that useful clinical experiences will also occur outside these required clinical experiences. Therefore, the student may choose to participate in noncompulsory clinical experiences. These noncompulsory clinical experiences will exist only during the University and ATEP holidays identified in the "Required Clinical Experiences for Upper Level Students" and the "Required Clinical Experiences for First Year Students" policies. Please refer to the "Unsupervised Student Activities" policy for those experiences not described in this policy.

If the student chooses to participate in a noncompulsory clinical experience, the experience can be identified as an ATEP-recognized clinical experience if all of the following conditions are met.

1. The student's choice to participate is completely voluntary. At no time may the ATEP faculty, an ACI, a CI, a student, or other affiliated individual coerce the student into participating in the clinical experience.
2. The student is directly supervised during the clinical experience.
3. The student may complete a maximum of 40 clinical experience hours per week (see "Student Clinical Experience Hours").
4. The student adheres to all ATEP policies and specific policies of the ACI or CI (see "Specific Policies and Procedures of the ACI / CI and the Clinical Setting").

UNSUPERVISED STUDENT ACTIVITIES

"Unsupervised student activities" refers to student application of athletic training or related health care knowledge and skills to real-world patients but without the direct supervision of an ACI or CI. The application of such knowledge

and skills is NOT a component of the ATEP; therefore, unsupervised student activities are NOT supported by the ATEP (i.e., these situations are not administered nor protected by ATEP policy and therefore cannot be counted as ATEP clinical experiences). Students of the ATEP will NOT be allowed to perform unsupervised activities at any of the ATEP clinical sites, during the fall and spring semesters or during the required two-a-day clinical experience (see “Exception Clause”).

Exception Clause

Although students are not allowed to perform unsupervised activities during the fall and spring semesters or during the required two-a-day clinical experience, ATEP clinical sites or other non-affiliated institutions may employ students to perform unsupervised activities for the institution. If such opportunities exist for the student/employee during the required clinical experiences, the position must satisfy each of the following conditions.

1. The choice to participate in such activities is a completely voluntary choice of the student/employee. ATEP faculty, ACIs, CIs, students, or any other affiliated individual of the program or clinical site may not coerce the student/employee into participating in unsupervised activities.
2. It is clearly identified to those individuals receiving the services provided by the student/employee that he/she is not functioning as a student of the ATEP. Instead the “student” is a paid employee of the institution and is performing a job for the institution. (The “institution” is the organization for which the student is providing unsupervised activities.)
3. The activities of the student/employee have been acknowledged and approved in writing by the institution’s legal counsel or risk management office. A copy of this document must be given to the ATEP Program Director prior to the student/employee performing such activities.
4. The student/employee is protected by a liability insurance policy provided by the institution. It must be noted that the liability insurance policy the ATEP students purchase for their clinical experiences will not provide liability coverage for the student/employee performing unsupervised activities. Therefore, a second policy must be purchased by the institution offering unsupervised activities or the institution must be self-insured.
5. The unsupervised activities are in compliance with state law. (AT licensure requirements)
6. The unsupervised activities may not take precedence over requirements of the ATEP. ATEP disciplinary actions may be implemented if the activities of the student/employee interfere with ATEP requirements (e.g., students are not excused from classes or required clinical experiences for this employment).

STUDENT CLINICAL EXPERIENCE HOURS

Although the Board of Certification does not require a minimum number of clinical experience hours for a student to be eligible for the national certification examination, some state athletic training practice acts do require a minimum number of clinical experience hours. In addition, athletic training education accreditation requires the ATEP to carefully monitor the student’s clinical experience requirements.

The Coordinator of Clinical Experience in coordination with the Program Director will make clinical assignments. Once a student has been informed of their assignment, it is the student’s responsibility to contact their ACI/CI to determine a schedule (see form in student form section). The student and ACI/CI must follow the “Required Clinical Experience for Upper Level Students” policy when setting up this schedule. First year students will be limited to 12 hours per week during the spring semester. First year students are encouraged to obtain 8-12 hours of experience per week during the spring semester. A major outcome of the athletic training clinical experience is the student becoming a mature, competent professional. In order to aid in this process, the student is allowed more freedom and decision making as they progress in the program. One such area where they are allowed some latitude in decision making is the amount of time spent in the clinical experience (within set program ranges). Missouri State University recommends a 20-hour work week for all work study students; therefore, the ATEP has set 20 hours per week in the clinical setting as

