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THE MISSION STATEMENT

The mission of the Athletic Training program at WSU is to provide future Athletic Trainers with the highest quality of education, knowledge and skills to enhance the health and well-being of physically active populations throughout our community and the world. Students who graduate from the program will be well-prepared for the Board of Certification (BOC) Examination and a future in helping all individuals safely participate in physical activity. As faculty, we educate our students with the most current evidence-based and practical knowledge while providing an example of expert, professional, and compassionate service.

Program Goals and Objectives

1. Develop a nationally competitive Athletic Training program
   a. Provide faculty and preceptor mentorship to produce graduates who are future leaders and outstanding clinicians
   b. Contribute to the athletic training profession through the scholarship and leadership of the faculty, staff, and students
2. Prepare students for successful completion of the BOC Examination
   a. Provide comprehensive instruction of the CAATE required curricular content standards
   b. Provide a comprehensive clinical education program for practical application of curricular content standards
3. Produce Athletic Trainers who are competent, independent, and critical thinkers, proficient in the care of the physically active
   a. Provide mentorship and teaching opportunities for students to teach classmates
   b. Provide opportunities for critical analysis in developing plans of action for injury prevention, management and recovery
4. Prepare students to function within the larger health care system
   a. Integrated experience with off campus clinical sites, allow the student to develop skills for communication with a diverse population.
   b. Through a strong didactic and clinical education, students will gain experience to perform as a competent entry level certified Athletic Trainers
   c. Through interprofessional education opportunities and exposure, students will develop skills for communicating arena with other health care professionals
5. Promote the professional growth and development of students in the profession of Athletic Training
   a. Through membership in professional organizations as the national, regional, and state level
   b. Through attendance and involvement at professional meetings
   c. Continue to develop knowledge and skills beyond Washington State University, and enhance the Athletic Training profession by sharing that knowledge and expertise with local, state, and national professional organizations in the role of members of organizational committees via professional and public service.
6. Promote professional and ethical behavior relevant to the field of Athletic Training.
   a. Understanding the role of the NATA Code of Ethics and BOC Standards of Professional Practice has in the profession
   b. Adhere to the NATA Code of Ethics and the BOC Standards of Professional Practice, and maintain high moral standards when performing professional duties.

Student Achievement Measures

1. Graduation Rate
   a. Produce a graduation rate of 90% of admitted students who complete their program within 150% of the published time
2. Placement Rate
   a. Produce a placement rate of 90% of students who complete the program in Athletic Training, allied health, or related areas within 6 months of graduation
3. Board of Certification Pass Rate
   a. Produce a first time pass rate on the BOC Examination of 80% per cohort. (CAATE Standard 8 requires a 70% three-year aggregate first time pass rate

Student Learning Outcomes:

Successful graduates will become proficient in the following knowledge and skill areas in accordance with professional guidelines as articulated by CAATE. Students will:

- Provide acute care of injuries and illnesses to address planning, examination, immediate emergent or musculoskeletal management, transportation, and education to clients.
• Proficient in using knowledge of basic science and research methodology to interpret evidence-based research related to athletic training to answer questions and guide clinical practice.
• Be prepared, capable, and experienced in working as part of an inter-professional healthcare team
• Develop advanced understanding of issues related to athletic training curriculum development, implementation and administration
• Demonstrate attitudes, behaviors, and practices that support personal well-being and life-long learning
• Become proficient in prevention and health promotion to include general prevention principles, fitness and wellness principles
• Be able to integrate aspects of physical and mental health, cultural competence, ethics, and patient and community values to improve the patients’ outcome
• Exemplify leadership, professional engagement and advocacy to strengthen the profession of athletic training

STUDENT CLINICAL EXPERIENCE: ALL I NEED TO KNOW

1. General Info
   a. Our clinical experience staff consists of 11 full time certified athletic trainers (ATC), certified intern athletic trainers, a physical therapist/athletic trainer, 4 family practice/sports medicine physicians, and 1 orthopedic surgeon.
   b. Over the course of six semesters, athletic training students will have opportunities to gain a variety of clinical experiences at approved clinical sites including WSU athletic training facilities and health and wellness services as well as local physical therapy clinics, high schools and other general medical sites.

2. Scheduling
   a. Athletic training is a time intensive profession and the athletic training clinical experiences at WSU are designed to prepare you to be a certified athletic trainer. Therefore, you will be required to participate as an athletic training student daily at practices as well as home and away events. It is reasonable to expect to cover many weekend practices and events. Coverage over major holidays is typically scheduled on a per sport basis. You will need to check specific schedules with your mentoring ATC before you make travel or vacation arrangements. Athletic training students may request time off only when absolutely necessary and must do so as soon as possible and a minimum of one week in advance. In a seven day period, students will be provided one day off.
   b. Students in first semester clinical experiences will have opportunities to cover a variety of sports. The Coordinator of Clinical Education will schedule students in the first semester clinical experience with a specific Preceptor which will allow for experience with the sports they may be covering. After the first semester, each student will be assigned a mentoring ATC. During that time, students’ schedules will be the responsibility of the mentor and depend on the demands of the sport and administrative responsibilities of specific mentors. Over the course of each academic year you will work an AVERAGE of 20 hours per week. You MUST be present during your scheduled hours. If you have a scheduling conflict it is your responsibility to work with the Coordinator of Clinical Education or the mentoring ATC.
   c. All students will have opportunities to host visiting teams during home competitions. A master schedule of all events will be posted in the conference room. First and second year students are encouraged to host. Other volunteers would be greatly appreciated.
   d. You will be responsible for keeping track of your own hours by adding them on the ATrack online computer program which is part of the NATA membership required annually with admission into the ATP. Falsifying hours is not tolerated. Hours should be recorded daily and will be reported to students and staff every month.

3. Competencies
   a. Each year of clinical experience is associated with a specific course that will meet Tuesday, Wednesday or Thursday mornings from 8:10-9:00 AM.
   b. Competency evaluations are a required component of the education experience. It is an opportunity to take information learned in the class room and apply it to a practical scenario. There are different levels of competencies associated with each of the three clinical experiences in the program. Each semester you will be required to complete all assigned competencies. Failure to complete them will lead to an incomplete in the course and you will not be allowed to register for the next level of clinical experience until you have completed the required competencies.
c. When an injury evaluation is taking place in the athletic training clinic by an experienced athletic training student or certified athletic trainer, you should be observing. Active observation is a great way to learn and become more familiar with common injuries and evaluations. Ask questions at the appropriate time.

d. Athletic training students may not provide services to patients without first completing the appropriate competency. It is your responsibility to indicate to an ATC if you have not completed the competency you have been asked to perform.

e. Don’t be afraid to ask questions!!

4. **Athletic Training Facilities and General Expectations**

a. At WSU we are fortunate to have high quality athletic training facilities. The cleanliness and maintenance of these facilities is the responsibility of each staff member and athletic training student who uses it for work and study. Hundreds of patients, coaches and other staff members come through the athletic training clinic every day. Out of pride and respect for our program, our profession and ourselves we will all share responsibility for the upkeep of the facilities.

b. Athletic training is an allied health care profession. It is expected that in your education you appear and conduct yourself as a professional. Athletic training students will be issued new clothing each year and will be expected to wear ONLY athletic training issued gear during clinical experiences unless specifically stated otherwise.

c. Dress code for home and away events will vary by sport and venue. See mentoring ATC for specific details.

d. Athletic training students are expected to wear their WSU nametag during coverage at any clinical experience. It is important that you be identified as an athletic training student.

e. Anything you see or hear in the athletic training clinic regarding a patient’s medical status is confidential. All medical records and injury reports are confidential.

f. You will receive your own set of keys. This is the only set you may check out; keep track of them. You will be financially responsible if these keys are lost.

g. AT NO TIME should athletic training students be sitting around on tables/benches. Use down time to study for competencies, practice special tests or evaluations, restock taping tables, or ask any of the certified staff if they have any projects with which you may help.

5. **Working Relationships**

a. Help each other whenever possible; never criticize or argue with another athletic trainer in front of patients or other athletic training students.

b. If there are concerns regarding your performance in the athletic training clinic, job expectations, working relationships etc. that have not been addressed by working directly with your mentoring ATC, take your concerns to the Assistant AD for Athletic Training Services, Program Director or Coordinator of Clinical Education.

c. If a patient does not respect you or places you in an uncomfortable position, address the patients in a professional manner and seek assistance from an ATC.

d. Professionalism is a must! Remember this is a health care facility; it is important that patients view you as a professional, and your actions should reflect this.

e. Try not to take things personally and learn from your mistakes, everyone makes them. Learn to take constructive criticism, it can be difficult to hear, but it will be advantageous to you in the long run.

