



**Sports Medicine and Athletic Training Department/
Athletic Training Education Program**



**2008-2009
Policy and Procedure Manual**

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The MSU Athletic Training Education Program is accredited by CAATE. **Graduates of the program are eligible to sit for the [Board of Certification](#) (BOC) examination and will have obtained entry-level skills for the profession.**

This handbook is designed to assist you on your journey through the athletic training education program. It is a centralized location for important information about athletic training education program at Missouri State University. Important policies, guidelines, and resources are presented.

Once admitted into the ATEP, you are responsible for the information contained in this handbook. You are encouraged to read it at your earliest convenience and keep it as a reference while you are an athletic training student at Missouri State University. This information is an adjunct to, not a replacement for, the Missouri State University Undergraduate Catalog. Additional information can be obtained on the University's web page at www.missouristate.edu or the Department of Sports Medicine and Athletic Training's web page at <http://sportsmed.missouristate.edu/>

An Athletic Trainer's Creed

We accept responsibility for athletes,
Who come to double days overweight and out of shape,
Who want you to lie about their height stats,
Who can never find their practice uniform.
And we accept responsibility for those,
Who forget to brush their hair for team pictures,
Who run slower than everyone else,
Who are from places we wouldn't be caught dead in,
Who have never been away from home.
We accept responsibility for athletes,
Who bring in a week's worth of ace bandages,
Who hug us when they are soaked with sweat and blood.
We accept responsibility for those,
Who will always sit on the bench,
Who will forever play on the "scrub" team,
Who never get their uniforms dirty,
which won't ever see their name or picture in the paper,
whose names people skim over in the team program,
Whose skills are lousy, but whose hearts are strong.
We accept responsibility for athletes,
Whose financial aid doesn't come in until February,
Who are declared ineligible before they play their first game,
Who beg for aspirin, but forget to take it,
Who are always late for treatments,
Who lie about taking showers after practice,
Who say they have night class just so they can get to dinner on time,
Who squirm when they've got to get dressed beyond sweats,
Whose tears we sometimes laugh at, and whose smiles make us cry.
And we accept responsibility for those,
Whose feet always smell,
Who get angry for having to sit out practice,
Who hate doctors,
Whose egos are bigger than their bodies,
Who never want to be carried off the court,
Who always want to keep playing, even when their bodies no longer can.
We accept responsibility for athletes who want to be the greatest,
And for those who truly will be,
For those who never give up or quit, for those who play hard, no matter what the score.
God grant us the courage to accept these athletes,
No matter what size, shape, skill, personality.
God grant us the strength to do our best,
Care for them when they are hurt,
Encourage them when they are down,
Understand them when they are defeated,
Celebrate with them when they are victorious.

Missouri State University
Sports Medicine Athletic Training Major
Athletic Training Student Handbook

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MSU ATHLETIC TRAINING EDUCATIONAL PROGRAM TERMINOLOGY

- **ATEP** - The abbreviation specifically refers to the Missouri State University Entry-Level Athletic Training Education Program.
- **SMAT** - The abbreviation specifically refers to the Department of Sports Medicine and Athletic Training in the College of Health and Human Service.
- **athletic training student (ATS)** - an individual who has been formally accepted into the first year of the ATEP. For the following policies (unless noted otherwise), the athletic training student will be identified as “student” or “ATS”.
- **Approved Clinical Instructor (ACI)**- a certified athletic trainer or other appropriately credentialed and recognized health care professional (recognized by the American Medical Association or American Osteopathic Association) who has successfully completed the Missouri State University ATEP Approved Clinical Instructor Workshop. The ACI must be appropriately credentialed for at least one year. For a description of ACI duties, see the “Responsibilities & Expectations of the ACI” policy.
- **Clinical Instructor (CI)** - an appropriately credentialed and recognized health care professional (recognized by the American Medical Association or the American Osteopathic Association). The CI must be appropriately credentialed for a minimum of one year, and must be formally recognized by the ATEP. Refer to the “Supervision of Inexperienced Clinical Instructors” policy if the CI is credentialed for less than one year. For a description of CI duties, see the “Responsibilities & Expectations of the CI” policy.
- **Clinical Assignment** – Student assignment to a specific ACI or CI which function in a specific athletic training practice setting to satisfy accreditation and program requirements.
- **Clinical experience** - synonymous with clinical assignment however it can also refer to specific experiences of the student during the entire clinical assignment (e.g., spine boarding the spine-injured patient, creating a post-surgical rehabilitation program)
- **Clinical rotation** - time frame in which a student will complete a specific clinical experience. In general, clinical experiences will be assigned as semester rotations; however, some experiences could be divided into shorter time frames within a semester.
- **Clinical site** - specific location where the student will be directly supervised while completing a clinical experience.
- **Clinical proficiency** - a skill or set of sub-skills identified by the National Athletic Trainers’ Association Education Council or the ATEP as a clinical ability the entry-level athletic trainer should possess. For these policies, a clinical skill is synonymous with a clinical proficiency.
- **Direct supervision** is defined as the ACI and/or CI being physically present and being able to intervene on behalf of the athletic training student and the patient. To satisfy this requirement, the ACI or CI must be in the immediate physical vicinity of the student and be able to verbally and visually interact with the student on a regular and consistent basis. For further explanation see the “Direct Supervision of Students” policy.
- **Supervision** (see Direct Supervision)
- **First Year Student** refers to a student that has been admitted to the university and the first year experience of the ATEP. Student must still complete additional admissions requirements to be admitted into the upper level portion of the program.
- **Upper level student** refers to a student that has successfully met all program admission requirements. Upper level students may be a 2nd, 3rd, or 4th year student. These students must maintain all program requirements to remain in the program.

Overview of the Athletic Training Profession

THE CERTIFIED ATHLETIC TRAINER

Athletic training is practiced by athletic trainers, health care professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities. The Certified Athletic Trainer (ATC®) is a highly educated and skilled allied health care professional. In cooperation with physicians and other allied health personnel, the Athletic Trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, industrial settings, professional sports programs and other health care settings.

EDUCATION

Certified Athletic Trainers must possess, at minimum, a bachelor's degree from an Accredited Athletic Training Education Program (ATEP). The Commission on Accreditation of Athletic Training Education (CAATE) is the recognized accrediting body for ATEP.

Athletic Training education occurs in 12 major subject areas:

Risk Management and Injury Prevention	Pathology of Injuries and Illnesses
Assessment and Evaluation	Acute Care of Injury and Illness
Pharmacology	Therapeutic Modalities
Therapeutic Exercise	General Medical Conditions and Disabilities
Nutritional Aspects of Injury and Illness	Psychosocial Intervention and Referral
Professional Development and Responsibilities	Health Care Administration

Athletic Training Students (ATS) also participate in extensive clinical affiliations with the active population under direct supervision of a BOC Certified Athletic Trainer (ATC®); Approved Clinical Instructor (ACI); or a Clinical Instructor (CI).

CERTIFICATION

Certified Athletic Trainers have satisfactorily fulfilled the requirements for certification established by the Board of Certification, Inc. (BOC). BOC certification is recognized by the National Commission for Certifying Agencies and is currently the only accredited certification program for Athletic Trainers. The certification examination administered by BOC evaluates a candidate's knowledge, skills and abilities required for competent performance as an entry level Athletic Trainer. Candidates must complete an entry level accredited Athletic Training education program and pass the BOC certification examination, at which time the BOC will designate the credentials "ATC®" to the successful candidate.

For more information visit the National Athletic Trainers' Association at www.nata.org and the Board of Certification, Inc. at www.bocatc.org.