the target for upper level athletic training students when classes are in session during the fall and spring semesters. During the second year of the program, upper level students are expected to stay within the 18-22 hours per week range. Second year students are not allowed to average more than 20 hours a week over any four week reporting period. Third year students are allowed a range of 18-25 hours per week but not allowed to average more than 22 hours per week over any two week period. Fourth year students are given a range of 20-25 hours per week in the clinical experience. Fourth year students may not average more than 23.5 hours over any two week period. For both the first year students and the upper level students, hours accrued traveling to and from a clinical experience cannot be counted as clinical experience hours. Only those hours when the student is directly supervised and providing patient-care services or services to the clinical site that relate to the overall care provided at the site (e.g., filing papers in patient files, writing a SOAP note) or practicing clinical skills with an ACI/CI may be counted as clinical experiences.

When classes are not in session (see “Required Clinical Experiences for Upper Level Students” policy), upper level students who choose to continue a clinical experience (see “Noncompulsory Clinical Experiences”) will be limited to a maximum of 40 clinical experience hours per week. First year students who choose to complete noncompulsory clinical experiences are still held to the 8-12 hour range. The 40-hour limit will exist for only those breaks that occur over the entire weekly recording hour period (see “Recording of Clinical Experience Hours” policy). If the break occurs within the fall or spring semesters and it does not last for an entire week, the upper level student must follow the required clinical experiences for upper level student policy (the first year student is held to the 8-12 hour range). In addition to the limit placed on clinical experience hours, the ATEP recommends that each student be given at least one day off per week from their assigned clinical experience during the required fall semester, spring semester, and two-a-day clinical experiences.

The ATEP will monitor the number of clinical experience hours each student completes per week and will enforce disciplinary action for violations of this policy (see “Recording of Clinical Experience Hours” policy).

DOCUMENTATION OF CLINICAL EXPERIENCE HOURS

It is the student’s responsibility to properly record the number of clinical experience hours accumulated each week. The student may only record those hours that are accumulated when completing required or noncompulsory clinical experiences. Any hours accumulated that would be described as “Unsupervised Student Activities” (see related policy) may NOT be recorded as clinical experience hours. If such hours are recorded, ATEP disciplinary action may be exercised.

Time spent at a clinical site must be recorded on the appropriate sheets each day. Forms are located on the program website. Clinical experience hours are to be rounded off to fourths and must be verified by either your supervising Certified Athletic Trainer/ Approved Clinical Instructor (ACI) or an appropriate staff Certified Athletic Trainer/ACI on a daily basis. These sheets are to be turned into the SMAT office at the end of each two week period. Sheets not received by 4 PM the Monday following the two week period will not be accepted. Incomplete forms will not be accepted. Clinical experiences not verified will not be counted towards practicum experience or graduation. In accordance with ATEP policy, travel time to and from an away event may not be included in your practical hours. Students are REQUIRED to keep a copy for their own records.

To assist with the scheduling and determination of clinical experience hours, each student must complete a course and clinical experience schedule (see form in student form section) with their assigned ACI or CI. This schedule should be used to determine the student’s tentative weekly clinical experience hours. (It is understood by the ATEP that this schedule will be tentative as clinical experience events cannot be strictly controlled). If a student or ACI/CI questions

the completion of clinical experience hours, the ATEP will use this schedule when reviewing the situation. Therefore, it is strongly recommended that the student and ACI/CI keep a copy of this schedule during the clinical rotation. Included in this schedule will be the opportunity for the student to request known days off from the clinical experience during the clinical rotation. The student is excused from clinical experiences for personal illness and for family emergencies (immediate family only). For other excused absences, the student must seek the permission of his/her assigned ACI/CI (the ATEP strongly encourage the assigned ACI/CI to give serious consideration to appropriate requests for these excused absences).

ENFORCEMENT OF CLINICAL EXPERIENCE HOURS

The clinical experience hour form will be completed and submitted by the student to the SMAT Department office. The student will record clinical experience hours to the closest quarter hour (e.g., 18.25 hours), and will turn in hours on a bi-weekly basis. The form must be submitted by 4:00 PM the first Monday following the end of the second week of each reporting period. All components of the form must be correctly completed when the document is turned in to the department (e.g., student name and signature, correct dates, accurate log of clinical experience hours, etc.). The student's assigned ACI or CI must also sign the clinical experience hour form indicating that the student's recorded hours are accurate.