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**POLICIES GOVERNING THE WSU ATHLETIC TRAINING PROGRAM CLINICAL EXPERIENCE**

The purpose of the Athletic Training Program at Washington State University is to provide quality educational and clinical experience required to prepare athletic training students to take the Board of Certification exam.

**PERSONNEL**

The athletic training staff consists of certified staff athletic trainers, certified intern athletic trainers, athletic training students, team physicians and consulting medical specialists. The team physician(s), consulting specialists, and athletic trainers coordinate the care and rehabilitation for any patient.
ATHLETIC TRAINING PROGRAM DIRECTOR

Oversees and directs essential components of the athletic training major including curriculum development, advising, and the coordination of the clinical education for athletic training students. The Program Director communicates with the Assistant Director of Athletics for Athletic Training Services and the Coordinator of Clinical Education regarding athletic training academic policy changes and issues. They report to the Chair of the Educational Leadership, Sport Studies, & Educational/Counseling Psychology Department.

COORDINATOR OF CLINICAL EDUCATION OF THE ATHLETIC TRAINING PROGRAM

The Coordinator of Clinical Education oversees the clinical experience under the direction of the Program Director. They are also responsible for some athletic training clinic coverage under the supervision of team physicians, and reports to the Program Director and the Assistant Director of Athletics for Athletic Training Services.

HEAD ATHLETIC TRAINER/HEAD FOOTBALL ATHLETIC TRAINER

Oversees the medical services provided to all patients. Directly supervises all athletic training staff and reports to an Associate Athletic Director.

TEAM PHYSICIAN

The team physician(s) provides the ultimate diagnostic, supervisory, and prescriptive medical care. The team physician(s) and the athletic trainers will determine the treatment and rehabilitation for all Washington State University Intercollegiate patients. The team physician(s) has absolute authority in determining whether a patient can participate because of a physical disability, injury or illness.

ATHLETIC TRAINERS

Athletic trainers are certified athletic trainers responsible for team medical coverage. They work with and under the supervision of team physicians, and report to the Assistant Director of Athletics for Athletic Training Services.

INTERN ATHLETIC TRAINERS

Interns are certified athletic trainers whom report to the Assistant Director of Athletics for Athletic Training Services. They are responsible for performing the same duties as staff athletic trainers while taking steps to obtain additional athletic training experience and/or additional education.

ATHLETIC TRAINING STUDENTS

The athletic training student is preparing to become certified by the Board of Certification. Athletic training students at WSU have varying responsibilities depending on their skill level and progression through their competency checklists. Athletic training students report to the Program Director, the Assistant AD for Athletic Training Services and their mentoring Preceptor.

CRITERIA FOR ADMISSION TO THE ATHLETIC TRAINING PROGRAM

APPLICATION INTO THE ATHLETIC TRAINING PROGRAM

Acceptance to the Athletic Training Program at WSU is based on a competitive application process. The application deadline for fall admittance is April 1. The following are required to apply:

1. A grade of C or better in Human Anatomy (KINES 262), Techniques in Athletic Training (KINES 267) and Emergency Response (KINES 263)
2. Minimum cumulative GPA of 2.75 including the semester of application
3. Typed application form
4. Three letters of recommendation
5. A copy (front and back) of a CPR/AED for the Professional Rescuer/Healthcare Providers certification and First Aid certification
6. Completed technical standards document
7. 20 hours of observation in the WSU athletic training clinic (see the ATP Coordinator of Clinical Education for details)

After completion of the application each applicant will be contacted for an interview. The student interviews will be evaluated in the areas of personal attributes, maturity and motivation for athletic training.
ADDITIONAL APPLICATION NOTES:

1. There is room for 18-20 students to be admitted into the clinical experience each fall. Total points earned on the application and interview will determine selection.

2. Applicants will be informed in writing as to the selection committee’s decision in late May.

3. Applicants who are selected should plan to matriculate beginning fall of the next academic year, and expect to remain in the clinical program for six semesters.

4. Applicants who are selected will be required to complete and/or show proof of the following at their expense: a physical exam, Hepatitis B vaccination, a negative TB screening, sexual harassment prevention training, HIPAA training and successfully complete a background check.

5. During the 2nd year, transportation to/from off-campus clinical education experiences will be at the students’ expense.

6. Students will be expected to purchase liability insurance each year at their own expense.

7. Athletic Training Students will be required to become members of the NATA for professional development purposes, online evaluations performed each semester and to enter clinical hours in the ATrack computer system.

8. Applicants who are selected will be required to maintain a cumulative and semester 2.75 GPA in courses related to the athletic training degree, achieve a C or better in all core athletic training classes, and show progressive clinical development to remain in the Athletic Training Program.

9. Applicants who are not selected may re-apply the following year. Observation hours will not need to be redone.

TECHNICAL STANDARDS

The Athletic Training Program (ATP) at Washington State University is both rigorous and intense, and places specific requirements and demands on the students enrolled. An objective of the program the ATP program is to prepare students for a variety of employment settings and render care to a wide spectrum of individuals engaged in physical activity. The program has established technical standards, in compliance with accreditation standards, that the program considers necessary for admission and continuation in the program. Requiring that ATP students satisfactorily meet all of the technical standards described below is critical to ensure that its students are able to provide safe and effective care.

Students must be able to meet these technical standards with or without reasonable accommodation in order to achieve the knowledge, skills, and competencies of an entry-level athletic trainer.

ATP students will be assessed for both academic achievement and professional attributes prior to admission and throughout the program to determine their ability to meet all of the program’s requirements, including these technical standards. Deficiencies in demonstrating these technical standards may be grounds for course failure and possible dismissal from the program.

Sensory and Motor Competencies

1. Ability to perform appropriate physical examinations using accepted techniques, and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients

2. Students must maintain personal appearance and hygiene conducive to the classroom and clinical setting

Conceptualization and Integration Skills

1. The ability to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessments and therapeutic judgments and distinguish deviations from the norm

2. The ability to record physical examination results and treatment plans clearly and accurately

Ethical, Interpersonal, and Professional Skills

1. 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.

2. The capacity to maintain composure and continue to function well during periods of high stress
3. Demonstrate flexibility and the ability to adjust to changing situations and uncertainty in clinical situations

4. Demonstrate affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care

APPLICATIONS ARE SCORED IN THE FOLLOWING AREAS:

- Cumulative GPA: 0-5 pts
- Grade in KINES 262: 0-5 pts
- Grade in KINES 267: 0-5 pts
- Grade in KINES 263: 0-5 pts
- Written responses: 0-12 pts (4 pts each)
- Reference rating: 0-5 pts
- Interview: 0-70 pts

The selection committee will review and evaluate each student’s qualifications. If a student states that he/she can meet the technical standards but requires an accommodation, the Athletic Training Program Director will work with the Access Center, the Assistant Director of Athletics for Athletic Training Services and/or the Coordinator of Clinical Education to determine whether a reasonable accommodation is available. Compliance with the technical standards does not guarantee a student’s eligibility for the Board of Certification exam. Signature on the technical standards document does not prevent a student from contacting the Access Center or addressing an issue of reasonable accommodation for a disability or disabilities at any time.

ACADEMIC RESPONSIBILITIES

ACADEMICS

Your academic preparation is the base from which all clinical skills develop. It is important to balance your time commitment to the athletic training experience with academic requirements. You are required to maintain a 2.75 GPA each semester that you are involved in the clinical experience and achieve a C or better in all core athletic training classes. If you are having academic trouble please consult with the Program Director so that a support plan can be developed.

ACADEMIC SUPPORT PLAN

To help you meet the academic requirements necessary to continue with the clinical experience the following support areas have been developed. Academic support services include the following:

1. Athletic training students will be given priority semester registration
2. Athletic training students participating with team travel will use Department of Intercollegiate Athletics class absence forms for travel to inform all professors/instructors of the planned absences (see the ATP Director), however, it is the responsibility of the athletic training student to make arrangements for all work missed while on the road
3. All athletic training students have use of the academic resource center (ARC) housed in Bohler Addition
4. An athletic training clinic resource center is maintained within the main athletic training clinic (Bohler M4)
5. The Academic Success and Career Center (ASCC) provide semester workshops available for the student body regarding academic preparation and success strategies. Listings of these workshop topics, location and time are available through ASCC.