NATA MISSION STATEMENT

"The mission of the National Athletic Trainers' Association is to enhance the quality of health care provided by certified athletic trainers and to advance the athletic training profession."

NATA CODE OF ETHICS

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of Athletic Training. The primary goal of the Code is to assure the highest quality of health care administered. The Code presents standards of behavior that all members should strive to achieve. The principles cannot be expected to cover all specific situations that may be encountered by the practicing Athletic Trainer, but should be considered representative of the spirit with which Athletic Trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the Athletic Training profession develops and changes.

Principle 1: Members shall respect the rights, welfare and dignity of all individuals.

Principle 2: Members shall comply with the laws and regulations governing the practice of Athletic Training.

Principle 3: Members shall accept responsibility for the exercise of sound judgment.

Principle 4: Members shall maintain and promote high standards in the provision of services.

Principle 5: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

For a complete copy of the ethics and for information reporting a violation of ethics, visit the NATA web page.

<http://www.nata.org/publications/brochures/ethics.htm>

Overview of MSU Athletic Training Curriculum

College: Health and Human Services

Department: Sports Medicine and Athletic Training

Degree: Bachelor of Science in Athletic Training

MISSOURI STATE UNIVERSITY MISSION

Missouri State University is a public, comprehensive university system with a mission in public affairs, whose purpose is to develop educated persons while achieving five goals: democratizing society, incubating new ideas, imagining Missouri's future, making Missouri's future, and modeling ethical and effective behavior.

COLLEGE OF HEALTH AND HUMAN SERVICES MISSION

Vision - "Promoting and enhancing lifelong learning, health and well-being"

Mission - The College of Health and Human Services (CHHS) focuses on improving the physical, mental, emotional and social well-being of all people by addressing educational, research, and service needs. CHHS takes a unique multidisciplinary approach that instills the values of the public affairs mission and encourages students and faculty to develop lifelong learning skills.

Goals

- RECRUIT, retain and support quality faculty and staff representing diverse populations who actively support the public affairs mission, where faculty engage in high quality instruction, research and services related to the identified University themes.
- Recruit, retain and support quality students representing diverse populations, who as a result of experiencing our academic programs, will become educated citizens committed to using their academic expertise and who will fulfill civic responsibilities.
- Develop and maintain quality educational programs clearly identified with the University themes incorporated integrated assessment systems that reflect efficient use of University resources.
- Develop relationships with entities internal and external to the University to support academic programs and to fulfill our public affairs mission.

ATHLETIC TRAINING EDUCATION PROGRAM MISSION

The mission of the Athletic Training education program is to provide the highest quality of professional preparation that promotes the development of future athletic trainers. In so doing, the Athletic Training program will provide an environment conducive to learning, strive for academic excellence, and foster a spirit of professionalism.

GOALS:

The charge of the Missouri State University's undergraduate athletic training curriculum is to provide a comprehensive, multifaceted education coupled with a clinical foundation to prepare future health care professionals for a career in athletic training. The objective of this program parallels other prominent programs as to prepare graduates to enter a variety of employment settings and to provide quality health care to a variety of individuals.

PROGRAM OBJECTIVE/EXPECTED STUDENT OUTCOMES

Upon completion of this program students should be able to demonstrate proficiency in the following objectives

1. To facilitate the learning of the knowledge, skills, and attitudes required to adeptly practice athletic training.
2. To provide opportunities for the student to become competent in all of the 4th edition Athletic Training Educational Competencies.
3. To challenge the student to develop critical thinking, problem solving, and decision making skills.
4. To assist the student in recognizing and appreciating how athletic training scholarship, evidence based practice, and life-long learning supports the practice of athletic training.
5. To encourage student involvement in the profession via membership in university, state, district, and national athletic training organizations and related societies.
6. To encourage the development of professional and ethical behaviors expected of the athletic trainer as a health care professional.
7. To expose the student to a variety of clinical experiences that will prepare the student for future employment in sports medicine health care.
8. To aid the student in pursuing future educational opportunities such as, but not limited to, graduate education.
9. To prepare the student for the Board of Certification national athletic training certification examination.

WHAT SHOULD YOU EXPECT FROM THIS PROGRAM?

Each member in this program has made a personal decision to aid in the education of athletic training students wishing to enter our profession. While not taking away from other students/patients/responsibilities, the student should expect each faculty/staff member to provide input to their questions. You should not, however, expect to just be given an answer for every question. To make this program an interactive learning process, we will often guide you to come up with correct answers on your own. It is our job to teach you how to deal with similar situations that will have very contrasting outcomes. Each faculty member/ACI/CI within this program has a distinct educational background. This diversity brings about different ideas in healthcare. It is the responsibility of the athletic training student to take and respect these ideas and adapt them into their own unique philosophy. In addition, we also expect all students to apply and continually build their knowledge in the classroom and clinical experiences.

WHAT DOES THIS PROGRAM EXPECT FROM YOU?

It is our intent to make the learning process in this program as interactive as possible. This means the student must take an active and inquisitive role right from the start to achieve the personal goals each student wishes to ascertain. Students are expected to be responsible for their own learning and to allow time to read, study, and practice athletic training materials and skills prior to class, practical exams and clinical experiences. The athletic training laboratory will be open at designated times for student practice. Students should request help from an instructor if they are having difficulty with any skill.

Athletic Training is an allied health care profession and a highly visible aspect of the sports medicine team. For this reason, a high level of professionalism is expected at all times. It is our intent to give you an experience of what the “real world” is like in the field of athletic training. The clinical experiences are set up to give you the knowledge of what certified athletic trainers (ATC’s) are responsible for and what is expected of them.

PROFESSIONALISM

Besides meeting the academic standards of Missouri State University and the Sports Medicine and Athletic Training Department, students enrolled in athletic training courses must demonstrate professionalism in all clinical and classroom experiences.

Professionalism is defined as behaviors and attitudes congruent with the NATA Code of Ethics, BOC Standards of Professional Practice, the State of Missouri Athletic Training Practice Act, socio-cultural expectations, and policies and expectations of the academic institution. Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrate increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Therefore, professionalism includes, but is not limited to, satisfactory clinical and classroom performance and behaviors consistent with professional conduct.

Typical clinical expectations are safe, effective, ethical performance of athletic training tasks; problem solving; use of appropriate judgment; appropriate communication and interaction with others; and the ability to apply knowledge. Acts of dishonesty, failure to provide safe care, lack of professional accountability or maturity, and any acts that could be detrimental to one’s self or others are considered unprofessional behavior. A student who demonstrates unprofessional behavior will be notified by the student’s ACI and/or an ATEP faculty or staff member at the time of the misconduct or discovery of the misconduct. Disciplinary action may be taken.

CONFIDENTIALITY

Health Insurance Portability and Accountability Act (HIPPA)

Athletic Training Students are in a unique situation in which the student may at times have access to confidential information regarding a patient’s medical condition. At no time should an Athletic Training Student discuss any information concerning the status of an injured or ill patient with any party outside of those directly responsible for the patient’s care. All questions or comments regarding the status of a patient should be directed to the site Clinical Supervisor or ACI. Each Athletic Training Student is required to sign the “Confidentiality Agreement”, located in the Student Forms section of this handbook. Students are required to place a copy of the signed agreement in their e-folios and are encouraged to keep a paper copy for themselves.

Additionally, all students in the Athletic Training major will be required to complete the Missouri State University HIPPA privacy and security training. This training must be completed prior to beginning the student’s first clinical experience and at the beginning of each fall semester thereafter. The online training is available at <http://privacy.missouristate.edu/hippa/training>. Students must have their zip card number and a pin number to enter the training website. Upon completion of the training module, the student must place a copy of their certificate in their program e-folio and is encouraged to keep a paper copy for themselves.