Although all students, ACIs, and CIs are informed of the program's required clinical experience hour policy, the ATEP recognizes that events can occur during a clinical experience that are beyond the control of the student and/or ACI or CI (e.g., medical emergencies, event overtime, etc.). If a student will exceed the set hour range and/or reporting period average because of an uncontrollable reason, the student may continue with the clinical experience for that day but only with the approval of the ACI / CI and only to complete any necessary activities required of that specific clinical experience. In recognition of these uncontrollable events, the student is granted a one hour grace period after the hour limit before he/she formally violates the hour policy.

Once the form is turned in, it will be reviewed by the ATEP faculty or staff for completeness and for compliance with program policies. Failure to correctly complete the clinical experience hour form can affect the student's grade in his/her assigned practicum course for that clinical experience (e.g., late or incomplete hour forms will result in a loss of points from the student's final points earned for the class; points deducted will be at the discretion of the Clinical Practicum course instructor). If the hour form is not in compliance with ATEP policies, the following enforcement procedures will be initiated for that specific clinical experience.

1ST STEP- WRITTEN WARNING

The ATEP Clinical Coordinator will send an e-mail to the student; the student's assigned ACI/CI, and the ATEP Program Director. This e-mail will identify that the student had exceeded the limit of clinical experience hours, and remind the student and ACI/CI to adhere to the policy as well as the clinical experience schedule the two individuals created at the beginning of the clinical experience. The student and ACI/CI will be informed that if the student exceeds the limit a second time during the clinical experience, the student and the ACI/CI will be required to meet with the ATEP Clinical Coordinator.

2ND STEP- FORMAL MEETING

The student and the student's assigned ACI/CI will be required to immediately meet with the ATEP Clinical Coordinator to discuss the reasons for the second violation of the clinical experience hour policy. The ATEP Program Director will be advised about the second violation. The purpose of this meeting will be to determine the reasons behind the violations of the clinical experience hour policy. The ATEP Clinical Coordinator will provide recommendations for correcting the problem depending on the reasons for the violation of the policy. The ATEP Clinical Coordinator will also advise the student and ACI/CI about possible disciplinary actions for a third violation of the policy

3RD STEP- DISCIPLINARY ACTION

Following a third violation of the hour policy during a clinical experience, the ATEP Program Director will be notified so that disciplinary actions can be initiated, if necessary. If it is determined that the hour violations occurred because of reasons beyond the control of the student and/or ACI/CI, the Program Director may choose to not take disciplinary action. If it is determined that the student is at fault for the repeated violations of the clinical experience hour policy, the ATEP Program Director will formally reprimand the student and a permanent record will be placed in the student's file. In addition to the formal reprimand, the ATEP Program Director may remove the student from the clinical experience for up to two weeks. Further violations of the clinical hour policy by the student could result in expulsion from the ATEP. If it is determined that the ACI/CI is at fault for the repeated violations of the clinical experience hour policy, the ATEP Program Director will formally reprimand the ACI/CI and a permanent record will be placed in the ACI's/CI's ATEP folder. The Program Director will also inform (in writing) the ACI's/CI's direct supervisor and the Dean of the College of Health and Human Services of the instructor's repeated violations of the clinical experience hour policy. The student will be permanently removed from the clinical experience and reassigned to another similar clinical experience.

BLATANT VIOLATIONS OF THE CLINICAL EXPERIENCE HOUR POLICY

If it is determined at any time that the student and/or ACI/CI blatantly violated the clinical experience hour policy, the ATEP Program Director can initiate immediate disciplinary actions (as noted above in Step 3).

In addition to the procedures for student submission of clinical experience hours, clinical experience hours will also be enforced by random visits to all clinical sites at least one time per semester. These random site visits will be conducted by the ATEP Clinical Coordinator, Program Director, or other designated ATEP faculty or staff. An evaluation of the ACI/CI and the clinical site will be completed by the ATEP faculty member for each site visit.