CLINICAL COMPETENCIES

Skill competency checklists have been developed to guide your clinical education experiences. Completing the appropriate level competency checklist is part of the requirements for your clinical internship seminar credits. The following should be considered when completing educational competencies:

1. Competency assessment is not an educational opportunity; it is a time that you demonstrate your knowledge and skill well enough so that the staff feels confident you could use the knowledge and/or skill without supervision.
2. Only when you are confident in your knowledge and ability to complete the competency you may make an appointment with a Preceptor for the final assessment.
   a. Respect the time of the staff ATCs, don’t expect to make an appointment for that day.
3. A Preceptor will expect that you know everything that has been listed with each competency and will ask you detailed questions regarding the subject.

4. A Preceptor will sign off on your competency only after you have practiced with another athletic training student, who has already completed the competency.

5. The Preceptor will sign off on your competency only if they feel that you have demonstrated competency or proficiency of the material or skill.

6. Athletic trainers must have Preceptor training to assess competencies.

7. If the competency indicates a performance or demonstration, be prepared with the appropriate equipment and a model to demonstrate on.

Athletic training students will be expected to complete educational competencies as part of the requirements for the clinical internship seminar courses and completion of the assigned competencies is the responsibility of each student. The syllabi for the clinical internship seminar courses outline the specific due dates and competencies to be completed. In the event that an athletic training student does not complete each of the clinical proficiencies assigned for the semester the student will not be allowed to progress in the clinical portion of the Athletic Training Program. Additionally, athletic training students may not perform skills on patients or other patients until they have demonstrated proficiency of that skill.

ATHLETIC TRAINING STUDENT ORIENTATION

PRESEASON

All 1st, 2nd and 3rd year athletic training students will be expected to report to the WSU athletic training facilities during late July/ the first week of August. (Exact dates will depend on sport schedules and will likely change on a yearly basis. See ATP Coordinator of Clinical Education or Program Director for specifics). During the student orientation, the following paperwork will be completed: HIPPA training, Sexual Harassment training, transportation documentation, etc.

MENTORS FOR ATHLETIC TRAINING STUDENTS

All athletic training students are assigned a mentoring Preceptor by ATP faculty and clinical instructors. Mentors are available to assist athletic training students with completion of assigned competencies and provide end of semester evaluations. The mentoring Preceptor will work with athletic training students to develop a schedule that does not conflict with students’ classes and will average 20 hours per week throughout the semester including mid semester holidays (Thanksgiving, Spring break). The ATP Coordinator of Clinical Education will serve as the mentor for all athletic training students in their 1st, 3rd and 4th semesters.

CLINICAL EXPERIENCE EXPECTATIONS

BASIC GUIDELINES

1. The clinical experience will consist of six consecutive semesters.

2. Total experience over the six semester period will include a minimum of 1200 hours.

3. Practice and Event Coverage
   a. Athletic training students who are assigned to a sport rotation will assist with the medical coverage for that team. This means that you may be asked to assist with coverage during weekends, pre-season, post-season, early morning practice coverage, late night practice coverage and/or holidays. Team coverage involves the set-up, event or practice coverage, and rehabilitation assistance.
   b. These times provide some of the best learning opportunities for you as an athletic training student. You will be assisting with team coverage and activities under the direct supervision (physically present, able to intervene on behalf of the patient) of a certified athletic trainer. Your experience and responsibilities will be guided by the scope of practice guidelines.

4. Team Travel
   a. If you are asked to travel with a team you will be expected to meet the team’s dress code, travel rules, and be available for all practice/event coverage. The Department of Intercollegiate Athletics may provide for hotel and food costs.
   b. When traveling with a team, your priority is the team. At no time should you engage in any activity that would render you less than 100% effective in fulfilling your role as an athletic training student. During free time on the road, your supervising athletic trainer should still know where you are at all times and be able to reach you in case of an emergency.
5. Each athletic training student should not exceed 340 hours in a single academic semester, except on a case by case basis and with prior approval from the Program Director and Coordinator of Clinical Education. During the KINES 291 course, students will be required to complete a minimum of 150 hours to successfully complete the course. During the KINES 392 course, students will be required to complete a minimum of 200 hours in the academic semester to successfully complete the course. During the KINES 493 course, students will be required to complete a minimum of 250 hours in the academic semester to successfully complete the course.

6. Experience hours will be primarily scheduled from noon to close Monday through Friday with additional hours scheduled for weekend activities. Morning hours may be scheduled to assist with a scheduled morning practice or rehabilitation.

7. Over the course of six semesters, athletic training students will be assigned to a variety sports in an effort to ensure each student a well-rounded experience. The semester rotations include the following:
   a. **Semester 1:** Athletic training students rotate through 2 to 4 week assignments with most of the sports offered on campus.
   b. **Semester 2:** Athletic training students are assigned a certified athletic trainer as a mentor and will gain valuable experience working with the sports to which your mentor is assigned.
   c. **Semester 3 and 4:** Athletic training students spend the entire second year rotating through different clinical education experiences including physical therapy, high school, general medical, orthopedics, etc.

   **Note:** Transportation to and from all off-campus clinical education experiences will be completed at the students’ expense.
   d. **Semester 5 and 6:** Athletic training students are assigned as the senior student to a mentoring Preceptor. They assist with the daily responsibilities of providing treatment and care for the teams to which their mentor is assigned and gain familiarity with the administrative duties for which the mentoring Preceptor is responsible.
   e. **Hosting:** Throughout your clinical education you will have opportunities to “host” visiting teams. This includes setting up the sidelines and being available to assist visiting athletic trainers and patients.
   f. **Other Opportunities:** Students may have opportunities to work with special events in the area such as high school state tournaments and the NAIA World Series in area locations such as Spokane, WA and Lewiston, ID. These would be additional experiences and are not required.

8. Specific sport assignment requirements and expectations will be outlined each semester by the mentoring Preceptor and discussed with the athletic training student.

9. Athletic training students will participate in an evaluation process at the end of each semester with a copy of each assessment provided to the ATP.

10. Athletic training students will review emergency procedures (CPR, spine board and AED), complete blood borne pathogen training annually and be screened for TB on an every other year basis.

### POINTS OF EMPHASIS

1. Be accountable! This means, be on time and do what needs to be done.
   a. If you are scheduled for a particular time or event and need a replacement, **it is your responsibility to find a replacement.**
   b. If you are standing in for someone then you must perform what would be expected from the person you are replacing. Both parties must inform the staff athletic trainer responsible for coverage of the event about these changes.
   c. Athletic training students that are not able to meet their work schedule requirements due to unforeseen circumstances (family emergency, sudden illness or other personal emergency) must notify their athletic training supervisor and assist in finding a suitable replacement.

2. Be professional! Remember, you are engaged in an education for an allied health care profession.
   a. Let your words, actions and presentation respect the profession of athletic training.
   b. If a problem develops in the clinical experience the student should first discuss the issue with his or her mentoring Preceptor in an appropriate manner. If the issue is not resolved the student should refer the issue to the ATP Director or Coordinator of Clinical Education with supporting written documentation if needed.

3. Be engaged! There are many opportunities for you to step out of your comfort zone and gain valuable experience. Take advantage of the expertise of your staff ATCs and peers to make you better.
   a. **HOSTING:** every event held on campus at WSU requires extra help to support not only WSU patients and coaches, but also the visiting teams. This is an excellent opportunity to gain valuable experience and also network with certified athletic trainers from other institutions.
MAINTAINING A CLINICAL POSITION

To maintain a clinical position in the WSU ATP, students must:

1. Maintain a minimum semester and cumulative grade point average of 2.75 in coursework related to obtaining an athletic training degree.

2. Maintain a minimum of 12 credits per semester except in the following cases:
   a. Last academic semester
   b. International student with university approval for less than a full academic load
   c. Previous bachelor’s degree
   d. Documented medical issue
   e. University documented reasonable accommodation

3. Enroll and complete the appropriate level didactic and clinical experience courses each semester that they participate in the Athletic Training Program

4. Receive a C or better in required departmental coursework and departmental required general education requirements

5. Students are expected to complete all competencies/proficiencies before the end of each semester, if competencies are not completed the student will not progress to the next semester and will receive an incomplete grade in the course.

6. Students must receive a rating of satisfactory score (as evidenced by no recommendation for clinical probation) on the end of the semester/rotation evaluation by their Preceptor to progress to the next semester. Failure to receive a satisfactory evaluation on the end of the semester/rotation evaluations will result in a failing grade.

7. Maintain a professional attitude and behavior with peers, patients and WSU staff, faculty and off-campus supervisors

8. Progress toward the required clinical experience hours. Students can have not more than 340 hours in the academic semester.