ACTIVE/ADULT LEARNER

Additional expectations/requirements of the program are listed in the General Guidelines Section.

STRUCTURE, POLICY AND PROCEDURES OF MSU ATEP

The MSU ATEP provides valuable experience to students interested in Athletic Training. The experience and exposure that Missouri State University provides is a solid base for individuals entering the discipline of Athletic Training. Missouri State University provides students with exposure to a variety of practice settings while preparing them for certification by the Board of Certification (BOC). Missouri State University offers a competitive, four-year, co-educational program that allows all students to obtain clinical experience with a large variety of men and women's sports teams and affiliated health care settings (intercollegiate, interscholastic, and clinical). Athletic Training students at MSU progress through several levels of competency during their academic and practical experience. Under the direction of BOC Certified Athletic Trainers (ATC), Approved Clinical Instructors (ACI), and Clinical Instructors (CI), students will acquire a diverse variety of clinical experiences during their matriculation at MSU.

ADMISSION INTO ATHLETIC TRAINING EDUCATION PROGRAM

FIRST YEAR ATHLETIC TRAINING STUDENT

MSU's Athletic Training Education Program has a competitive two level admission procedure and strict requirements to progress through the program. All interested students must first apply and be admitted to both the university and to the "First Year Experience" of the ATEP. Interested students must complete an application for the athletic training education program. Detailed instructions can be obtained on the department's website (<http://sportsmed.missouristate.edu/>) or in person in Professional Building 160. To be considered for admission into the First Year experience, the completed application must be received by the Departmental due date. Due to the clinical supervision requirements and the MSU ATEP's desire to produce a quality experience for students, a limited number of students will be accepted into the First Year experience each year. All applicants will be notified of the selection committee's decision within two weeks of the application deadline. Students that are accepted into this level are known as a "First year athletic training student".

Missouri State University does not discriminate based upon age, sex, race, nationality, physical handicap or religious preference. Students are required to physically and mentally be able to perform the tasks necessary to the daily operations of the various clinical facilities and duties within the scope of Athletic Training.

The following list of task/ requirements are required of all First Year students to progress through the First year experience and be eligible for admissions into the second phase –Upper Level Student - of the program.

Prior to or During First Year experience (Level one year)

- Physical Packet (due prior to starting fall semester)*
 - Technical Standards for Admission Form
 - Physical Capability Information Form*
 - Immunization Records (including proof of current TB)*
 - Assumption of Risk Form
- Medical History Form (return to Taylor Health and Wellness Center)
- Background check – October/November*
- Drug Screen – October/November*
- Malpractice Insurance – November/December*
- Acceptable clinical evaluations (spring, ATC 221)
- Demonstrate strong interest in the athletic training profession
- CPR and AED training and certification (spring, ATC 221)
- Submit formal letter of application for interview – March/April

Complete ATC 220 and 221 with a “B” or better
Complete BMS 307 with a “C” or better
Successfully complete BMS 110 or BIO 121 and CHEM 105 or 160
Maintain at least a 2.80 University GPA
Maintain at least a 3.00 ATC GPA
Good standing with University

*Students are financially responsible for the cost of these items. Detailed information regarding cost can be obtained by contacting the department (417-836-8553).

For the benefit of the student, he/she should become familiar with all Athletic Training staff members as well as the policies and procedures expected in the Athletic Training Clinical settings. Additionally, throughout the First Year experience students should take advantage of opportunities (meetings, organizations, activities, conferences, etc) to become more familiar with the MSU ATEP and the Athletic Training Profession.

If a student successfully completes and/or submits all the above mentioned task/requirements the student is eligible for an interview with program faculty to determine admission into the 2nd level or upper level student phase. Selection for admission into the upper level student phase of the ATEP is determined by objective evaluation of all documentation including previous evaluation forms and each semester cumulative grades and scores from the formal interview. Students are admitted each year as determined by their performance and the number of available clinical slots. The ATEP Faculty will retain the right to consider mitigating circumstances relative to the above requirements and those listed in the application packet and may waive one or more of these requirements for admission. Students will be notified of their acceptance/rejection one week after final grades are received from the Office of Registration and Records or as soon as the ATEP faculty has completed the evaluation process. Students not accepted may submit letter of re-application for the following year or change their major. These options will be explained in detail by a program instructor during introductory meetings and again with notification of admission status. Those not accepted may NOT continue in the AT major courses. If a student elects to change majors, they should inform their current academic advisor and the ATEP program director as well as contact the academic advisement center for assignment of a new advisor.

UPPER LEVEL STUDENT PHASE

Once accepted into the upper level student phase of the program students are required to maintain a University GPA of 2.80 or higher and an ATC GPA of 3.00 or higher. Additionally, each student must maintain or complete the following:

- Fill out degree plan (start of 2nd year)
- Professional Rescuer (annually, May)
- TB (annually, Aug)*
- Site specific or program orientation (annually, Aug – prior to classes)
- Malpractice insurance (annually, Aug)*
- Maintain all yearly training, memberships*, program forms, etc
- Complete required course sequence and clinical education requirements*
- Remain in good standing with University, College, and program

*Students are financially responsible for cost associated with these items.

TRANSFER STUDENTS

The MSU ATEP is a four year competitive admissions program. Students who were previously enrolled at another college or university must obtain and submit application materials no later than March 1st the year before transferring to MSU. Transfer students are required to complete a formal interview in the Spring Semester. In the event a student is

unable to travel to campus for an interview, a phone interview will be arranged. If the transferring student has at least 100 hours of previous experience under a Certified Athletic Trainer at an accredited athletic training education program and meets all other requirements, the First year phase MAY be waived and the student could be accepted into the upper level student three-year curriculum on a probationary status. Such a student would still be responsible for demonstrating competence on all entry-level skills. Each student must successfully complete an entry-level examination before they will be allowed to start any clinical experience. In addition, this student must work with the Athletic Training Education Program faculty to ensure that he/she has the skills and information necessary to successfully enter the program. If at the end of the first semester the student has met all the requirements, the probationary status will be dropped. However, if the student does not meet the entrance requirements or if the faculty and/or student do not feel comfortable with the placement, the student will be required to complete the First Year courses in their entirety before progressing in the program. Transfer students are required to follow the prescribed course sequence as set forth by the Athletic Training curriculum. This may require students to supplement the hours required to maintain full time status with elective hours.

Transfer students that are not coming from an accredited ATEP must follow the process outlined in the First Year Athletic Training Student section above.

INTERCOLLEGIATE ATHLETES

If a student who expresses interest in the MSU ATEP is also an MSU intercollegiate athlete a meeting with the athlete, coach and ATEP program director is highly suggested. Due to the significant clinical component required in the Athletic Training major, time conflicts between sport demands and clinical requirements can place a student-athlete in a stressful situation and/or academic trouble. The Athletic Training faculty and staff is committed to encouraging students and assisting them in taking advantage of the rich co-curricular opportunities available on our campus. However, the faculty is responsible for ensuring the student graduates on time, fulfills all requirements for the ATEP, and gains sufficient quality clinical experience to develop into a skilled health care professional. The following guidelines are designed to help accomplish these purposes.

