

Athletic Training Program

Washington State University

Student Handbook



WSU Athletic Training Program – Master's
Department of Kinesiology & Educational
Psychology
UPDATED Fall 2023

Mission Statement4

Personnel5

Criteria for Admission to the ATP6

Academic Responsibilities8

 Curricular Competencies..... 8

 Curricular Support Plan8

 Clinical Competencies 8

 Transfer Course Policy..... 9

 Minimum Academic Requirements9

 Academic Requirements - Master's in Athletic Training - Graduate Degree Portion.....12

Program Evaluations.....14

 Athletic Training Student Evaluation.....14

 Clinical Education Evaluation.....14

 WSU AT Evaluations.....14

Athletic Training Student Clinical Experience.....15

 Student Clinical Experience: All I need to know.....15

 Athletic Training Student Orientation.....17

 Clinical Experience Expectations.....17

 Preceptor Assignment Process.....19

 Recording of Clinical Experience Hours.....19

 Levels of Responsibility.....19

 Scope of Practice Guidelines.....19

 Injury Assessments20

 Over the Counter Medications20

 Modality Treatments20

 Emergency Policy21

 Transportation Policy21

Professional Expectations.....21

 Attire21

 Sexual Harrassment.....22

 Relationship Expectations.....23

 Drug & Alcohol Use.....25

 Social Networking Guidance.....25

 Confidentiality266

 Work Ethic26

 Reporting Responsibility.....26

WSU Sports Medicine Policies and Procedures.....26

 NCAA Policies.....26

Communicable Disease Policy 277

- Basic Athletic Training Student Expectations 277
- Universal Precautions 288
- Exposure Control Plan..... 28
- Immunizations 29
- Pan/Epidemic Guidelines..... 30

Informational Items 30

- Professional Memberships 30
- BOC Examination Information 30
- Scholarships 31
- Injury Coverage 31
- Malpractice Coverage 31

Addendums 32

(5/2001, updated 8/2010, 6/2011, 6/2012, 7/2013, 7/2014, 7/2015, 7/2016, 7/2017, 7/2018, 7/2019. 1/2020, 5/2020, 7/2021, 6/2022, 2/2023)

Legal review (6/2018, 4/2023)

MISSION STATEMENT

The mission of the Athletic Training Program (ATP) at Washington State University (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 Commission on Accreditation of Athletic Training Education (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, critical thinkers and 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 patient population
 - b. Through a strong didactic and clinical education, students will gain experience to perform as a competent entry level licensed athletic trainer
 - c. Through interprofessional education opportunities and exposure, students will develop skills for communicating 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 at the national, regional, and state level
 - b. Through attendance and involvement at professional meetings
 - c. Continue to develop knowledge and skills beyond WSU, 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 National Athletic Trainers' Association (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
 - c. Provide an experience for students to engage in inclusive, patient centered care to a diverse population

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. BOC Pass Rate
 - a. Produce a first-time pass rate on the BOC Examination of 80% per cohort

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
- Be 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, 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

PERSONNEL

The athletic training staff consists of licensed staff athletic trainers, licensed 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.

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 Directors of Athletics - Sports Medicine, Athletic Trainers and the Coordinator of Clinical Education/AT Faculty regarding athletic training academic policy changes and issues. The Program Director reports to the Chair of the Kinesiology & Educational Psychology Department.

COORDINATOR OF CLINICAL EDUCATION

Oversees the clinical experience under the direction of the Program Director, and assists in instruction of students, advising, and curriculum development. The Coordinator of Clinical Education reports to the Chair of the Kinesiology & Educational Psychology Department.

ATHLETIC TRAINING FACULTY

Assists in instruction of students, advising, and curriculum development. Athletic Training Faculty reports to the Chair of the Kinesiology & Educational Psychology Department.

ATP MEDICAL DIRECTOR

Provides support of the athletic training program, including AT student supervision as a preceptor, support for curricular development and instruction.

ASSISTANT DIRECTOR OF ATHLETICS - SPORTS MEDICINE (OLYMPIC SPORTS)

Oversees the medical services provided to all football patients. Directly supervises all Olympic sport athletic training staff and reports to the Director of Athletics.

ASSISTANT DIRECTOR OF ATHLETICS - SPORTS MEDICINE (FOOTBALL)

Oversees the medical services provided to all Olympic sport patients. Directly supervises all football athletic training staff and reports to the Director of Athletics.

TEAM PHYSICIANS

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

ATHLETIC TRAINERS

Athletic trainers are ATCs responsible for team medical coverage. They work with and under the supervision of team physicians, and report to one of the Assistant Director of Athletics – Sports Medicine.