9. Attendance in orientation is required for successful completion of KINES 291 – Fall, KINES 392 – Fall and KINES 493 – Fall. This orientation is part of the clinical experience for these semesters and the experience takes place on the WSU campus. The orientation is several days, followed by a preseason clinical rotation through various WSU and off-campus Preceptors for KINES 291, 392 and 493.

PROBATIONARY STATUS

An athletic training student failing to meet the grade standards and expectations of the WSU ATP will have one opportunity for probation before being dismissed from the Athletic Training Program. Other violations of the standards and expectations can result in dismissal from the program or other sanctions. The following conditions will result in an athletic training student being placed on probation or dismissed from program:

1. Failure to maintain a 2.75 semester or cumulative GPA in coursework related to obtaining an athletic training degree
2. Failure to make progress (drops a course or receives a C or lower) in the athletic training didactic coursework
3. Failure to make clinical progress as determined by semester evaluations (see above section on maintaining a clinical position)
4. Failure to make satisfactory progress in the required clinical experience hours (see above section on maintaining a clinical position)
5. Failure to meet all standards designed by the University, WSU ATP, the NATA Code of Ethics (included at the end of this handbook), and the NCAA.
6. Taking part in an unprofessional relationship between any combination of supervisors, Staff Certified Athletic Trainers, Patients, Coaches/Athletic staff, Physicians, Preceptors, educational instructors or any other member of the clinical experience staff.
7. Other unprofessional or unethical behavior according to WSU University policy, ATP Handbook, and NATA Code of Ethics

Depending on the cause for probation, specific goals will be discussed and outlined by the athletic training student, the staff mentor, and the ATP Program Director and Coordinator of Clinical Education.

Sanctions for an athletic training student on probation may include but are not limited to:

1. Maintain sport assignment or clinical rotation
2. Removal/change from current sport assignment or rotation
3. Maintain responsibility for academic clinical experience credits
4. Place special focus on goals to address the cause of probation
5. Recommendation to seek counseling services
6. Community service
7. Additional assignments deemed appropriate by the ATP Director
8. Additional educational experiences
9. More than one sanction listed above may be used for any single violation
10. Additional sanctions as deemed appropriate

DISMISSAL FROM THE ATHLETIC TRAINING PROGRAM AND CLINICAL EXPERIENCE

Dismissal from the Athletic Training Program and clinical experience is based on but not limited to the following criteria:

1. Failure to meet academic or clinical experience probationary standards
2. Consecutive poor semester evaluations indicating inadequate clinical progress
3. Misrepresentation of/failure to complete required clinical experience hours
4. Misrepresentation of/failure to complete required competencies/proficiencies
5. Legal infractions
6. Unprofessional/unethical behavior according to WSU University policy, ATP Handbook, and NATA Code of Ethics

APPEAL PROCESS

1. Academic concerns or interpretations of policy need to be addressed with the Athletic Training Program Director
2. The student has 7 business days to submit a written statement to the Athletic Training Program Director
3. The written statement will be reviewed by the Athletic Training Program Director and the Assistant Director of Athletics for Athletic Training Services with input from appropriate personnel
4. If the student continues to disagree with the review decision, the student would take his/her concerns to the Chair of the Department of Educational Leadership, Sport Studies, & Educational/Counseling Psychology
5. If a student wishes to appeal a grade in any class, the student must follow the grade appeal procedures set forth in academic rule 104 found at http://registrar.wsu.edu/academic-regulations/

READMISSION PROCESS

1. A student dismissed from the Athletic Training Program may request readmission to the Program after one calendar year from the date the student is dismissed. Requests before that time will not be considered. A dismissed student is not guaranteed readmission.
2. A student seeking readmission must provide a written request addressed to the ATP Director stating the reasons that the dismissed student should be readmitted. The written request must include all of the documentation required by ATP’s application and admission procedures. The written request must be received by the ATP Director at least sixty (60) days before the beginning of the semester that the dismissed student wishes to be readmitted. Any readmission request is evaluated according to ATP’s application and admission procedures. In addition, the student seeking readmission’s prior academic history in the Program will be considered, along with any information submitted by the student indicating s/he would be successful if readmitted.
3. The ATP Director will determine the semester in which any readmitted student will be readmitted.
4. If a student is readmitted after having been dismissed from the Program, they are readmitted under probationary status and probationary conditions can be imposed upon the readmitted student.

RECORDING OF CLINICAL EXPERIENCE HOURS

It is the responsibility of the athletic training student to keep an accurate record of the time spent in the athletic training clinic and during off-campus clinical rotations. You will be expected to input hours spent during your clinical experience into ATrack, the online computer tracking software. The following are guidelines on the use of the Hours database:

1. Reports will be sent out monthly to staff ATCs. Therefore, the database needs to be accurately maintained.
2. When adding hours to the database please include the sport, location, and type of event
3. Please only use PT and General Medical as activity types if you are in your second year completing such activities off campus. If you help in the physicians’ offices or assist physical therapists on campus just add that as general experience.
4. Please input summer (preseason or post season, not camps) and winter hours even though they will not be counted toward your semester hour limitations.

5. All completed clinical hours must be inputted into ATrack weekly.

LEVELS OF RESPONSIBILITY

The staff athletic trainers with direction from the ATP Director will determine your level of responsibility. Responsibilities will vary depending on how far you have progressed through your competencies and by your performance in the athletic training clinic as assessed by semester evaluations. Make sure that you don’t take on tasks beyond your level of education (completed competencies) and responsibility; but at the same time be assertive and challenge yourself. This is an educational experience for you; at no time are you to take on the role of a certified athletic trainer.

PROGRAM EVALUATIONS

ATHLETIC TRAINING STUDENT EVALUATION

Evaluation is essential to positive growth. Therefore, at the end of each semester/rotation athletic training students will have opportunities to receive constructive input from their mentoring Preceptors. There will also be the opportunity for feedback during the midsemester point of the 1st, 2nd and 5th semester from your mentoring Preceptor. In addition, students will complete a self-assessment and have an opportunity to meet with their mentoring ATC to discuss the evaluations and gain tips or insight on how to improve.

Students in their 2nd year rotations will be evaluated by all relevant Preceptors. These evaluations will be collected by the Coordinator of Clinical Education at the completion of each rotation and the data and comments will be compiled and shared with the students during one-on-one meetings with the Coordinator of Clinical Education at the end of each semester.

CLINICAL EDUCATION EVALUATION

Athletic training students will also have an opportunity to provide constructive input for the clinical sites and all Preceptors. This information will be collected, compiled and shared with Preceptors at the end of each year. If a problem is identified it will be dealt with on an individual case-by-case basis. Once all of the evaluations have been completed they will be returned to the ATP Director who will meet with each student at the end of the semester to discuss each student’s progress in the program and seek ways to continue to improve the program.

WSU ATHLETIC TRAINING PROGRAM EVALUATIONS

In compliance with university regulations, students have the opportunity to evaluate course work at the end of each semester. The Department of Educational Leadership, Sport Studies, & Educational/Counseling Psychology uses these course evaluations as part of each instructor’s annual review.

The Coordinator of Clinical Education will also meet with all clinical instructors at least once during the course of the school year to gather feedback about the preparedness of the students, effectiveness of the clinical education and any other feedback that would be helpful toward the continued goal of improving the program. Additionally, all clinical instructors have access to both the Coordinator of Clinical Education and Program Director should a problem arise that needs to be addressed prior to the completion of the semester or school year.

At the completion of the ATP, graduating seniors will be asked to complete an exit evaluation to provide feedback on the program as a whole. Additionally, an alumni evaluation will be sent out annually to athletic training students who graduated from the WSU ATP to assess the effectiveness of the ATP in preparing them for the professions in which they are involved.