Guidelines

1. The intention on the part of the student to participate in intercollegiate athletics shall not factor into the admissions decision for the Athletic Training program.
2. Students admitted to the ATEP may participate in intercollegiate athletics.
3. Athletic Training student shall limit his/her participation to ONE intercollegiate team.
4. Athletic Training student who are members of an intercollegiate team must coordinate his/her schedule with his/her coach and the Athletic Training clinical coordinator and/or program director.
5. Athletic Training student who participates in intercollegiate athletics must, like all students, fulfill all the didactic and clinical program requirements before graduation. All such students are strongly encouraged to consult the program director early in their program since effective planning is crucial to on-time graduation.
6. A copy of these guidelines will be sent to the student's head coach, academic advisor, and the Academic Center for Student Athletes.

Students with questions regarding this policy are encouraged to speak with the Athletic Training Education Clinical Coordinator and/or Program Director for clarification of his/her concerns.

PHYSICAL CAPABILITIES ASSESSMENT

Before being allowed to complete clinical experiences students must complete the physical packet which includes a physical capabilities assessment form, medical history form, immunization records, technical standards form, and an assumption of risk form. Copies of all of the departmental forms are included in the student form section. A copy of the medical history questionnaire can be obtained via the link below

<http://health.missouristate.edu/PDF%20Files/Medical%20History%20Form%20&%20Immunizations.pdf>) and must be submitted to Taylor's Health and Wellness Center. All records will be kept confidential.

TECHNICAL STANDARDS HISTORY AND RATIONALE

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 ("ADA or "the Act"), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 "prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are 'otherwise qualified' to participate in those programs." With respect to post-secondary educational services, and "otherwise qualified" individual is a person with a disability "who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity."

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their request for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of "public accommodations," including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In apply Section 504 regulations, which require individuals to meet the "academic and technical standards for admission," the Supreme Court has stated that physical qualification could lawfully be considered "technical standard(s) for admission."

Institutions may not, however, exclude an "otherwise qualified" applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would "fundamentally alter" and/or (b) place an "undue burden on" the educational program or academic requirements and technical standards which are essential to the program of study.

TECHNICAL STANDARDS FOR ADMISSION

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

ACADEMIC PROGRESSION THROUGH THE ATHLETIC TRAINING MAJOR

The Missouri State University ATEP is a four year progressive curriculum. Each Athletic Training student MUST follow the curricula sequence found on the next page (speak with your advisor to be sure you have the most current information). This sequence is based on the idea of learning over time and integration of the 4th edition Athletic Training Educational Competencies. To help ensure these concepts, students must maintain the required University and Program GPAs, successfully complete all competencies (80% or higher), acquire sufficient clinical experience (must follow program guidelines), and demonstrate clinical mastery of specific competencies and proficiencies before they will be allowed to progress to the next level within the program. Should a student's sequence be interrupted for any reason, that individual must meet with the ATEP faculty to determine the course of action. This decision will be on an individual basis, taking the situation and circumstances into consideration. See Curriculum GPA Criteria in Student Form Section.

FIRST YEAR STUDENT

Fall (Semester I)

ATC 220 Intro to AT (4) *
IDS 110 (1) *
MATH 135 or higher (3-5)
COM 115 (3)
PED 100 (2) or in spring
CIS/CSC 101 (can test out of)
BMS 110 Concepts in Biomedical Sci (4)*

OR

BMS 121 Biology I (4)

*Required, others or highly suggested

Departmental Requirements: e-folio; background check; drug testing; physical packet; liability insurance, Prof Rescuer

Spring (Semester II)

ATC 221 Clinical Skills in AT (3)*
ENG 110 Writing I (3)
BMS 307 Human Anatomy (4)*
CHM 160 General Chemistry I (4)*
OR
CHM 105 Fundamentals of Chemistry (5)

SECOND YEAR STUDENTS

Fall (Semester III)

ATC 222 Athletic Injuries (4)*
ATC 240 Clinical Practicum I (2)*
BMS 240 Intro Nutrition (3)
BMS 308 Human Physiology (4)*
Writing II (3)

Spring (Semester IV)

ATC 241 Clinical Practicum II (2)
ATC 329 Athletic Injury Assessment Upper(3) *
ATC 324 Therapeutic Modalities (4)*
PED 360 Kinesiology (4)
PSY 121 Into Psychology (3)

Departmental Requirements: e-folio, professional memberships (NATA, MAATA, MoATA), liability insurance, Prof Rescuer

THIRD YEAR STUDENTS

Fall (Semester V)

ATC 328 Athletic Injury Assessment / Lower (3)*
ATC 340 Clinical Practicum III (2)*
PED 362 Exercise Physiology (4)
PHI 105 Critical Thinking (3)

Spring (Semester VI)

ATC 326 Therapeutic Interventions in AT(3)*
ATC 341 Clinical Practicum IV (2)*
ATC 420 Medical Aspects of AT (3)*
ATC 421 Therapeutic Exercise (4)

Departmental Requirements: e-folio, professional memberships (NATA, MAATA, MoATA), liability insurance, Prof Rescuer

FOURTH YEAR STUDENTS

Fall (Semester VII)

ATC 320 Athletic Training Administration(3)*
ATC 330 Surgical Pathology of Athletic Injuries(3)*
ATC 440 Clinical Practicum V (2)
PSY 200 Psychological Statistical Methods (3)
BMS 430 Sports Nutrition and Exer Physiology (3)

Spring (Semester VIII)

ATC 425 Cont Topics in AT (3)*
ATC 441 Clinical Practicum VI (2)*

Departmental Requirements: e-folio, professional memberships (NATA, MAATA, MoATA), liability insurance, Prof Rescuer, research presentation

*This sequence does NOT include all the general education requirements or electives a student will need.

ATHLETIC TRAINING EDUCATIONAL CURRICULUM GPA CRITERIA

ACADEMIC PROBATION

Athletic Training is an allied health care profession and academic performance should be a main priority of students in the Athletic Training Education Program. Athletic Training students must maintain a cumulative university of grade point average (GPA) of 2.80 or higher (on a 4.00 scale) and a 3.00/4.00 in major (ATC) coursework. To help prevent any academic causality, mid-term grade checks will be required of all Athletic Training students. The purpose of these evaluations is to assess the academic progress of Athletic Training students. In the event that a student is having academic difficulty, the student's academic advisor will identify and direct the involved student to seek academic assistance. For Athletic Training students who have previously been on probation, grade checks will be required more frequently.

At the close of any semester, if an overall university GPA of a 2.80 or a 3.00 for major courses is not achieved, the student already accepted into the clinical program will be placed on probation within the Athletic Training Education Program. Probation will consist of a reduction in the number of hours the student will be allowed to spend in the clinical site and the number of events the Athletic Training student will be allowed to cover. An Athletic Training student on probation will not be allowed to travel with a team during their probation. Failure to achieve a 2.80 University and /or 3.00 major GPA in the subsequent semester may result in dismissal from the Athletic Training Education Program. Each case will be handled individually based on the specific situation. If the end-of-semester GPA/grades remain below academic requirements following semester probation the student may be required to repeat specific courses, the entire year, or be dismissed from the program.

The probationary student will be given a verbal and written warning (including cause of probation and disciplinary action if not corrected). Students who receive a grade of "D" or "F" in an ATC course must repeat that course and receive a grade of "C" or higher to remain and to progress in the major. Students who do not meet the retention criteria may follow the program appeal process. Failure to follow the appeal process may result in dismissal from the program.

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.

General Guidelines

APPEAL PROCESS

Any Athletic Training student in the Athletic Training Education Program has the right to appeal or petition any decision made by the Athletic Training Education Program faculty and staff.

The appropriate appeal process is as follows:

- The student must submit a written appeal to Athletic Training Education Program Director.
- The student may then appeal to the Department Head of Sports Medicine and Athletic Training.
- The student may then appeal to the Dean of the College of Health and Human Services
- The student may then appeal to the Provost of the University.