It must be noted that the student is primarily responsible for the correct documentation of clinical experience hours, the full completion of the form, and turning in the form on or before the specified due date. Failure to follow these guidelines can adversely affect the student's grade in his/her Practicum courses. In addition, these hour forms are course requirements and are therefore subject to Missouri State University and ATEP academic honesty policies. Any student found falsifying the information on these documents may be subject to Missouri State University and/or ATEP disciplinary action. If it is determined that the ACI/CI is requiring the student to falsify the clinical hour form, the Program Director will take appropriate disciplinary actions against the ACI/CI.

COMPLETION OF ASSIGNED CLINICAL EXPERIENCE

Participation in the Clinical Experience in Athletic Training has a number of specific criteria (additional details contained in the document and/or in course syllabus), which must be met to successfully complete the course and program. The largest portion of this component involves becoming proficient in the *Athletic Training Educational Competencies* 4th edition. It is the intention that the learning experience provided will allow the student to move from simple skill acquisition to clinical proficiency over the course of the program. Furthermore, the goal of such experiences is to contribute to the broadening of each student's background and, in the process, better prepare him/her to become a successful Certified Athletic Trainer.

It should be noted that completion of the clinical experience requirement fulfills only one phase of the practicum course. Failure to successfully complete all components of the course will result in the student's progression being altered or the student being removed from the program.

The athletic training education program is primarily concerned about the quality of the student's clinical experience, not the length of time that a student spends at a clinical experience. However, it is also recognized by the program that a minimum amount of time must be spent with a clinical experience to satisfy the learning objectives of the experience. Therefore, each of the following requirements must be satisfied for a student to be considered eligible for completing a required clinical experience.

- The student must receive permission to be excused from the clinical experience for a time period greater than one week by the program director. The student must have an appropriate and documented reason for the clinical experience absence. Such reasons can include, but are not limited to, personal illness, family emergency, and ACI/CI excused absences. The program director and/or the site clinical coordinator will communicate with the ACI/CI rather or not permission to miss the clinical experience has been granted or not.
- The student must complete at least 75% of his/her assigned time with the clinical experience. Typically, clinical experiences are scheduled for an entire academic semester so this assessment will be based on the number of weeks that the student completes. For example, the fall semester is a 16-week semester; therefore, a student will be eligible for completion of the clinical experience when he/she completes 12 weeks of the 16-week clinical experience. For those rotations that are less than a full semester in length, the student must complete at least 75% of their assigned clinical rotations for the semester (i.e. 75% of all gen med rotations must be completed). It must be noted that a completed week of a clinical experience is based on the student's clinical experience schedule, which is approved by the student's assigned ACI/CI. Therefore, the student's assigned ACI/CI shall determine if the student has or has not completed a week of a clinical experience.
- For the semester long assignments, the ACI/CI must be able to honestly and confidently complete 2 clinical experience evaluations - the mid-semester or mid-rotation and end-of-the-semester or end-of-rotation clinical experience evaluations. In assignments that are less than a full semester, the student must be evaluated by the majority of the ACI/CIs the student was assigned to during that semester.
- If one or more of the previous conditions are not satisfied, the student will not be considered eligible for completing a required clinical experience. The student may then be assigned an "Incomplete (I)," "No Penalty Drop (N)," or other grade for his/her respective Clinical Practicum course for the semester. This grade will be determined by the Clinical Practicum course instructor. The Clinical Practicum course instructor, the clinical experience ACI/CI, the Program Director and the student will determine the appropriate plan for completion of the clinical experience and respective Clinical Practicum course.

CLINICAL PROBATION/DISMISSAL FROM A CLINICAL SITE OR PROGRAM

The supervising ACI/CI has the authority to immediately remove any student that acts unprofessional or inappropriately during a clinical experience. The ACI/CI will contact the clinical coordinator and/or program director to report the incident. Together the ACI/CI and clinical coordinator and/or program director will determine the appropriate action. If the ACI/CI indicates that the student is not welcome back at that clinical site the student will be placed at another clinical site pending there is a spot available and the ACI/CI of that experience is willing to take the student. If the student cannot be placed in another clinical rotation the student will fail that clinical rotation. If student is allowed to remain in the academic program the student will be required to repeat the failed clinical experience the next time it is offered before they are allowed to progress in the didactic and clinical program sequence. Program dismissal is possible for failing some or all program retention criteria in a specified time or manner.

CLINICAL PROBATION

1st step- Written Warning

1st clinical experience reprimand, OR ...