ATHLETIC TRAINING STUDENT CLINICAL EXPERIENCE

SCOPE OF PRACTICE GUIDELINES

Accreditation standards require athletic training students to be directly supervised at all times. Direct supervision is defined as the certified athletic trainer being physically present in order to intervene on behalf of the patient being treated. There are no opportunities for independent experiences during your clinical experience however, the requirement for the Preceptor to be physically present and have the ability to intervene on behalf of the athletic training student is not synonymous with preventing students from making independent clinical decisions or requiring the clinical instructor to stand next to the student at all times. The
program encourages clinical educators to consider using the method of **graded supervision** which initially involves close monitoring, but may progress to supervised autonomy upon demonstration of proficient skill. For example, students may be permitted to initiate actions, perform initial evaluations, and develop and implement rehabilitation plans with the Preceptor in the same room/field where he/she can see and hear the student, but not necessarily looking over the student’s shoulder. This level of supervision positions students to learn maximally at all times while still allowing for timely feedback and prompt correction of improper behaviors/techniques. The following are specific guidelines for the clinical experience:

1. Athletic training students do not make decisions regarding a patient's return to play status. Only a certified athletic trainer or physician may take a patient out of practice or a game.
2. Although an athletic training student may assist with pre-participation physicals, they cannot release a patient for competition.
3. Athletic training students cannot make doctor referrals without permission from a certified athletic trainer.
4. Athletic training students cannot discuss a patient’s medical status with parents, friends, classmates, other patients or the media.
5. Athletic training students are not to have contact with prescription medications including drugs used with iontophoresis. Rescue medications (asthma inhalers and epi-pens) are carried in the athletic training kits of certified athletic trainers and should only be used under their direct supervision.
6. Athletic training students may administer a single dose of OTC medications on the field or in the athletic training clinic after consultation with a certified athletic trainer and after completing the appropriate competency. Athletic training students are not to carry OTC medications in their personal athletic training packs.
7. Athletic training students are not responsible for opening or closing an athletic training clinic, and are not expected to provide for the daily operations of the athletic training clinic.
8. Athletic training students cannot provide services to a patient without first completing the appropriate competency.
9. It is the responsibility of the athletic training student to inform the requesting certified athletic trainer that they have not completed the competency appropriate to the services they are being asked to perform.
10. Athletic training students cannot develop or implement rehabilitation programs without the authorization and supervision of a certified athletic trainer.
11. A certified athletic trainer through review of the SOAP note, SIMS and/or injury re-evaluation must follow up on evaluations completed by an athletic training student.
12. A certified athletic trainer must authorize and supervise implementation of injury treatment programs developed by an athletic training student.
13. Athletic training students are not to recommend nutritional supplements to patients.
14. Athletic training students are not to perform chiropractic joint manipulations or grade 4 & 5 joint mobilizations.
15. Athletic training students are not to perform self-treatment within the athletic training facilities unless they are participating in lab exercises as a class assignment.
16. Athletic training students are not to perform modality treatments in the athletic training clinic on non-patients (friend, classmates or family).

**INJURY ASSESSMENTS**

You are encouraged to perform injury assessments in the athletic training clinic whenever possible after you have completed the appropriate competency. It is required that documentation be completed on every injury assessment. Please consult with the certified athletic trainer responsible for that sport for the documentation system they wish you to use. After completion of your injury/illness evaluation, you must seek confirmation and direction from a certified athletic trainer.

**OVER THE COUNTER MEDICATIONS**

OTC medications should only be handled by athletic training students after a Certified Athletic Trainer has approved the usage of an OTC medication AND they have completed the appropriate competency. A Certified Athletic Trainer can allow an athletic training student to retrieve a single dose of an OTC medication from the locked cabinet to hand to a patient with the permission of the Certified Athletic Trainer. The athletic training student should always document the usage of the OTC medication in the OTC log
located in the locked cabinet. At no point should ATS have OTC medications on their person or located in an individual medical kit/“butt pack”.

MODALITY TREATMENTS

The team physician and/or certified athletic trainer will prescribe treatments. You must have completed the appropriate competency to provide modality treatments to patients. If you have any questions regarding the use of a modality—ask. A certified athletic trainer would rather take time to explain procedures than have the patient receive the wrong treatment. The patient will also appreciate your diligence. A couple of things to remember when treating with various modalities:

1. The athletic training staff will prescribe all treatments; patients will not prescribe nor administer their own treatments.

2. Athletic training students are not to perform modality treatments on non-patients (themselves, friends or family).

EMERGENCY POLICY

It is important that you understand the difference between an urgent and an emergency situation. You may be required to act in a life threatening situation with or without direct supervision. You will need to stabilize or assist with stabilizing the patient and activate EMS. Specific emergency procedures are reviewed each fall.

1. Emergency medical procedures:
   a. all athletic training staff have yearly or bi-yearly CPR, AED, spine boarding and blood borne pathogen seminars
   b. emergency equipment is on the court or field for all practices and events
   c. all personnel (athletic training students, equipment managers, and coaches) are aware of where the nearest phone is located
   d. all personnel can identify their location and provide directions for the EMS personnel
   e. it is the responsibility of the staff athletic trainer to inform the athletic training student of the EMS plan of action for their particular sport rotation and what the student’s responsibility will be in event of an emergency

2. Athletic Training Student Responsibilities:
   a. be attentive at practice and events so that in the event of an injury, you will have some idea of what happened
   b. be aware of situations or things that may predispose a patient to injury,
   c. be aware of indications that may suggest that a patient should not participate, for example heat illness, or elevated body temperature due to an illness and inform your mentoring athletic trainer.

TRANSPORTATION POLICY

The primary responsibility for transporting patients to physician appointments falls on that patient. However, at certain times you may be asked to transport a patient to/from the hospital, doctor, or any other medical services if other arrangements cannot be made. You are under no obligation to perform this service but if you choose to assist in the transportation of a patient, you may not use your personal vehicle. A university vehicle will be accessible for your use only when given approval by a certified athletic trainer. You are covered by the university's insurance policy, secondary to your personal insurance, in the event of an accident.

SUMMER CAMP POLICY

The ATP strongly cautions students when seeking employment at summer sports camps or other employers looking for athletic training students or “first aiders”. According to state law and accreditation regulations, this practice has the potential to violate state law and/or non-compliance with accreditation standards. In many instances these positions are less than minimum wage and do not have adequate supervision from a licensed healthcare professional. It is strongly encouraged that any potential employment opportunities over the summer be fully vetted by the students with the counsel of the Athletic Training Program Administration (Program Director, Coordinator of Clinical Education or WSU staff preceptors) before any commitment is made. This policy is in place to protect the student and academic program.
CODE OF CONDUCT - PROFESSIONALISM

When you are selected to be a part of the athletic training clinical experience program at Washington State University, you are expected to uphold a tradition of excellence and conduct yourself as an allied-health professional.

ATTIRE

1. It is important that each individual associated with the Washington State Athletic Training clinical experience conduct himself or herself in an appropriate and professional manner. Part of this professional nature is wearing the appropriate attire at all times.

2. **Appropriate attire:**
   a. Athletic training issued polo shirts, t-shirts both long and short sleeve, khaki pants, jackets as needed for cold weather and shorts of appropriate fit and length (gluteal fold must be covered when bending over and fingertips should at least reach short level when at their side), any issued pullovers or jackets
   b. For coverage of court sport home events, business casual is required

3. You are required to have on an athletic training issued shirt or polo, nametag and non-jean bottoms at all times. The exception to the nametag requirement is when you are working outside in inclement weather (putting holes in expensive outer garments is not necessary.) You will be asked to change or be sent home if you are not wearing the appropriate attire and may have further disciplinary action. The following expectations will be followed:
   a. No torn or tattered clothing
   b. Pants should be neat and tailored and stay up on the hips
   c. Shirts should cover the torso and be tucked in; there should be no bare midriff or exposed underclothing
   d. ONLY WSU athletic training issued shirts are appropriate for the clinical experience in the athletic training clinic
   e. No tank tops or sleeveless shirts
   f. No yoga or workout pants
   g. No hats within the athletic training clinic
   h. No sandals, slip-ons or open toed shoes
   i. Facial piercing(s) should have spacer bars replacing jewelry while in the athletic training clinic
   j. Tattoos should be covered up while in the athletic training clinic
   k. Attire should allow you to be active for performing on court evaluations, stretching, CPR, administer first aid, etc.

4. When traveling with teams you will need to match team dress standards as designated by coaching staff and team athletic trainer

CONDUCT

As an athletic training student you not only represent yourself as an individual, but you represent the WSU Department of Intercollegiate Athletics, and the Department of Educational Leadership, Sport Studies, & Educational/Counseling Psychology. Being an athletic training student allows you certain benefits, but also holds certain obligations and responsibilities. Your behavior in and out of the athletic training clinic reflects on you and the program. As a member of this educational experience you are expected to act with good judgment, discretion and integrity. It is important that you uphold and better the image of athletic trainers as health care professionals. Take pride in Cougar Athletic Training!

WHAT IS SEXUAL HARASSMENT?

WSU policy is consistent with federal law, which requires that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity that receives federal financial assistance. All activities at WSU are subject to this law.