*At each level the appeal must be made within one week of receiving notification of the decision.

CHANGE OF MAJOR

If at any time an Athletic Training student decides that Athletic Training is not the profession for them, the student is encouraged to first discuss this decision with an ATEP staff or faculty member. However, if the student still desires to change majors, the student needs to inform their supervisor and submit a letter to the ATEP Director stating their intent to change majors. All clothing and equipment distributed to the Athletic Training student by the ATEP must be returned. All privileges received due to status as an Athletic Training Student will be forfeited.

STUDENT EMPLOYMENT

The AT curriculum is rigorous and time consuming. **The time commitment is very challenging with the academic load and the time spent with the clinical assignments.** Working an outside job while in the program is NOT encouraged. Students that do elect to work are strongly advised to limit outside employment to 10 hours or less per week and to consider the amount of personal responsibility prior to entering the AT program. Students will find it necessary to study outside regularly scheduled classes to maintain a satisfactory grade average. Student must make their AT education a priority above work. Those who find it necessary to work should not work a long or stressful shift immediately preceding a scheduled clinical assignment. A student who is deemed unsafe or unable to provide quality of care by the instructor will be sent home from the clinical experience. If the student is tired, the level of alertness is decreased, enhancing the chances of clinical error and decreasing the quality of work done by the ATS.

The athletic training student seeking outside employment is not to work as an athletic training/athletic training student or wear the athletic training student uniform or in any way represent him or herself as an athletic training student from Missouri State University. The athletic training student is not to perform any task on the basis of being an athletic training student at Missouri State University while employed outside of the athletic training education program experiences.

ATTITUDES AND VALUES

The profession of Athletic Training is an allied health care profession devoted to the health and welfare of the physically active patient. The Athletic Trainer should keep the basic principle in view and be guided by it at all times.

1. Athletic Training Students should develop a relationship with each patient that encourages him/her to trust the student with personal information.
2. Athletic Training Students should develop a professional relationship with fellow clinicians, administrators and patients so they respect the students' opinions and know the information will be objective.
3. Those who serve as members of the profession of Athletic Training commit themselves to uphold professional ideals and standards. Each Athletic Trainer acts as a representative of the whole profession and as such should conduct him/herself with honor and integrity.

4. Athletic Training Students should develop a sense of loyalty to each member of the organization. **Do not** second guess or belittle decisions made by Clinical Instructors. In particular, do not discuss controversial subjects concerning the organization outside the organization. Learn what information needs to be shared and with whom it is to be shared. For the most part, this includes your fellow athletic trainers and the Team Physician.
5. The Athletic Training Student must act in a professional manner at all times, understanding that they are a direct reflection of the instructors, the university and the MSU ATEP
6. The student's willingness to accept responsibilities and carry them through completion, the way he/she performs those duties which are unpopular and distasteful, his/her personal appearance, and the tone of voice and the caliber or his/her language, are all qualities which will make assist a student in being successful in all endeavors. Athletic Training is an integral part of sports medicine. The Athletic Trainer Student should carry out the techniques of the profession only with appropriate and specific medical direction of their ACI/CI.

PERSONAL QUALITIES

DEPENDABILITY: Dependability includes, punctuality, following directions, completion of tasks as assigned, asking for help if needed, and showing initiative.

DEDICATION: Athletic Training Students must be dedicated to their own personal success in the Athletic Training Education Program.

SINCERITY, HONESTY, LOYALTY AND INTEGRITY: Athletic Trainers work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed.

PROFESSIONALISM

Please keep in mind as an Athletic Training Student you are a representative of the MSU ATEP. Your words and actions will have a direct reflection on the entire program. As an Athletic Training Student it is expected that all actions and demeanor will reflect professionalism while in attendance at any site.

There will be **NO TOLERANCE** for any Athletic Training Student caught using or in the possession of neither illegal drugs, nor will there be any consumption of alcoholic beverages while acting in the capacity of an Athletic Training Student.

PERSONAL APPEARANCE POLICY

DRESSING LIKE A PROFESSIONAL

The Missouri State University Athletic Training Education Program strives to create a professional image that is consistent with the public's expectation of an allied health professional. Professional appearance includes grooming, hygiene and dress. Individual dress should reflect a professional appearance at all times in order foster a professional atmosphere. In order to be a professional, it is important to dress and behave like one. This program requires its students to do the same. Students are required to have approved MSU SMAT shirts for use at their clinical sites. Specific information on shirts and ordering will be provided through the SMAT department early in the school year. Each clinical site may have their own policies which will be covered during the specific clinical site orientation. Following are the standards for all clinical sites:

- No denim/jeans.
- Skirts and dresses that are at least knee length – skirts and dresses are not recommended due to the nature of a athletic trainers responsibilities.
- No see through or revealing shorts or shirts. Shirts should not be low cut. Shorts must be of appropriate length.
- No designer T-shirts or sweatshirts (i.e. Old Navy or derogatory slogans/beer ads, etc.).

- No hats inside the building.
- Name tags are required at all sites and should be worn so that student's name is visibly recognized. Name tags must be clipped to the shirt collar or hanging from an ATEP approved lanyard.
- No use of tobacco products while at your rotations/assignments. Do NOT smell like smoke.
- Any unusual body piercing is prohibited (Each clinical assignment will provide their specific criteria for what is "unusual").
- Good general hygiene (clean hair, brushed teeth, clean/pressed cloths, etc.).
- Footwear must be in good repair, clean, comfortable, and appropriate. Flip-flops, crocs, clogs, slippers, sandals, open toed shoes, and hiking/construction boots may not be worn. Socks must always be worn.
- Appropriate clothing for all weather conditions.

*Any student, who is inappropriately dressed, in the opinion of the site supervisor, will be sent home for the day. It is the Athletic Training Students responsibility to supplement opportunities lost due to these actions.

SEXUAL HARRASSMENT

Sexual harassment is the unwanted imposition of sexual attention, usually in the form of repeated or unwanted verbal or physical sexual advances, sexually implicit or derogatory statements made by someone in your classroom or workplace which cause you discomfort or humiliation and interfere with your academic or work performance. Sexual harassment can be committed against men or women.

Some examples include:

sexually oriented jokes and derogatory language in a sexual nature, obscene gestures, displays of sexually suggestive pictures, unnecessary touching, direct physical advances of a sexual nature that are inappropriate and unwanted, requests for sex in exchange for grades, letters of recommendation or employment opportunities, demands for sexual favors accompanied by implied or overt threats.

If at any time an Athletic Training Student feels as though they have been the victim or witness to an act of sexual harassment they are encouraged to report the incidence to the ACI, Clinical Instructor, Coordinator of Clinical Education or the Program Director. Any ATS found guilty of sexual harassment will be removed from the ATEP.

GAMBLING

As a member of the MSU athletic family you have knowledge that is of great value to gamblers and game enthusiasts. Any of the following activities may result in severe disciplinary action or termination.

- Providing any information (e.g. reports concerning team morale, game plans, injuries to team members) to any individual that could assist anyone involved in organized gambling activities .
- Making a bet or wager on any intercollegiate athletic contest.
- Accepting a bet or a bribe, or agreeing to fix or influence illegally the outcome of any intercollegiate contest.
- Failing to report any bribe offer or any knowledge of any attempts to "throw", "fix" or otherwise influence the outcome of a game

HAZARDOUS WASTE AND INFECTION CONTROL POLICY –

All students receive BBP training in ATC 220 and during site specific clinical in-service sessions in the fall prior to beginning their clinical assignments. Additionally, students are required to view an on-line OSHA training module and successfully pass a quiz at the beginning of each semester (requirement of ATC 221, 240, 241, 340, 341, 440, and 441). Copies of the completed quizzes must be turned into the SMAT office and the student must place a copy in their e-folio. The OSHA module and quiz can be found online at <http://www.pp.okstate.edu/ehs/modules/bbp/index.htm> This site is controlled by Oklahoma State University; all information comes directly from the OSHA website.