INTERN ATHLETIC TRAINERS

Interns are ATCs who report to the Assistant Director of Athletics – Sports Medicine. 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 BOC. 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 and their mentoring Preceptor.

CRITERIA FOR ADMISSION TO THE ATP

APPLICATION INTO THE ATHLETIC TRAINING PROGRAM

Acceptance to the ATP is based on a competitive application process. The application deadline for fall admittance is in early November (see date on website). The following are required to apply:

1. A grade of C or better in Human Anatomy (KINES 262) and Techniques in Athletic Training (Ath T 267)
2. Minimum cumulative GPA of 3.0 including the semester of application
3. Minimum of 50 course credit hours earned including the semester of application
4. Typed application form and written responses to Applicant Questions
5. Three letters of recommendation
6. Interview with ATP alumni
7. Completed technical standards document
8. 15 hours of observation in the WSU Sports Medicine facility (see the Coordinator of Clinical Education for details)
 - a. Before beginning observation hours in the WSU Sports Medicine facility, student must attend an informational meeting. This meeting includes bloodborne pathogen training and completion of required paperwork.

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 ~15-20 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 December.
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, FERPA training and a background check.
 - a. While the ATP does not condition acceptance or enrollment on passing a background check, the affiliation agreements between the training sites and the ATP require the ATP to obtain comprehensive background checks for ATP students/faculty who will provide direct services, or have unsupervised access to, or direct contact with, certain vulnerable populations as defined in the Washington State Child and Adult Abuse Information Law RCW 43.43.830-842. Charge(s), conviction(s), and or/ criminal history information, including information regarding certain court and administrative determinations, must be disclosed, and verified before student/faculty can be considered for placement at a clinical site. A conviction/criminal history record or administrative determination does not necessarily disqualify an individual from placement at a clinical site. However, certain criminal convictions and certain court administrative determinations may preclude assignment to a clinical site and thus, completion of the program of study.

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.
8. Applicants who are selected will be required to maintain a cumulative and semester 3.0 GPA in courses related to the athletic training degree, achieve a B or better in all core athletic training classes (including courses with an Ath T prefix), and show progressive clinical development to remain in the ATP.
9. Applicants who are not selected may re-apply the following year. Observation hours will not need to be redone.

TECHNICAL STANDARDS

The ATP is both rigorous and intense, and places specific requirements and demands on the students enrolled. An objective of the ATP 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 diverse 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 effective skills and appropriate demeanor and rapport that relate to professional education and quality patient care

APPLICATION SCORING

- | | |
|----------------------|-----------------------|
| * Written responses: | 0-20 pts (4 pts each) |
| * Alumni interview | 0-10 pts |
| * 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 they can meet the technical standards but requires an accommodation, the Program Director will work with the Access Center, Athletic Trainer(s) 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 BOC 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

CURRICULAR REQUIREMENTS

Your curricular preparation is the base from which all clinical skills develop. It is important to balance your time commitment to the athletic training experience with curricular requirements. You are required to maintain a 3.0 GPA each semester that you are involved in the clinical experience and achieve a B or better in all core athletic training classes (courses with an Ath T prefix). If you are having curricular trouble, please consult with the Program Director so that a support plan can be developed.

CURRICULAR SUPPORT PLAN

To help you meet the curricular requirements necessary to continue with the clinical experience the following support areas have been developed. Curricular 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 Program Director), however, it is the responsibility of the athletic training student to make arrangements for all work missed while on the road
3. The Academic Success and Career Center (ASCC) provides semester workshops available for the student body regarding curricular preparation and success strategies. Listings of these workshop topics, locations, and times are available through ASCC.
4. Athletic training students should be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours. All attempts should be made to schedule these appointments outside of athletic training courses and clinical education experience.

If students are struggling to handle the course and/or clinical education experiences, this would be managed on a case-by-case basis. Discussions with the Program Director on other possible options to complete requirements would include consultation with AT faculty and Preceptors.

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. You will participate in 6 consecutive semesters, refer to clinical competencies in Canvas for specifics. The following should be considered when completing educational competencies:

1. Competency assessment is **not** a curricular 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** may you make an appointment with a Preceptor for the final assessment. 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 the Preceptor feels 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 ATP. Additionally, athletic training students **may not** perform skills on patients until they have demonstrated proficiency of that skill.