Sexual harassment is a form of discrimination on the basis of sex or gender, and sexual assault and intimate partner violence are forms of sexual harassment. Therefore, discrimination on the basis of sex or gender, sexual harassment, sexual assault, and intimate
partner violence are prohibited pursuant to Executive Policy #15 (EP #15), the WSU Policy Prohibiting Discrimination and Sexual Harassment (http://oeo.wsu.edu/media/1378023/ep15.pdf)

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or education; or
- Submission to or rejection of such behavior by any individual is used as the basis for employment or educational decision affecting the individual; or
- A behavior is sufficiently severe and pervasive to interfere with any individual’s work or educational performance, or create an intimidating, hostile, or offensive work or educational environment.

**DUTY TO REPORT INCIDENTS OF SEXUAL HARASSMENT AND SEXUAL ASSAULT**

Athletic training students are in a position where they might receive information about sexual harassment or a sexual assault that took place at a WSU-affiliated facility or event, or was committed by a student, employee, or volunteer. Any athletic training student that receives such information while observing in the athletic training facility or working as an athletic training student at a WSU-affiliated event must report the information to:

- A supervisor;
- Office of Student Standards and Accountability; and/or
- Office for Equal Opportunity.

Athletic training students should report information regarding sexual harassment or sexual assault as soon as possible.

If a student begins to tell an athletic training student about an incident of sexual assault, the athletic training student should tell the student that he or she might be under an obligation to report the incident and is not at liberty to keep the matter confidential. The athletic training student should refer the student to WSU Counseling Services if the student wishes to keep the matter confidential.

**RETRALIATION PROHIBITED**

No one shall suffer penalty or retaliation for making or supporting a charge of discrimination or sexual harassment under EP #15. Retaliation against any person for bringing forward or participating in the investigation of a complaint under EP #15, including creating a hostile work environment, forms independent grounds for taking appropriate disciplinary action. Retaliatory acts shall be reported to the Office for Equal Opportunity.

**RESOURCES**

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<th><strong>Office for Equal Opportunity</strong></th>
<th><strong>Office of Student Standards and Accountability</strong></th>
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<tr>
<td>French Administration Room 225</td>
<td>Lighty Room 260</td>
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<tr>
<td>(509) 335-8288</td>
<td>(509) 335-4532</td>
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<td><a href="http://www.oeo.wsu.edu">www.oeo.wsu.edu</a></td>
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<tr>
<td>French Administration 139</td>
<td>Public Safety Building</td>
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<tr>
<td>(509) 335-4521</td>
<td>(509) 335-8548</td>
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<td><a href="http://www.hrs.wsu.edu">www.hrs.wsu.edu</a></td>
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<td>Washington Building</td>
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<td>(509) 335-3575</td>
<td>(509) 335-4511</td>
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<td><a href="http://www.HWS.wsu.edu">www.HWS.wsu.edu</a></td>
<td><a href="http://www.counsel.wsu.edu">www.counsel.wsu.edu</a></td>
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**RELATIONSHIP GUIDELINES**

The WSU ATP strives to provide an atmosphere free of sexual harassment for faculty, staff, and students.

**WSU Executive Policy #28 (EP #28) – Policy on Faculty-Student and Supervisor-Subordinate Relationships**

Faculty or anyone in a supervisory role is prohibited from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship. Such supervisory responsibilities are prohibited in the case of a current academic or supervisory role, or if the parties may reasonably anticipate that an evaluative role may exist in the near future.

In spite of these warnings, the University recognizes that sometimes such relationships occur. When a romantic and/or sexual relationship occurs or develops between a faculty member and a student, or a supervisor and a subordinate, exercising a role in the evaluation or supervision of another individual an inherent conflict of interest arises. The faculty member or supervisor must disclose the relationship to an appropriate supervisor. In each case, the administrative supervisor shall make suitable arrangements for the objective supervision and evaluation of the student or subordinate partner’s academic or job performance, and provide for the protection of individual and University interests.

**Athletic Training students are expected to immediately report any observed violations of sexual harassment or inappropriate relations without fear of retribution or reprimand to the ATP Director and/or University Administration.**

**RELATIONSHIP GUIDELINES: COACHING STAFF**

Develop a loyalty to the coaching staff regardless of personal opinion. As an athletic training student, you must be a "team player." When things get tough, as they will; maintain your respect, courtesy, cooperation, and loyalty to the coaching staff. When discussing with coaches the condition of their patients;

1. Tell only what you know, don’t guess or offer opinions.
2. Be firm in your opinion, don’t be intimidated into compromising.
3. Develop discretion; know when you have said enough. Know your responsibilities and always refer to a staff athletic trainer.
4. If you feel that you are being pressured or intimidated, ask for assistance from a staff athletic trainer.
5. When in doubt about the confidentiality of the information to be shared, consult with your staff athletic trainer.

**RELATIONSHIP GUIDELINES: CERTIFIED ATHLETIC TRAINERS**

You will not always be assigned to an athletic trainer that matches your style and/or personality. Always maintain your respect, courtesy, cooperation when working with experienced personnel. If your relationship with your certified athletic trainer becomes adversarial, discuss your concerns with the ATC first and then elicit assistance from the Coordinator of Clinical Education and/or Program Director.
### RELATIONSHIP GUIDELINES: PATIENTS

The element of trust is important in any health care profession and athletic training is no different. To be effective, athletic trainers must build relationships with the patients for which they provide care. It is important to maintain respect and professionalism at all times when dealing with patients. The following are some basic guidelines all athletic training students should follow:

1. Maintain a degree of separation from the patients while on duty. Remember, you are a medical provider, not a friend to the patients to whom you are providing care.
2. Use caution while building relationships with patients outside the athletic training clinic. Don’t compromise the professional relationship you may have developed in the athletic training clinic.
3. It is strongly recommended that you do not date patients. If a personal relationship affects your ability to perform as an athletic training student, it will be discussed with you and/or corrective steps will be taken.
4. You are expected to behave as a professional regardless of personal opinions, feelings, likes or dislikes you may have formed about someone.
5. Locker rooms and athletic training facilities can be areas that promote gossip. Stories about your personal life whether true or not will affect your opportunities as an athletic training student. Make sure that you do not allow yourself to become the subject of gossip or the perpetrator of gossip. Keep communication on a professional level.
6. The athletic training staff at Washington State University will not tolerate prejudice for any reason. All patients will be treated as equals regardless of race, ability, gender, sexual orientation or sport.
7. The NATA Code of Ethics states that "athletic trainers should recognize that personal problems and conflicts may occur which may interfere with professional effectiveness. Accordingly, they [athletic trainers] should refrain from undertaking any activity in which their personal problems are likely to lead to inadequate performance or harm to a student-athlete or colleague."
8. When discussing an injury situation with a patient tell only what you know, don’t guess or offer opinions. Develop discretion; know when you have said enough. Know your responsibilities and refer to a staff athletic trainer when appropriate.

### SOCIAL NETWORKING GUIDANCE – ADAPTED FROM THE AMERICAN COLLEGE OF PHYSICIANS

As new technologies and practices, such as social networking, are embraced, it is paramount to maintain the privacy and confidentiality of patient information, demonstrate respect for patients, and establish appropriate boundaries. Faculty, preceptors, and students should be aware that information communicated online or electronically may be disseminated to a larger audience, be taken out of context, and may be retrievable indefinitely. These communications may have future implications on current and future professional and academic careers.

All individuals involved in the Washington State University Athletic Training Program are required to maintain privacy and confidentiality of patient information, demonstrate respect for patients, ensure trust in the program, and establish appropriate boundaries. That obligation extends to any online or electronic communications. Members of the Athletic Training Program are required to follow Executive Policy #4, WSU Electronic Communication Policy.

**Faculty & Preceptor Guidance:**
The Washington State University (WSU) Athletic Training Program (ATP) promotes professional interactions between faculty, preceptors, certified athletic trainers (including interns) employed by WSU, and ATP students. In maintaining this professional interaction, the program recommends that faculty and preceptors do not interact with current athletic training students using social networking media. If faculty or preceptors choose to engage in social networking media or other electronic communications, they must do so in a way that does not any breach any WSU or ATP policies, or any confidentiality, ethical, or professional guidance.

**Athletic Training Student Guidance:**
The Washington State University (WSU) Athletic Training Program (ATP) promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program recommends that athletic training students do not interact with current patients using social networking media.

Athletic training students are expected to uphold a tradition of excellence and conduct themselves professionally at all times. Athletic training students agree to abide by the Relationship Guidelines stated in the ATP Student Handbook. These guidelines recommend, among other things, that students use caution in interactions with current and former patients and patients outside
the athletic training facility. Athletic training students are also obligated to refrain from undertaking any action that would lead to a conflict of interest, inadequate performance, or harm to others.