REPORTING AN INCIDENT

In the event of an exposure to blood or other potentially infectious materials, Athletic Training students are required to report such an incidence to their clinical supervisor and the Athletic Training Education Program Director. Necessary actions will be taken to ensure the safety and well being of the student.

UNIVERSAL BODY SUBSTANCE ISOLATION POLICY AND PROCEDURE

The MSU Athletic Training Education Program believes Athletic Training students and staff/faculty deserve to be protected from all foreseeable hazards in the clinical setting. The Athletic Training Education Program has made efforts to ensure that the best information concerning the growing threat of infectious disease is provided to our students and that an effective policy and procedure have been developed. Direct exposure of Athletic Training student's and/ or staff/faculty to blood or other potentially infectious materials represents a hazard for transmission of blood-borne pathogens and other infections. To decrease the likelihood of transmission of those infections and to minimize student and faculty contact with blood and bodily fluids, the following policy is in effect.

Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or other blood borne pathogens, blood and bodily fluid, precautions will be consistently used for all patients. This approach recommended by Center for Disease Control (CDC) and referred to as "universal blood and body fluid precautions" will be used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased and the infection of the patient is usually unknown. All patients' blood, body fluids, tissues or infected materials will be considered to be potentially infectious and universal precautions will be used on all patients.

- Latex gloves must be worn for touching blood and body fluids, mucus membranes, or non- intact skin of all patients, for handling items or surfaces soiled with blood or body fluids.
- Gloves will be changed after contact with each patient.
- Masks and goggles or face shields should be worn during procedures that are likely to generate droplets of blood/body fluids to prevent exposure of mucus membranes to mouth, nose and eyes.
- Gowns or protective aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an anti- microbial soap if contaminated with blood or other body fluids.
- Hands will be washed immediately after gloves are removed.
- All Athletic Training students will take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures.
- To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Used disposable syringes and needles, scalpel blades and sharp items will be placed in puncture resistant containers which should be located as close to the patient care area as possible.
- Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
- Students who have lesions and/or weeping dermatitis will report this to appropriate faculty/staff and may be required to refrain from all direct patient care until the condition resolves.
- All patients' blood or bodily fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10.
- Any needle stick, blood/body fluid exposure to a student will be reported promptly to the supervisor. In event an investigation is required, follow-up care may be instituted.
- Orientation to the Universal Precautions will be provided for all new students prior to their clinical rotation and updates will be provided each semester for all Athletic Training students in the program.

HEPATITIS B VACCINATION

Athletic Training students must present sufficient documentation of having received the HBV vaccination or sign a waiver of the procedure within the first semester after being accepted into the formal portion of Athletic Training Education Program. The vaccination is a three-step process. The student should receive the second shot one-month after the initial shot. The final shot is given 4-6 months after the first dose. The student must present a valid shot record, sign a waiver, or begin the series of shots before they begin their first clinical rotation.

- A Copy of a consent form and declination waiver can be found in the Student Forms section.

Missouri State University Athletic Training Education Program Communicable Disease Policy

In accordance with the Missouri Department of Health and Environment and the Taylor Health and Wellness Center at Missouri State University, the following policies and procedures have been developed for the attainment and control of communicable diseases. Any student that is diagnosed with having a communicable disease of any form is required to be reported to the Missouri Department of Health and Environment. Students that contract a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the university affiliated physicians at Taylor Health and Wellness Center. Students may not participate in clinical experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician. The following communicable diseases that pertain to this policy are as follows:

AIDS	Amebiasis	Anthrax
Botulism	Brucellosis	Campylobacter infections
Chancroid	Chlamydia trachomatis infection	Cholera
Cryptosporidiosis	Diphtheria	Escherichia coli
Giardiasis	Gonorrhea	Haemophilus influenza
Hand, foot, mouth syndrome	Infectious encephalitis	Hepatitis A
Hepatitis B	Hepatitis C	Herpes
Hantavirus	HIV	Legionellosis
Leprosy (Hansen disease)	Lyme disease	Malaria
Measles	Meningitis (bacterial)	Meningococemia
Mumps	Pertussis (whooping cough)	Plague
Psittacosis	Rabies (animal, human)	Rocky Mountain spotted fever
Rubella	Poliomyelitis	Salmonellosis (typhoid fever)
Shigellosis	Streptococcus pneumonia	Syphilis
Tetanus	Toxic shock syndrome	Trichinosis
Tuberculosis	Tularemia	Pinworms
Ringworm	Scabies	Shingles (Herpes Zoster)
Yellow Fever	Viral and acute hepatitis	

For more information on communicable diseases visit
<http://www.cdc.gov/ncidod/dhqp/pdf/guidelines>

PROFESSIONAL ORGANIZATION MEMBERSHIP

All ATS are required to become a member of Missouri Athletic Trainers' Association (MoATA), Mid-American Athletic Trainers' Association (MAATA, District 5) and the National Athletic Trainers' Association (NATA). These professional organizations provide the student with valuable information, contacts, and opportunities. All Athletic Training students are strongly encouraged to join these organizations as student members. Students are also urged to attend as many professional and educational meetings as possible. It is a great way to meet people and network, as well as learn from a variety of different professionals. Assistance with cost of membership and meetings may be obtained from SMAT, ATEP, MSU SATA, or other organizations. Students are also encouraged to join the MSU Athletic Training Student Association (ATSA). This is a student ran organization.

ATHLETIC TRAINING INTERNSHIPS

A variety of internships offered through professional sports teams, developmental camps, Olympic national sport governing bodies, and industrial settings are available to Athletic Training students. Interested students are strongly encouraged to apply for any internship relating to Athletic Training and his/her career interest. Students are encouraged to notify staff and faculty Certified Athletic Trainers for guidance and assistance in obtaining an internship.

SCHOLARSHIPS

There are numerous opportunities for Athletic Training students to obtain scholarships and other monies to assist with educational cost. Scholarships are offered through the NATA, MAATA, MoATA, and several other Athletic Training organizations. Staff and faculty Certified Athletic Trainers will assist students in any way they can to secure these funds. Additional scholarships can be obtained through MSU, College of Health and Human Services, SMAT, and ATEP.

Possible Cost for ATS (The following are averages based on previous years)

Tuition	In-state – 179.00 per Cr. Hr. * 12 hours	\$2148.00
	Out-of-state 349.00 per Cr. Hr.* 12 hours	\$4188.00
Books		\$ 400.00
Housing	(ave 400.00 *12 months)	\$4800.00
Travel cost *		\$ 150.00
*at least one semester every ATS will be sent to an off –campus site for clinical experience		
Program specific cost - some of these cost will be covered by course fees, some students will be responsible for)		
Membership dues		\$20.00 – 150.00
(student organization, membership/participation is voluntary)		
Miscellaneous items		\$10.00 – 100.00
(scissors, fanny pack, clothing, etc)		
Clothing (varies based on student's order)		\$10.00 – 200.00
Liability insurance		\$10.00 per semester
Hepatitis B shots (series of three)		varies based on Dr.
OSBI Background Check		\$36.00
Drug Test		\$24.00

PROFESSIONAL RELATIONSHIP OF MSU ATHLETIC TRAINING STUDENTS

PATIENTS

As an Athletic Training student, you should always maintain a professional working relationship with all patients. While some patients may be your peers, an appropriate working relationship must be maintained at all times. Fraternizing with patients is highly discouraged! If it affects your performance as an Athletic Training student, you will be subject to dismissal.