TRANSFER COURSE POLICY

Transfer coursework must be evaluated by the WSU Transfer Clearinghouse (<https://transfercredit.wsu.edu/>) and meet the WSU course standards to be accepted. (On occasion, if the course has not been reviewed by the WSU Transfer Clearinghouse, it will be sent to the program offering the course for their review and approval.)

****Ath T prefix courses are required to be completed at WSU; no transfer courses will be accepted as an Ath T prefix course. ****

MINIMUM ACADEMIC REQUIREMENTS

To remain in good academic standing an ATP student must:

1. Maintain a minimum semester and cumulative grade point average of 3.0 in coursework related to obtaining an athletic training degree.
2. Maintain a minimum of 12 credits per semester except in the following cases:
 1. Last academic semester
 2. International student with university approval for less than a full academic load
 3. Previous bachelor's degree
 4. Documented medical issue
 5. University documented reasonable accommodation
3. Enroll and complete the appropriate level didactic and clinical experience courses for each semester as outlined in the WSU Course Catalog.
4. Receive a B or better in all required core/Ath T prefix courses. A C or better must be earned in all other courses required for degree completion
5. 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. Receive a rating of satisfactory (as evidenced by no recommendation for clinical probation) at the end of the semester/rotation evaluation. Failure to receive a satisfactory evaluation on the end of the semester/rotation evaluations will result in a plan of improvement contract. More than 2 unsatisfactory scores throughout the program could result in a failing grade in the courses and may halt the student's progress to the next semester.
7. Comply with the Professional Expectations contained in the ATP Handbook and NCAA Policies
8. Progress toward the required clinical experience hours by meeting the minimum clinical experience hours in Ath T 591/592/593. See syllabi for specific hour requirements.
9. Attend orientation for Ath T 591 – Fall, Ath T 592 – Fall and Ath T 593 – Fall. This orientation is part of the clinical experience for these semesters and the experience takes place on the WSU Pullman campus. The orientation is several days, followed by a preseason clinical rotation through various WSU and/or off-campus Preceptors for Ath T 591/592/593.

An athletic training student failing to meet the minimum academic requirements will usually have **one** opportunity for probation before being dismissed from the ATP. In extraordinary circumstances, failure to maintain the minimum academic requirements can result in dismissal from the program without an opportunity for probation.

PROBATIONARY STATUS

When a student is failing to meet the minimum academic standards, the student will usually be placed on probation and given an opportunity to return to good academic standing before being dismissed from the program. In these circumstances, the Program Director will send the student a letter notifying the student of the deficiency (ies) that prevent(s) the student from meeting minimum academic requirements, the terms of the student's probation, and a meeting time for the Program Director and any other appropriate ATP personnel to meet with the student. At the meeting, the student will be given the opportunity to discuss the deficiency (ies) and terms of probation. At the conclusion of the meeting, the student will be required to sign a letter acknowledging ATPs findings regarding the student's deficiencies and probationary terms, if any. *****It should be noted that all course work needed for the graduate portion of the AT degree requires a 3.0 cumulative GPA in order to enroll in courses and complete the final year. Failure to have a 3.0 cumulative GPA will result in the student being released from the degree program immediately.***

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

1. Maintain sport assignment or clinical rotation
2. Removal/change from current sport assignment or clinical rotation
3. Complete required course work and/or minimum clinical hours
4. Place special focus on goals to address the cause of probation
5. A behavioral contract
6. Community service
7. Additional assignments or educational experiences deemed appropriate by the Program Director
8. Additional conditions as deemed appropriate

More than one condition listed above may be used for any single deficiency.

ACADEMIC INTEGRITY

WSU's academic policies are designed to ensure that academic honesty is upheld. Students and faculty have a shared responsibility in upholding the academic integrity policies--students must uphold the principles of academic integrity, and faculty must clarify expectations, create a culture of honesty in the classroom, and report suspected violations.

Examples of academic integrity violations include:

PLAGIARISM

Presenting the information, ideas, or phrasing of another person as your own work without proper acknowledgment of the source. Our policy makes no distinction between intentional and unintentional plagiarism.

All written assignments will be reviewed by Turnitin on Canvas. Turnitin provides a similarity score to assess how similar your paper is to others and references. Quotations and references will be removed from this score. A similarity score above 20% will be reviewed by the instructor for possible plagiarism.

UNAUTHORIZED ASSISTANCE

Using unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including talking, copy information from another student, using electronic devices, or taking an examination for another student.