If students choose to engage in social networking media or other electronic communications, they must do so in a way that does not any breach any WSU or ATP policies, or any confidentiality, ethical, or professional guidance. Students should be aware that electronic or online interactions that are alleged to violate the Standards of Conduct for Students may be reported to the WSU Office of Student Standards and Accountability.

Unless required by law, athletic training students must not share any confidential information through social media including, including but not limited to, text, photos or video, related to patient diagnosis/care and interactions through social networking media, text message, or electronic mail. Any such disclosure of information is in violation of HIPAA guidelines and the WSU ATP Patient Confidentiality Policy. Students should be cautious communicating via social networking.


**CONFIDENTIALITY**

As an athletic training student, you will have access to medical information. This information is the personal business of the patient and you signed a waiver promising to keep it confidential. It is a violation of the law to share it with anybody outside of the athletic training clinic. The following are some guidelines you may consider when dealing with confidentiality issues:

1. Medical information is not to be repeated to coaches, other patients, professional scouts, peers, roommates, parents, or reporters.
2. Anyone needing information should be referred to the staff certified athletic trainers.
3. Questions about height, weight, personality, ability or any other question regardless of how trivial can be answered simply, "I don't know".
4. In addition, medical files are to be viewed for professional purposes only. You need the permission of a certified athletic trainer or team physician to retrieve a medical file or to place information in it.

The only exception to confidentiality and privacy laws is if the disclosure is required by law (for example, a lawfully issued subpoena, or to report an incident of sexual harassment or sexual assault). If you believe a disclosure may be required by law or that you may have received information regarding an incident of sexual harassment or sexual assault, please contact the ATP Director or Coordinator of Clinical Education immediately.

**LOYALTY**

When speaking about the Athletic Training Program, WSU Athletics, staff, students and faculty do so in a positive manner. Be supportive of fellow students, faculty and staff athletic trainers. Communicate with faculty, staff, physicians, coaches, patients, and peers in a respectful and professional manner.

**WORK ETHIC**

As an athletic training student you will have a schedule each semester for the time that you are to be available for the clinical experience. This is only an estimated schedule. It is the nature of the business that changes will happen on a daily and/or weekly basis. You will need to accommodate those changes when possible just as your mentoring athletic trainer accommodates changes for you due to academic schedules. During your scheduled time in the athletic training clinic take advantage of the experiential opportunities as they are presented. Take an active and engaged role in your clinical development.

**ATHLETIC TRAINING STUDENT DISCIPLINE POLICY**

Failure to meet the requirements of the clinical experience may result in the following disciplinary actions. Examples (not a comprehensive list) of behavior that will result in disciplinary action are listed below:

1. Not following the experience hour guidelines or scope of practice
2. Missing scheduled time
3. Being late
4. Inappropriate dress
5. Inappropriate language
6. Personal life becomes part of the clinical environment
7. ANY legal infraction

**DISCIPLINE GUIDELINES**

1. First infraction: verbal warning by a staff athletic trainer or off-campus rotation supervisors, which is documented and given to the Athletic Training Program Director.
2. Second infraction: suspension or suitable discipline with a written behavioral contract indicating what behaviors need to change as decided by the Athletic Training Program Director, the Assistant Director of Athletics for Athletic Training Services and the Coordinator of Clinical Education with input from the mentoring certified athletic trainer
3. Third infraction: possible dismissal from the Athletic Training Program and clinical experience or other sanctions

Some violations of the ATP Student Handbook may lead immediately to dismissal or sanctions as listed above. Each situation will be handled on an individual basis.

**GRIEVANCE POLICY**

It is an athletic training student’s responsibility to report any violation of program policies, procedures, rules or regulations to the Athletic Training Program Director. In filing a grievance, the petitioner must:

1. Notify the Athletic Training Program Director verbally about the specific incidence as soon as possible after the occurrence
2. Follow up oral notification with a written document specifically detailing:
   a. Person/persons issuing grievance
   b. Date grievance was issued
   c. Date and approximate time of incidence
   d. Party/parties involved in incidence
   e. Narrative of incidence, including any follow-up
3. The Athletic Training Program Director and Assistant Director of Athletics for Athletic Training Services will then mediate a solution consulting outside resources as necessary

**WSU ATHLETIC TRAINING POLICIES AND PROCEDURES**

**NCAA POLICIES**

While participating in the athletic training internship, you are expected to uphold the same expectations as all WSU Athletic staff members and coaches. These expectations are specified in the NCAA Handbook and include such topics as gambling, drug testing, supplements and extra benefits.

Below are specific regulations through the NCAA that must be followed in your role as an athletic training student:

- NCAA mandates that student-athletes and athletics staff members are not permitted to be involved in any type of gambling activity that involves one of its own sports or a sport with an NCAA championship at any level of that sport (high school, collegiate, and professional). This ban also applies to pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize or money. Examples of Gambling Activities that are prohibited by the NCAA & WSU Department of Intercollegiate Athletics:
  - Soliciting a bet on any intercollegiate or professional team
  - Accepting a bet on any team representing WSU Athletics
  - Soliciting or accepting a bet on any intercollegiate or professional competition for any item (e.g. cash, shirt, dinner) that has tangible value
  - Engaging in gambling activities that do not involve the outcome of contests (e.g., fantasy leagues, picking the top scorer)
  - Participating in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling
  - Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition or participants in the competition
Engaging in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”)

Participating in a fantasy league that involves risking money or a tangible benefit for the winner(s) of the league (cash, prize, etc.)

- Student Athlete Supplement usage (including any non-food item such as vitamins, mineral) should not be encouraged by athletic training students. This would include general education regarding the benefits or specific supplements and other agents. Any questions regarding usage should be directed towards a certified athletic trainer.

- Tobacco use in all forms is prohibited during practice and competition by student-athletes and game personnel.

- An extra benefit is any special arrangement by an institutional employee or a booster to provide a student-athlete, or that athlete’s friends or relatives, a benefit not authorized by the NCAA. Extra benefits a student-athlete may NOT receive include, BUT ARE NOT LIMITED TO:
  - Money, special discount, payment or arrangement of credit on a purchase (airline ticket, clothing) or service (dry cleaning, laundry)
  - A professional service without charge or at a reduced cost (typing of papers for athletes)
  - Use of a telephone, pager, cell phone or credit card for personal reasons without charge or at a reduced rate
  - Services (movie tickets, dinners, use of a car) from commercial agencies (theaters, restaurants, car dealers) without charge or at a reduced rate
  - Free or reduced-cost admission to professional athletic contests from professional sports organizations a loan of money
  - Use of an automobile
  - Signing or co-signing a note with an outside agency to arrange a loan
  - Preferential treatment, benefits or services (loans on a deferred pay-back basis because of athletic reputation or skill or pay-back potential as a future professional athlete)
  - Rent-free or reduced rate housing during the academic year OR during the summer
  - Use of personal property (boats, summer homes, cars, computers)
  - Holiday or other presents (Christmas, birthday, flowers)
  - Anything given because an individual is a student-athlete

**COMMUNICABLE DISEASE POLICY**

**BASIC ATHLETIC TRAINING STUDENT EXPECTATIONS**

All athletic training students will:

- Follow universal precautions during their clinical education experiences
- Provide proof of Hepatitis B vaccination at the time of admittance
- Receive a TB screening every other year at no expense to the student
- Be encouraged to obtain a flu shot annually

Any athletic training student suffering a contagious infection is asked to communicate with the mentoring Preceptor about his or her status and not to attend the clinical education experience for that day. This will prevent the exposure of other athletic training students, staff or patients to the infection.

**UNIVERSAL PRECAUTIONS**

Universal precautions are designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of **ALL** patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

The Occupational Safety and Health Administration (OSHA) requires all athletic training staff and students to participate in a yearly in-service about universal precautions and blood-borne pathogens.

All certified athletic trainers and athletic training students will observe exposure control practices. Such individuals could potentially be exposed to blood and/or bodily fluids through splash and/or by the handling of instruments or materials used in the performance of their duties. Tasks or procedures performed by certified athletic trainers and athletic training students that include a risk of exposure include:
• Cardiopulmonary resuscitation (CPR)
• First aid treatment of wounds
• Accidental injury while working in the athletic training facilities or on-field
• Handling of waste materials from restrooms or areas where the above tasks are performed
• Disposal of needles, syringes, scalpels or razor blades

A notebook containing all OSHA requirements and regulations is maintained in the athletic training clinic. It is to be used to as a reference and is available to all personnel.