Mid-semester clinical experience evaluation below 3.0/5.0

2nd step- Semester Program Probation

2nd clinical experience reprimand, OR

1ST end-of-semester clinical experience evaluation below 3.0/5.0

NOTE: Option to repeat a failed clinical experience dependent on student #'s

3rd step- Program Dismissal

3rd clinical experience reprimand, OR ...

2ND end-of-semester clinical experience evaluation below 3.0/5.0

NOTE: Any ACI/CI that wishes to document a clinical reprimand must fill out the reprimand notice and submit it to the ATEP. The clinical coordinator and/or program director will meet with the ACI to determine the appropriate action. Severity of offense will be considered & may result in immediate dismissal

Failed Clinical Assignment Procedure/Appeals Process

What constitutes a failed clinical assignment?

A failed clinical assignment occurs when the athletic training student does not average a minimum rating of 3.0 on a 5-point scale (equivalent to 60%) on their evaluation for that clinical assignment, does not complete the clinical assignment, or is removed from a clinical assignment due to unprofessional behaviors.

***All students must have at least a mid-term and final evaluation on file in the SMAT department office that has been signed and dated the day of the review by both the clinical instructor (CI) and the student to justify a failed clinical assignment. If a student has a failing or borderline failing mid-term, a meeting with the program director or designee, CI, and student will be arranged within one week of the completion of the evaluation. The purpose of this meeting is to discuss any critical incidences (formal reprimand notice or other issues that might not have warranted an official reprimand) that have occurred, inform the student of what will be expected from them during the remainder of their assignment in order to pass, and the appeals/failed clinical assignment procedure. Any critical incidences should be in written form, signed and dated on day of review by all parties, and kept in the student's file in the SMAT department office.

I. First Failed Clinical Assignment

Option A) Student accepts the failure and the clinical assignment are repeated.

1. Will repeat the same or similar clinical assignment with the same ACI/CI. The program director's discretion is used regarding a repeat of the same or similar assignment with the same ACI/CI. If they deem a personality conflict with the student and the ACI/CI is present, the student will still be required to repeat in that setting, but a different supervisor will be assigned if this is possible for that setting. If it is not possible to repeat the same clinical assignment (i.e student has been removed from the clinical site) then the student will do a similar clinical assignment.
2. The clinical assignment must be completed before a student is allowed to progress in the AT curriculum (didactic and clinical).
3. The student may utilize the appeals procedure to request a change of a particular clinical assignment or CI.

Option B) The student may withdraw from the AT major.

Option C) The student may appeal the failure of the clinical assignment:

1. The student must submit their request of appeal in writing that states a general reason for the request. The appeal should be sent to the program director. The ATEP faculty will serve as the appeal committee.

2. The appeal request must be received or postmarked within 3 working days after receiving the final evaluation.
3. Once the appeal request is received the program director will notify the ATEP faculty within 3 working days.
4. The ATEP will set up a meeting with the student and the ACI/CI within 7 working days of receiving the appeal. Once this meeting is set, the supervisor and the involved student must send any written documentation supporting their case to the program director. The program director must receive this information within 3 working days after notification of the meeting has been given. The program director will have this documentation available for the appeals committee before the meeting.
5. The program director will respond in writing with the ATEP faculty's decision. The decision will come after all testimonies have been heard and any further investigation that is warranted is completed. The decision of the ATEP faculty will bring forth one of the following two actions:

a) The failed assignment is upheld, and the student may repeat the clinical assignment as in option A. If the student does not choose option A, they must then withdraw from the AT major or the student may make an appeal through Missouri State University's campus appeals process. This appeals process can be found at:

(<http://www.missouristate.edu/recreg/graderev.html>)

b) The evaluation is overturned and the student may resume current progression through the major.

II. Second Failed Clinical Assignment

Option A) If the student fails a second clinical assignment then the student is dismissed from the AT Major.

Option B) The student does have the right to appeal as in option C above.