- **AI-sourced information:** Artificial Intelligence (AI) resources (Chat GPT, Bard, Open AI, etc.) are not to be abused to complete any assignment/project within the WSU AT program. Although the line between 'use' and 'abuse' may seem unclear, it is important to understand that plagiarism is defined as "presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgement of the source" (WSU Standards of Conduct for Students). The reliance of an AI resource to create unoriginal coursework will be considered a violation of academic integrity. The WSU faculty may inquire with students suspected of abusing AI resources. If the student is unable to establish how they authentically created coursework, an academic integrity violation may be submitted to the WSU Office of Student Conduct (see 'Academic Integrity' description above for further detail).

FABRICATION

The intentional invention or counterfeiting of information in the course of an academic activity. The most common form is counterfeiting record of internship or practicum experiences. This includes forging of a signature indicating you are proficient in a false skill set, or fabrication of false clinical hours within the online hour management system.

All violations will be reported to the WSU's Center for Community Standards and will follow the policy for grading within each syllabi.

Resources:

If a violation has been reported, there are advisors that can help you understand and navigate the process. Information about advisors can be found here: <https://handbook.wsu.edu/resources/advisors/>.

There are information sessions you can schedule with the Center for Community Standards to understand the process and ask questions. You can sign up for an appointment here:

<https://outlook.office365.com/owa/calendar/CenterforCommunityStandards@email.wsu.edu/bookings/s/youCFohGqm0qdOwX5I3JJHg2>

VIOLATIONS OF THE HANDBOOK

The Athletic Training Program reserves the right to regulate reported violations of the Athletic Training Program Student Handbook, on a case-by-case basis. The Center for Community Standards regulates reported violations of WSU's Student Code of Conduct. Students in the Athletic Training Program are expected to abide by both the ATP handbook and WSU's Student Code of Conduct and subsequently, are subject to both processes in the event of a violation.

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, NATA Code of Ethics, and BOC Standards of Professional Practice.

Reporting: Any individual who observes a potential violation of the ATP handbook should submit concerns via a [Student Concern Tracking Form](#). Reports will be forwarded to the Program Director and/or Department Chair. Each incident will be kept on file, tracked, and reviewed by the Program Director or delegated to an appropriate individual at the discretion of the Program Director. The Program Director may dismiss allegations prior to meeting with the student, if upon review of all relevant information, determines that no violation occurred or insufficient evidence exists to make a determination.

Processing: The student will receive notice of the allegations against them, with information regarding a meeting with the Program Director to discuss the allegations. After meeting with the student and reviewing all relevant information, the Program Director or designee will, by a preponderance of the evidence:

1. Determine that the student did not violate the ATP handbook and note the result in the student's file;
2. Determine that the student did violate the ATP handbook, counsel the student regarding the Athletic Training Program's expectations, and note the result in the student's file;
3. Determine that the student did violate the ATP handbook, counsel the student regarding the Athletic Training Program's expectations, provide the student with a written warning, and notify the committee of the warning;
4. Refer the matter to the committee.

Committee: The Committee is comprised of three faculty and/or staff members from the College of Education and/or preceptors, who will review all referred matters concerning handbook violations.

Referral to the committee: The student will receive notice of the reason and basis for referral to the committee, as well as information regarding the student's ability to provide a written response to the committee and a deadline for submitting the response. The committee will deliberate on each individual case, considering all pertinent information and make its decision regarding the student case under review. Committee meetings are closed and not open to the public. Students will be informed of the committee decision via email and regular U.S. mail within ten (10) business days of the committee meeting.

If the committee finds a violation of the handbook, it may take one or more of the following actions:

1. Appropriate remediation;
2. Probation;
3. Dismissal from the ATP.

APPEAL PROCESSES

1. If a student disagrees with the Program Director's decision regarding the minimum academic requirements, the student may take his/her concern(s) to the Chair of the Department of Kinesiology & Educational Psychology within ten (10) business days of the Program Director's final decision by filing a written appeal. The decision of the Chair of the Department of Kinesiology & Educational Psychology will be the ATP's final decision. A student who fails to file a written appeal within ten (10) days to the Program Director's decision waives his/her right to appeal.
2. 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/>
3. If a student wishes to appeal a decision made by the committee, the student may make a formal appeal request pursuant to Chapter 12.E.3.b of the Graduate School Policies and Procedures located at <https://gradschool.wsu.edu/159-2/> to the Vice Provost for Graduate and Professional Education, in writing with signature. Formal appeals must be filed within fifteen (15) calendar days following a notice of decision. The original decision will be held in abeyance while under appeal. The Vice Provost of the Graduate School will not reopen cases for the purpose of re-investigating the grievance. A student who fails to file a written appeal within the deadline waives his/her right to appeal. Further appeals to the Provost alleging a procedural error or failure to follow WSU or Graduate School Policy may be taken pursuant to Chapter 12.E.3.c of the Graduate School Policies and Procedures.