MEDIA

In the effort to get the latest news concerning athletes or other patients, members of the media may approach you for information regarding the individual's status and/or injury. Under NO circumstances are you to discuss these matters with anyone other than MSU medical personnel. Such information is highly confidential and protected by the Federal Right to Privacy Act and HIPPA. Refer any such questions to staff Certified Athletic Trainers, head coaches, or sports information directors. Any Athletic Training student that discusses this information outside the MSU health care system may be subject to program dismissal.

PHYSICIANS AND OTHER HEALTH CARE PROFESSIONALS

You are here to learn from the health care professionals. Never question or criticize these individuals in front of a patient, coach parent, or administrator. Always choose the appropriate time to ask for explanations of certain treatments and evaluations. If you have a concern about a particular health care professional take your concern directly to the individual or the MSU clinical coordinator and/or program director.

COACHES

Our purpose as Athletic Trainers is the health and safety of the athletes. The coach's purpose is to produce a successful program. Do not confuse the two. Many coaches are sensitive about questions regarding their game and practice procedures. Remember your place and your purpose for being at practice or a game. If a coach questions your procedures, do not argue with the coach or raise your voice, but continue to do the job and take appropriate care of the athlete. Afterwards you should consult a staff Certified Athletic Trainer regarding the incident. Please understand that athletics is a highly stressed environment, and the coach's job can depend upon him/her winning games. As Athletic Trainers in this type of environment, one must be able to take criticism and be able to adapt to a highly erratic schedule. BE FLEXIBLE. You must learn to have big shoulders and not take overly critical comments to heart.

OTHER ATHLETIC TRAINERS

We are all in this together. Not everyone has to be best friends, but we must all maintain a good working relationship with all co-workers. We will be spending a lot of time together so it is important that we get along. The atmosphere that we project is essential to our success. We must stick together. Some things to remember:

- Do not criticize a fellow Athletic Training student or ATC in front of a patient, coach, parent, physician, another Athletic Trainer.
- Any criticism you feel needs to be addressed, do it in private and in a constructive manner.
- Do not become a gossip and complainer. Handle all situations in a mature manner.
- Do not allow inappropriate behavior by other Athletic Trainers to continue without making a staff member aware. Don't let actions of others reflect negatively on your program.
- Do not confine yourself to the skills that you feel safe doing. Take advantage of the learning opportunities you are provided during class and at your clinical experiences to practice and become a better clinician.
- Earn respect by developing a hard work ethic. Everyone will not be able to do all tasks, but one must progress to certain levels of competence. Even though many of your tasks as an Athletic Training student are not glamorous, the success of the entire program depends on EVERYONE.

PERSONAL AND SOCIAL CONDUCT

It is a privilege to be a member of the Athletic Training Educational Program and its affiliated sites, not a right. Athletic Training students must conduct themselves in an exemplary manner at all times. Any misconduct may result in an indefinite probation period or dismissal determined by the Athletic Training Education Program faculty and staff.

USE OF ALCOHOL

Permitted only during non-working hours when its use will not interfere with job performance. Athletic Training students are not allowed to partake of alcohol on a road trip or any other time they are representing the program and/or university. Students will be held accountable for their actions when they use alcohol. Athletic Training students are required to abide by STATE AGE LIMITS. Students are expected to conduct themselves in a manner that reflects well on themselves and Missouri State University. Students are NOT allowed to wear any clothing or item that identifies them as a member of the athletic training major when buying or consuming alcohol.

PROFESSIONAL RESCUER

All students in the ATEP are required to have professional rescuer CPR certification. Although some certifications are valid for two years, the ATEP requires recertification to be performed on a yearly basis. Certification must be current while performing all clinical experiences. Professional rescuer CPR will be initially taught as part of ATC 221. The ATEP will offer a recertification course each spring semester. This will be a onetime course strictly for recertification purposes. The date of this course will be announced during the Spring semester and likely will be on Study Day. Students that are unable to make this recertification course must make their own arrangements to get recertified before they start their fall clinical experience. CPR courses must include all of the following: adult and pediatric CPR, two-person CPR, airway obstruction, AED, bag valve mask, and other barrier devices. Students will need to submit a front and back copy of their certification card to the SMAT office.

DRUG TESTING

All students in the major will need to have a drug test completed during their first year in the program. While this is typically a onetime requirement, some clinical sites might require a current drug test before allowing a student to start a clinical experience. The program retains the right to request a current drug test at any point during a student's progression through the program.

LIABILITY INSURANCE

All students in the program will need to have liability insurance. This is a yearly requirement that is accomplished through a blanket policy that covers all students. Each student will pay a small fee to help cover the cost of this insurance policy. This blanket policy is in place of each student buying an individual policy which would be more expensive.

CRIMINAL BACKGROUND CHECK

A criminal background check is required for each student beginning the program. This is typically a onetime process and is to be completed during the first year in the program. Some clinical sites might require a current background before allowing a student to start a clinical experience. The program retains the right to request a current background at any point during a student's progression through the program.

VACCINATION

Prior to being accepted into the AT major, students need to show proof of having all immunizations up to date, including the Hepatitis B vaccination (HBV). The series of HBV shots does not need to be complete at the time of acceptance, but students need to have started the series. Students also need to have received the Rubella Titer or MMR

in the past 5 years. Specific information is provided to students prior to starting the fall semester. This information is contained within the physical packet provided to students.

Office of Equal Opportunity Policies:

For Complete information on Missouri State University's policies on nondiscrimination, sexual harassment, and disability accommodation, please visit the web site of the Office of Equal Opportunity which can be found at <http://www.missouristate.edu/eoa/Policies.htm>

NONDISCRIMINATION POLICY

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer.

Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National, Springfield, Missouri 65804, (417) 836-4252.

This institution reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the campus community as prescribed in this policy.

Student Disability Accommodation Policy and Procedures

Within the guidelines set forth in this policy, Missouri State University (MSU) is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the University under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. MSU does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the requirements essential to a program of instruction.

To request academic accommodations for a disability, contact Katheryne Staeger-Wilson, Director of Disability Services (DS), Plaster Student Union, Suite 405, (417) 836-4192 (voice); (417) 836-6792 (TTY); <http://www.missouristate.edu/disability>.

Students are required to provide documentation of disability to DS prior to receiving accommodations. DS refers some types of accommodation requests to the Learning Diagnostic Clinic (LDC). For a sliding-scale fee, the LDC also provides diagnostic testing for learning and psychological disabilities. To inquire, contact Dr. Steve Capps, Director, LDC, (417) 836-4787; <http://www.missouristate.edu/contrib/ldc/>.

ACADEMIC INTEGRITY

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The *Missouri State University Faculty Handbook* states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with this university policy on student academic integrity.

More specific information regarding academic integrity can be found at the Office of Academic Affairs web site <http://www.missouristate.edu/acadaff/AcademicIntegrity.html>.

MSU ATEP

STUDENT FORMS

SAMPLE STUDENT COPY
Department of Sports Medicine and Athletic Training
Missouri State University

IMMUNIZATION RECORD AND GENERAL HEALTH STATEMENT

NAME OF STUDENT: _____

Immunization Record

	HBV #1	HBV #2	HBV #3	TB TEST	RUEBELA TITER	Or	MMR IN PAST 5 YEARS
DATE						Or	

PHYSICIAN OR PRACTITIONER NOTE:

- **PLEASE CHECK THE APPROPRIATE BOXES AND SIGN THE BOTTOM OF THE FORM.**

By checking this box I verify that I have examined the student and found him/her to be free of any communicable diseases.