**GENERAL GUIDELINES**

• When treating a patient, use caution not to cross-contaminate the materials being used. For example, do not touch pens, bottles, or drawers with contaminated gloves. When dressing a wound, use an applicator once, then dispose of it properly. If a second application is needed, use a new applicator.

• The following used disposable equipment and material may come in contact with blood or bodily fluids which may potentially expose certified athletic trainers and athletic training students to blood borne pathogens: gauze, disposable towels, gloves, drapes, dressings, tape, etc.

• Reusable equipment that could potentially expose certified athletic trainers or athletic training students to bloodborne pathogens include: thermometers, forceps, scissors, finger nail clippers, towels etc. Such equipment should be freed of debris and sterilized in the autoclave located in the athletic training clinic per instructions. *Gloves are required when preparing the autoclave with contaminated equipment.*

• All equipment and work surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious material daily.

• Athletic training students are prohibited from eating and drinking, applying cosmetics or lip balm, and handling contact lenses in patient exam rooms, or any other work area where there is an infectious material or the potential for infectious material to exist.

• If you have come in contact with bodily fluids through the skin, eyes, or mucous membranes you must report this to a certified athletic trainer immediately. He or she will help with the documentation and appropriate medical care.

**EXPOSURE CONTROL PLAN**

• Any potential exposure to any infectious agents should be discussed with the clinical instructor or preceptor as soon as possible. If the clinical instructor or preceptor feels that the exposure was real and significant or if they are not comfortable making a judgment as to whether the exposure was real and significant, the clinical instructor or preceptor should contact the Athletic Training staff and/or Program Director and Coordinator of Clinical Education.

• If body fluid exposure occurs:
  
  o Immediately remove gloves, clothing soaked with blood or other high-risk body fluids.
  o Wash any potentially exposed site with antiseptic soap and water, unless material entered the eyes. In this case, the eyes should be flushed constantly for 15 minutes.
  o Contact the clinical instructor or preceptor. Most clinical sites will want the student to fill out an Incident Report or Accident Report form. These forms should not be filled out or signed until the clinical instructor has been notified.
  o If a significant exposure is determined to have occurred, the clinical instructor or preceptor will work closely with the student and site to determine the best course of action. If the possibility exists that the student is at any risk for contracting HIV or Hepatitis B or C, the student will receive appropriate counseling and education as well as confidential laboratory work.
BIOHAZARD WASTE DISPOSAL

- All containers are to be closable, puncture resistant, leak-proof, appropriately labeled, emptied and/or replaced whenever 2/3 full.
- Biohazard cans are lined with red, leak-proof biohazard bags. These bags are to be disposed of as needed. Please ask for the assistance of a certified athletic trainer.
- Sharps disposal:
  - The person using the sharp instrument or item shall be responsible for its proper disposal immediately after use or as soon as feasible.
  - Needles or scalpels shall not be recapped, or purposely bent or broken. Shearing or breaking of contaminated needles is prohibited. They must be deposited in a sharps container immediately after use.
- Sharps containers must be closed prior to removal or replacement to prevent spilling.
- Non-sharp reusable waste such as towels, ACE wraps or other laundry contaminated with bodily fluids is to be contained in a red, leak-proof biohazard bag and washed separately.
- In the event of leakage or protrusion, the container is to be placed in a secondary container which must also be closable, puncture resistant and leak-proof.
- Containers must be closed prior to removal to prevent skills or leaks.

HAND WASHING

Hand washing is the best way to prevent the spread of germs and disease. All athletic training students having direct contact with blood or bodily fluids shall wash hands using soap and water or hand sanitizer immediately after contact. Even if there is no contact with bodily fluids regular hand washing between patients will help protect both you as well as the patient. If gloves have been used then hands should be washed immediately after removing gloves.

PERSONAL PROTECTIVE EQUIPMENT

Gloves, CPR masks and other necessary personal protective equipment are available in the athletic training clinic and stocked in all athletic training kits. Certified athletic trainers and athletic training students are required to use appropriate protective equipment for the task they are performing. The use of gloves is indicated and must be worn for:

- All patient care or work which involves potential exposure to blood or bodily fluids.
- If the certified athletic trainer or athletic training student has cut, abraded skin, chapped hands, dermatitis, or other non-intact skin.
- During all cleaning of obvious or suspected blood or bodily fluids and decontaminating procedures of exam rooms or work areas.
- Gloves shall be single-use and shall be disposed of immediately following each patient contact, procedure or cleaning of a potentially contaminated area.

HEPATITIS B (HEP B) VACCINATION

While Occupational Safety and Health Administration (OSHA) does not require you to be vaccinated against Hepatitis B, it is strongly recommended due to the potential for exposure to blood borne pathogens during your clinical education experience. Athletic training students are required to provide proof of a Hepatitis B vaccination or begun the series at the time of admittance. If you have medical, religious, or personal reasons to be exempt from this requirement please contact WSU Health & Wellness Services.

TUBERCULOSIS (TB) SCREENING

Athletic training students are required to show proof of a negative TB screening before beginning the clinical experience. Additional every other year screenings for TB will be conducted during their clinical education experience at no cost to the student. Athletic training students will be responsible for the cost of x-rays if the TB screen is positive. Athletic training students who have a positive screening test will not be allowed back into the athletic training clinic until a chest x-ray has been completed and they are cleared by a physician.
### INFORMATIONAL ITEMS

#### PROFESSIONAL MEMBERSHIPS

It is required and important to be a member of your professional organization(s). You can call the National Athletic Trainers’ Association (NATA) at 1-800-879-6282 for an application or use the website at [http://www.nata.org](http://www.nata.org). You will receive The Journal of Athletic Training, the NATA News, have access to the NATA Career Center and be qualified to receive scholarships from the NATA with membership.

Washington State is part of the District 10, or Northwest Athletic Trainers’ Association (NWATA) within the NATA. Membership to the NATA includes membership within the district. The Northwest Athletic Trainers’ Association has its own website to disseminate district information at [http://www.nwata.org](http://www.nwata.org).

Washington State also has its own state organization, the Washington State Athletic Trainers’ Association (WSATA), [http://www.wsata.net](http://www.wsata.net).

#### BOC EXAMINATION INFORMATION

The Board of Certification examination applications are available on line at [http://www.bocatc.org/](http://www.bocatc.org/). Exam dates can be found on the BOC website. Please start this process early, as exam dates fill up quickly and the application process takes time.

#### SCHOLARSHIPS

Scholarships are available for athletic training students through the College of Education (COE). Applications are available in Cleveland Hall or online at [http://financialaid.wsu.edu/scholarships/](http://financialaid.wsu.edu/scholarships/) and typically due the first week of January.

The National Athletic Trainers’ Association (NATA) also offers both undergraduate and graduate scholarships. Applications can be found online at [www.nata.org](http://www.nata.org) and are typically due the first week in February. All NATA athletic training scholarships require membership. Scholarship information will be presented during monthly all ATS meetings and posted on the job bulletin board as it becomes available.

The Department of Athletics at WSU is also able to offer four endowed scholarships to students in the Athletic Training Program. The scholarships include: Damien Ficek Memorial Scholarship, Clifford M Phibbs Excellence Endowment for Sports Medicine, Anita Preston Endowed Scholarship in Athletic Medicine and the Dr. Ed and Laura Tingstad Athletic Medicine Endowment. Applications will be emailed to you and are typically due the first week of September.

#### ATHLETIC TRAINING CLINIC KEYS

All athletic training students will be given keys to the outside doors to Bohler Gym. You will have card access through your Cougar card for the Football Operations ATC and Bohler ATC. Keys will be provided during orientation. Keys should be returned at the end of each year to ATP Coordinator of Clinical Education. You are responsible for these keys. If they are lost you will be responsible for the involved expenses. Unauthorized people should not be let into the athletic training clinic or have access to your keys.

#### INJURY COVERAGE

The Department of Intercollegiate Athletics has arranged with WSU Benefit Services to provide injury coverage for athletic training students for on-campus clinical experience. If you are injured or are exposed to bloodborne pathogens while working as an athletic training student within the athletic training clinic, you need to report the incident to the Assistant Director of Athletics for Athletic Training Services or supervising athletic trainer immediately.

#### MALPRACTICE COVERAGE

The Department of Intercollegiate Athletics provides malpractice coverage for athletic training students during their on-campus clinical experience through WSU Benefit Services.