READMISSION PROCESS

1. A student dismissed from the ATP 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 Program 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 Program 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 ATP will be considered, along with any information submitted by the student indicating s/he would be successful if readmitted.
3. The Program 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 ATP, the student is readmitted under probationary status and probationary conditions can be imposed upon the readmitted student. In addition, the readmitted student is admitted under the most current ATP graduation requirements.

ACADEMIC REQUIREMENTS – MASTER'S IN ATHLETIC TRAINING - GRADUATE DEGREE PORTION

In the spring of the final year of the undergraduate portion of the AT Professional Program, students will need to apply to the WSU Graduate School master's in athletic training Program. The application can be found at <http://gradschool.wsu.edu/apply/>

The MAT is a professional Master's degree program that prepares the student and provides eligibility to take the national certification exam to become an Athletic Trainer (ATC).

PROGRAM OF STUDY

The program of study is an official form documenting the student's plan for courses to take, as well as other degree requirements. The Program of Study for a professional master's degree candidate should be submitted on the form provided by the Graduate School in the Fall before graduation. Each student is required to have an advisor. The AT Program Director will serve as the advisor for all students in the MAT degree program. The following courses will allow students to meet the MAT course requirements:

ATH T 560	3 credits	Spring
ATH T 565	3 credits	Fall
ATH T 575	3 credits	Summer
ATH T 585	3 credits	Fall
ATH T 590	3 credits	Fall
ATH T 592	3 credits	Fall
ATH T 592	3 credits	Spring
ATH T 593	5 credits	Fall
ATH T 593	5 credits	Spring
ATH T 595	3 credits	Summer
ATH T 598	3 credits	Spring (Capstone Course)
<u>ATH T 599</u>	<u>3 credits</u>	<u>Spring</u>

TOTAL CREDITS = 40 credits

Any changes made to the Program of Study must be documented with appropriate signatures signifying the endorsement of the graduate program director of AT and cohort committee members. The Change of Program form must be completed, signed, and submitted to the Graduate School before the student submits an application for degree (<http://gradschool.wsu.edu/?p=3711>).

The scheduling form for final balloting must be submitted to the Graduate School ten or more working days prior to the balloting meeting. MAT students can expect the final ballot meeting to occur within two weeks after spring break, which means the scheduling form will be submitted prior to spring break. The application for degree form and graduate fee must be submitted prior to the balloting meeting. <http://gradschool.wsu.edu/graduation-application/>

CAPSTONE COURSE (ATH T 598)

In order for a student to apply to graduate from the MAT degree program, the student must have a minimum cumulative GPA of 3.0, have met all admission contingencies, and be registered in the ATH T 598 Capstone course. The final project is outlined below:

Capstone Athletic Training Project – Plan of Professional Practice

Each student will complete a Plan of Professional Practice (PoPP) during their final (spring) semester. The PoPP is a structured, detailed, and thoughtful presentation of the student's plan as they transition into professional and clinical practice. Students will complete the PoPP through written portfolio, preliminary presentation, and oral defense. This capstone project is a culmination of previous major assignments specific to the WSU Athletic Training Program. Students are expected to further develop the previously completed major assignments used to support their PoPP. The project must be completed using APA formatting and grammar guidelines (7th Ed.). References must be used throughout paper (12 minimum). Although autonomy and variability are necessary/reasonable when considering what components each student decides to include in their PoPP, the following components must be presented at minimum:

- Historical/Personal narrative
 - Initial interest in athletic training
 - Reflection of WSU athletic training experience
 - Current perspective of athletic training
- Quality Athletic Trainer (AT) in professional and clinical practice
 - Insight as to what makes a 'good' AT
 - Students should use evidence to support their narrative
 - Personal/Professional philosophy
 - Treatment/Rehabilitative philosophy
- Plan to improve professional and clinical practice
 - Contemporary expertise
 - Prospective plan to achieve and maintain area(s) of contemporary expertise
 - Self-assessment and maintenance of professional/clinical competence
 - Identified and potential strengths
 - Identified and potential weaknesses
 - Leadership and Communication traits learned within Ath T 595
 - Continuing education (CE) activity (current and future)
 - Narrative on future CE activity should support contemporary expertise and maintenance of clinical competence