By checking this box I verify that I have examined the student but found him/her **NOT** to be free of any communicable diseases

By checking this box I verify that I have examined the student and found he/she is able to meet the technical standards of the academic program.

By checking this box I verify that I have examined the student but found he/she is **UNABLE** to meet the technical standards of the academic program.

By checking this box I verify that I have examined the student and found him/her to be in good health

By checking this box I verify that I have examined the student but found him/her **NOT** to be in good health

By checking this box I verify that I have examined the student and found he/she is current on his/her immunizations.

By checking this box I verify that I have examined the student but found he/she is **NOT** current on his/her immunizations.

Physician or Practitioner Signature / Credentials

Date

Physician or Practitioner Printed Name

SAMPLE STUDENT COPY
Official Copy will be provided for you

SAMPLE STUDENT COPY

MSU ATEP TECHNICAL STANDARDS FOR ADMISSION

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

Candidates for selection to the Sports Medicine and Athletic Training education program must demonstrate:

1. The ability to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record the physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Educational Program will be required to verify they understand and meet these technical standards, with or without reasonable accommodations.

Missouri State University is committed to providing an accessible and supportive environment for students with disabilities. Students requesting accommodations for a disability are responsible for notifying the University of their disability and their request for accommodation. To initiate a request for accommodations, students must contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 (voice) or (417) 836-6792 (TTY). For a full statement of the rights and responsibilities of students with disabilities, and the rights and responsibilities of the University and its faculty, see our web site at www.missouristate.edu (keyword = disability). The Office of Disability Services (DSO), in conjunction with the Athletic Training Education Program faculty, will evaluate a student's request for accommodations to ascertain if the request is able to fulfill the program's technical standards with reasonable accommodations.

I certify that I have read and understand the technical standards for selection into the Athletic Training Education Program. I understand that if I am unable to meet these requirements, with or without reasonable accommodations, I will not be admitted into the program.

Applicant's Signature

Date

SAMPLE STUDENT COPY

Official Copy will be provided for you

SAMPLE STUDENT COPY

Missouri State University
Athletic Training Education Program
Physical Capability Information

Name: _____ SS# _____

Date of Birth: _____ Local Phone # _____

Local Address: _____

Permanent Address: _____

Email: _____

Parents or emergency contact name and number: _____

Family Physician: _____

Name City State Phone

Please verify the following:

1. Do you have a medical condition(s) that may prevent you from performing the occupational tasks involved with the athletic training profession that may include but not limited to: lifting, running, bending, squatting, reaching, throwing, and demonstrating therapeutic exercise techniques? YES NO
2. Do you know of, or believe there is, any medical reason why you should not participate as an athletic training student at MSU at this time? YES NO
3. Have you ever been hospitalized? YES NO
4. Have you ever had surgery? YES NO
5. Are you presently under a doctor's care? YES NO
6. Are you presently taking any medications or pills? YES NO
7. Do you have trouble breathing or do you cough during or after activity? YES NO
8. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones or joints? YES NO
 Head Shoulder Thigh Neck Elbow Knee Foot
 Forearm Shin/Calf Back Wrist Ankle Hip Hand
9. Have you had any other medical problems (infectious mononucleosis, diabetes, anemia, etc.)? YES NO

Please clarify of these questions which you answered

yes: _____

SAMPLE STUDENT COPY

Official Copy will be provided for you

SAMPLE STUDENT COPY

Missouri State University
Athletic Training Education Program
Physical Capability Information

Assumption of Risk

I, _____, understand that participating in the field of athletic training as an athletic training student at Missouri State University may be physically demanding, requiring me to sometimes lift heavy objects (i.e. lifting an athlete on a spine board, coolers of water, medical bags), run (i.e. get to an injured athlete on the field of play), and otherwise engage in activity or positions to perform necessary medical and facility related task (i.e. evaluating an injury and cleaning the athletic training clinic respectively). The physically demanding activities pose an inherent risk of injury and I acknowledge that these risks exist and I am willing to assume these risks and will not hold Missouri State University and it's personnel responsible for any pre-existing medical condition(s) that I may have.

Student's signature: _____ Date: _____

I have examined and medically cleared this individual to participant as an athletic training student in the Athletic Training Education Program at Missouri State University. Furthermore, I have verified that the above mentioned individual is physically capable of performing all task herein described.

Date: _____
State Licensed Physician or Practitioner Signature

SAMPLE STUDENT COPY

Official Copy will be provided for you

Athletic Training Student Clinical Experience Weekly Schedule Worksheet

ATS NAME: _____ Academic Semester and Year: _____ ACI: _____

Directions for ACIs, CIs & students:

- Please use this worksheet to set up the student’s tentative weekly clinical experience schedule. This schedule is tentative to allow for uncontrollable changes in clinical experience schedules (e.g., an event goes longer or ends sooner than expected). Although this schedule is tentative, it will be the schedule referred to if questions are raised about student attendance at a clinical experience. A copy of the schedule needs to be provided to the department once completed. The Athletic Training Education Program (ATEP) strongly recommends that both the ACI or CI and the student keep a copy of this worksheet for your records. If the ACI, CI, and/or student have questions regarding clinical experience policies and procedures, you may contact the ATEP Program Director (or designee) and/or refer to the ATEP Handbook for clarification.
- Please remember that required clinical experiences are course requirements (i.e., these experiences are not optional) and are subject to all ATEP and University academic policies. Other factors to consider include: 1) clinical experience caps; 2) classes take priority over clinical experiences; 3) clinical experiences take priority over other student obligations (e.g., jobs, student organizations, etc.); 4) students are excused from clinical experiences for personal illness and family emergencies (immediate family only); 5) students should be given at least one day away from the clinical experience each week; 6) may request additional days off with requests directed to the assigned ACI or CI.

CLASS SCHEDULE							
	Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
CLINICAL EXPERIENCE SCHEDULE							
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							

Requested days off or other Special Considerations: _____

ACI or CI Signature/Date: _____

Student Signature/Date: _____

MSU ATEP
SIGNATURE PAGE

I, _____, have carefully and completely read, and understand the MSU ATEP Handbook, and have had all my questions satisfactorily answered. I understand that by my signature, I agree to abide by all terms, policies, and procedures contained therein.

I specifically acknowledge the understanding of:

Initials	
_____	NATA Code of Ethic Conduct
_____	Program Expectations
_____	Confidentiality - HIPPA
_____	Physical Capabilities
_____	Technical Standards
_____	Athletic Training Educational Curriculum GPA Criteria
_____	Requirements for Clinical Experience
_____	Application of Clinical Proficiencies
_____	Direct Supervision
_____	Noncompulsory Clinical Experiences
_____	Unsupervised Student Activities
_____	Student Clinical Experience Hours
_____	Documentation and Enforcement of Clinical Hours
_____	Completion of Assigned Clinical Experience
_____	Clinical Probation/Dismissal for a Clinical Site or Program
_____	Failed Clinical Assignment Procedure/ Appeals Process
_____	Student Travel – adverse weather, transportation of patients
_____	Formal Student Reprimand Policy
_____	Hazardous Communication and Infection Control Policy
_____	Clinical Experience Personal Appearance Policy
_____	Cost of Program

Athletic Training Student Signature	Date
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Witness Signature	Date
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