STUDENT TRAVEL TO A CLINICAL EXPERIENCE SITE

Students will be given the opportunity to gain clinical experience at a variety of locations. In many cases the clinical setting will be off-campus. In these cases, students will be responsible for traveling to and from their primary clinical site. If the student's clinical experience will relocate to a different area in the city of Springfield or at the outlying high school clinical sites (i.e., Rogersville, Ozark, and Nixa), the student will be responsible for his/her travel to and from the clinical experience for that specific event. For example, if a Springfield high school athletic team travels to another Springfield high school for an athletic event, the student will be responsible for travel to and from the athletic event and not just to the clinical site of the assigned clinical experience. If the student's clinical experience will travel to an event outside the city of Springfield or the outlying high school clinical sites, the student's clinical experience will be responsible for travel to and from the event. For example, if a Missouri State University intercollegiate athletic team is traveling to an away event at another university in the conference, the athletic team will be responsible for student travel to and from the event. In addition, the clinical site the student is assigned to will also be responsible for providing lodging and food for the student.

*Students will be responsible for any tickets, accidents, etc they may incur while driving to these sites. Therefore, students are highly encouraged to have insurance and to drive responsibly. Students should not allow another student to drive their vehicle or drive another students or ACI/CI vehicle during these experiences.

STUDENT TRAVEL TO A CLINICAL EXPERIENCE SITE IN ADVERSE WEATHER POLICY

In the event of bad weather or hazardous road conditions, each individual student must determine if they feel they can safely travel to the clinical site. If a student determines it is unsafe, they need to contact their ACI and let them know. It is the student's responsibility to inform the ACI in as much of advance as possible. Please do not abuse this policy or tempt faith. In a nutshell, if the student feels they can arrive and return safely then they should. If the student

is unsure of their safety then they SHOULD NOT drive. The student should ride with a safe driver or call the ACI to tell them they will not be able to be there. It is the student's responsibility to reschedule the missed experience. If the clinical site is closed due to bad weather, the student is NOT required to attend the clinical experience.

STUDENT TRANSPORTATION OF INJURED/ILL PATIENTS

Under no circumstance should a student transport an injured/ill patient in any vehicle for off-site emergency care, physician appointments, or any other reason. Clinical instructors should not ask or expect students to provide such services in their own or the institution's vehicle. The issues involved with such actions expose the student, clinical instructor, and institution to great potential liability. Assisting an injured/ill patient to the facility's on-site athletic training room is exempted from this policy. Just as it is the clinical instructor's responsibility to avoid placing students in such situations it is also the student's responsibility to inform the ATEP administration of any instance in which the student feels they were placed in a compromising situation.

FORMAL STUDENT REPRIMAND POLICY

All ATS are expected to adhere to all ATEP and clinical experience institutional policies while acquiring clinical experience. If in the event, an ACI or CI finds a student acting outside the professional policies or ethical guidelines, he/she may reprimand the student (typically either a verbal discussion or student being sent home for a day) and file a reprimand notice with the ATEP Clinical Coordinator and/or Program Director. Students should be aware that the inability to acquire clinical experience can severely limit the overall clinical experience a student receives and may preclude a student from progressing in the program. Other repercussions include possible suspension and/or dismissal from the MSU ATEP. A student has three (3) days from the date of the reprimand offense to submit a written grievance detailing their explanation of the event to the MSU ATEP CCE. A meeting may then be arranged between the student, ACI, CC and/or PD. A copy of the MSU Reprimand Notice Policy follows:

**SAMPLE COPY
REPRIMAND NOTICE**

Student Name: _____ Date of Occurrence: _____

Summary of Incident: _____

 Student signature Date Supervisor signature Date

 Athletic Training Education Program CEC or PD Signature Date

Examples of Infractions

- Report late for clinical assignment or meeting (without notification)
- Report for clinical assignment in inappropriate attire
- Unprofessional appearance
- Miss a required meeting
- Failure to report for clinical assignment
- Inappropriate behavior during clinical assignment
- Complaints from a coach, patient, or administrator
- Talking back to an ATC, coach, administrator
- Gambling or other violations of policies as stated in the Athletic Training Student Handbook
- Drinking or other inappropriate behavior on school sponsored road trips, violation of team rule, etc
- Reporting to ANY school sponsored event or Athletic Training function under the influence of drugs or alcohol
- Inappropriate behavior of an Athletic Training student

Upon submission of this document, it is understood that the ATEP student was reprimanded for behavior or actions unbefitting a representative of the MSU ATEP as detailed in the MSU ATEP Handbook. The student was properly informed of the ACI's decision and immediately dismissed from clinical experience for the specified date of occurrence unless another plan of action was detailed.