- Current/recent CE activity is at minimum: 10 Level-1 CEUs
 - Incorporate 5 resources from NATA website that will help you professionally
 - Justification for who you chose each resource
 - Professional resume (current)
- Conclusion
 - Cohesive review of personal narrative, reflective professional and clinical practice, and plan to improve professional and clinical practice

Students will submit their final written project no later than a date provided in the syllabus. The WSU athletic training faculty will return submitted projects at least 2 weeks before the student is scheduled to orally defend. Each student will review faculty feedback and revise their project as needed. Students will complete a preliminary presentation of their capstone project to a non-athletic training faculty approved individual. The WSU athletic training faculty will determine whether the student's requested individual will satisfy as a non-athletic training faculty approved individual. The approved individual is expected to assess the student's preliminary presentation fairly and objectively using the provided rubric (see below). The WSU athletic training faculty will set up oral defense dates/times for students that have sufficiently prepared and developed their PoPP. The dates to conduct oral defenses will be offered in accordance with the WSU graduate school handbook and availability of the faculty. Students must satisfy all the following prerequisites 1 week prior to the first scheduled oral defense date to be considered by WSU athletic training faculty as sufficiently prepared for the oral defense, and eligible to graduate on time (spring):

- Completed PoPP written portfolio (see below for definition of completion)
- PoPP written portfolio approval from at least 3 of 4 WSU athletic training and kinesiology faculty
- Evidence of completed preliminary capstone project presentation (signed acknowledgment from approved individual. See form below)
- Separate summative narrative/notes that address the faculty edits/comments/concerns given to faculty 1 week prior to the student's defense date

Students who do not satisfy all oral defense prerequisites and/or revision needs by April 15th will receive a Fail grade for AthT 598. Students who achieve a 'Fail' outcome in the PoPP written portfolio or oral defense will receive a Fail grade for AthT 598. Students are encouraged to continue working on their PoPP and should re-enroll in AthT 598 when it is offered. It is at the purview of the WSU athletic training faculty as to if and when AthT 598 will be offered in a non-spring semester.

See 'Final Capstone Athletic Training Project Ath T 598' word document for complete description and assessment

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 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 the evaluations have been completed, they will be returned to the Coordinator of Clinical Education, 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 ATP EVALUATIONS

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

The Coordinator of Clinical Education will also communicate 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 ATP to assess the effectiveness of the ATP in preparing them for the professions in which they are involved.

ATHLETIC TRAINING STUDENT CLINICAL EXPERIENCE

STUDENT CLINICAL EXPERIENCE: ALL I NEED TO KNOW

1. General Info

- a. Our clinical experience staff consists of 13 full time licensed athletic trainers (ATC), licensed intern athletic trainers, 1 physical therapist/athletic trainer, 2 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 Sports Medicine facilities and Cougar Health 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 an ATC. 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 and must do so as soon as possible and a **minimum of one week in advance (if possible)**.
- 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, who will allow for experience with the sports the Preceptor 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. 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. 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 online computer tracking program. Falsifying hours is not tolerated. Hours should be recorded daily and will be reported to students and staff every month.

3. Competencies

- a. Competency evaluations are a required component of the education experience. It is an opportunity to take information learned in the classroom and apply it to a practical scenario. There are different levels of competencies associated with each of the 6 clinical experiences in the program.

Semester 1: You will have an opportunity to become oriented with all of the WSU Sports Medicine facilities and staff licensed athletic trainers as you rotate through assignments with most of the sports offered on campus.

Semester 2: You will be assigned a staff licensed athletic trainer as a mentor and will gain valuable experience working with the sports to which your mentor is assigned.

Semester 3 and 4: These rotations include time spent in a physical therapy clinic, high school, general medical clinic, local NAIA college, and the University of Idaho. Transportation to and from the off-campus clinical education experiences will be at the students' expense.

Semester 5 and 6: Your third year in the program you will be assigned as the senior student to a mentor and assist with the daily responsibilities of providing treatment and care for the teams to which your mentor is assigned as well as gaining familiarity with the administrative duties for which your mentor is responsible.

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 ATC, 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. Attire expectations 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. 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 licensed 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 Director of Athletics – Sports Medicine, Program Director or Coordinator of Clinical Education.
- c. If a patient does not respect you or places you in an uncomfortable position, address the patient 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.

ATHLETIC TRAINING STUDENT ORIENTATION

PRESEASON

All 1st, 2nd and 3rd year athletic training students will be expected to report to campus during late July. (Exact dates will depend on sport schedules and will likely change on a yearly basis. See the Coordinator of Clinical Education or Program Director for specifics.) During the student orientation, the following paperwork/trainings will be completed: HIPPA training, FERPA training, Sexual Harassment training, bloodborne pathogen training, review of emergency procedures (including on campus EAP procedures) 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 schedule clinical experience hours throughout the semester including mid semester holidays (Fall break, Spring break). The 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 2096 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 an ATC. 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 attire expectations, 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 a maximum number of 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 Ath T 591 course, students will be required to complete a minimum of 230 hours to successfully complete the course, with a maximum of 340 hours. During the Ath T 592 Fall course, students will be required to complete a minimum of 245 hours in the academic semester to successfully complete the course, with a maximum of 365 hours. (This is separate from the clinical immersive experience which requires a minimum of 160 hours and a maximum of 240 hours during the 4-week experience). During the Ath T 592 Spring courses, students will be required to complete a minimum of 305 hours in the academic semester to successfully complete the course, with a maximum of 425 hours. During the Ath T 593 course, students will be required to complete a minimum of 463 hours in the academic semester to successfully complete the course, with a maximum of 595 hours.
6. Clinical experience hours can be scheduled at any time of the day to assist with practices, rehabilitation, and game coverage.
7. Over the course of six semesters, athletic training students will be assigned to a variety of 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 an ATC as a mentor and will gain valuable experience working with the sports to which your mentor is assigned.

- c. **Clinical Immersive:** Athletic training students are required to complete a minimum of a 4 week off-campus clinical experience.
 - d. **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. During the fall semester, a clinical immersion experience will be required.
- **Note: Transportation to and from all off-campus clinical education experiences will be completed at the students' expense.*
- e. **Semester 5 and 6:** Athletic training students are assigned as the senior student to mentoring Preceptor(s). 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.
 - f. **Interprofessional Education:** Throughout the program, students are required to engage in interprofessional education with other healthcare professionals and students. These experiences are required in each clinical internship course, and include simulated patient experiences, poverty simulation experiences, suturing training, IV training, joint reduction and casting training, etc.
 - g. **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.
 - h. **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. 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 (spine boarding and CPR/AED), and complete bloodborne pathogen training annually.
 11. During each clinical experience, student safety is a priority. Annually, each clinical site must provide calibration and maintenance of equipment according to manufacturer guidelines.
 12. The Emergency Action Plan for each clinical site is located on Canvas, as well as included within the Clinical Site Handbook. All students should be orientated to the clinical site on their first day, including review of site-specific expectations and location of the EAPs.
 13. Athletic training students should not have radiation exposure, students make sure to excuse themselves from being present in the room for an x-ray. (This applies to the Football Operations Building and Cougar Health Services experiences.)

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.
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 their mentoring Preceptor in an appropriate manner. If the issue is not resolved, the student should refer the issue to the Program 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 ATs 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 ATs from other institutions.

PRECEPTOR ASSIGNMENT PROCESS

Athletic Training Students (ATS) during the spring of the first year in the program and entire third year in the program are assigned to a specific preceptor and assist with the sports/administrative duties they cover.

The selection of the ATS to a preceptor is determined using multiple factors including:

- Previous ATS patient encounter data (injury locations, types of injuries)
- Preceptor needs
- ATS career goals
- Previous clinical experience performance and evaluation
- Care team dynamics to facilitate effective patient care
- Teaching/learning style of the preceptor

Assignments are a collaborative process between preceptors, faculty and possible outside consultation if necessary.

Once an ATS has been assigned to a specific preceptor/sport, they are not allowed to gain a full rotation experience with the preceptor/sport again.

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 the online hours tracking system. 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 input preseason/post season and hours completed over the winter break even though they will not be counted toward your semester hour limitations.
4. All completed clinical hours must be inputted into the online hours tracking system weekly. A random number of student hours will be sent to preceptors for their review each week. If concerns arise from the hours recorded, a [Student Concern Tracking Form](#) will be completed by the Coordinator of Clinical Education and forwarded to the Program Director and/or Department Chair. The 'Violation of the ATP Handbook' process will then occur.
5. Only hours from nonpaid athletic training experiences should be included within the Ath T 591/592/593 course and online hour tracking system. In addition, any other volunteer or educational hours students wish to report must be approved by the Coordinator for Clinical Education.

LEVELS OF RESPONSIBILITY

The staff athletic trainers with direction from the Program 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 licensed athletic trainer.

SCOPE OF PRACTICE GUIDELINES

Accreditation standards require athletic training students to be directly supervised at all times. Direct supervision is defined as the licensed 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 they 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 licensed 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 licensed 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 licensed athletic trainers and should only be used under their direct supervision.
6. Athletic training students may administer a single dose of over the counter (OTC) medications on the field or in the athletic training clinic after consultation with a licensed 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 licensed 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 licensed athletic trainer.
11. A licensed athletic trainer through review of the SOAP note, online medical records and/or injury re-evaluation must follow up on evaluations completed by an athletic training student.
12. A licensed 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 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 facilities 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 licensed 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 licensed athletic trainer.

OVER THE COUNTER MEDICATIONS

OTC medications should only be handled by athletic training students after a Licensed Athletic Trainer has approved the usage of an OTC medication AND they have completed the appropriate competency. A Licensed 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 Licensed 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 athletic training students have OTC medications on their person or located in an individual medical kit/"butt pack".

MODALITY TREATMENTS

The team physician and/or licensed 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 licensed 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.

1. Emergency medical procedures:
 - a. emergency equipment is on the court or field for all practices and events
 - b. all personnel (athletic training students, equipment managers, and coaches) are aware of where the nearest phone is located
 - c. all personnel can identify their location and provide directions for the EMS personnel
 - d. it is the responsibility of the staff athletic trainers to inform the athletic training students 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 licensed athletic trainer. You are covered by the university's insurance policy in the event of an accident.

If you receive a moving violation (suspension of license, reckless driving conviction, DUI, etc.) during your experience within the program, this information needs to be communicated to the Assistant Director of Athletics, Sports Medicine (Olympic Sports or Football) the next business day.

PROFESSIONALISM EXPECTATIONS

When you are selected to be a part of the ATP, you are expected to uphold a tradition of excellence and conduct yourself as an allied healthcare professional. Therefore, the ATP adopted the NATA Code of Ethics and the BOC Standards of Professional Practice and requires ATP students to abide by those standards. Based upon these those standards and as a supplement to those standards, the ATP faculty, using their years of professional experience and knowledge, created the below Professionalism Expectations to more clearly delineate specific expectations for ATP students.

ATTIRE

1. It is important that each individual associated with the ATP clinical experience conduct themselves in an appropriate and professional manner. Part of this professional nature is wearing the appropriate attire at all times.
2. **Appropriate attire:**
 - a. Shirts stating 'WSU Athletic Training/Athletic Medicine/Sports Medicine', khaki pants, jackets as needed for cold weather, 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)

- b. Nametags are required at all times; this helps to differentiate students from credentialed providers
 - c. 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. Shirts are required to state 'WSU Athletic Training/Athletic Medicine/Sports Medicine' during the clinical experience in the athletic training clinic
 - e. No tank tops or sleeveless shirts
 - f. No yoga or workout pants or athletic type shorts
 - 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 attire standards as designated by coaching staff and team athletic trainer

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, stalking and intimate partner violence are forms of sexual harassment. Therefore, discrimination on the basis of sex or gender, sexual harassment, sexual assault, stalking and intimate partner violence are prohibited pursuant to Executive Policy #15 (EP #15), the WSU Policy Prohibiting Discrimination and Harassment. (<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep15/>)

Sexual harassment is unwelcome conduct on the basis of sex. Specific types of conduct prohibited are defined in EP #15.

EXPECTATIONS 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 *should* report the information to:

- CCR through the online form: <https://ccr.wsu.edu/file-a-report/>
- A supervisor to inform a report has been officially filed with CCR
- And/or AT Program Faculty to inform a report has officially been filed with CCR

Athletic training students should report information regarding sexual harassment or sexual assault as soon as possible. CCR will ensure potential complainants receive information about university reporting and resource options.

If a patient begins to tell an athletic training student about an incident of sexual assault, the athletic training student should tell the patient that they might need to report the incident and might not be at liberty to keep the matter confidential. The athletic training

student should refer the patient to WSU Counseling and Psychological Services or their healthcare provider if the patient wishes to keep the matter confidential.

MANDATORY REPORTING REQUIREMENTS

Within Washington, there is a state mandatory reporting law, [RCW 26.44.030](#) and [RCW 74.34.035](#). This requirement only applies to information about child abuse or neglect and vulnerable adult abuse or neglect. Athletic training students who have information about child abuse or neglect, MUST report this to the Washington State Department of Children, Youth, & Families or law enforcement. Information on reporting child abuse and neglect is available here: <https://www.dcyf.wa.gov/safety/report-abuse>.

RETALIATION PROHIBITED

Retaliation against individuals for the purpose of interfering with their rights under EP 15, or because a person has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under EP 15, is prohibited. Retaliatory acts shall be reported to the WSU Compliance and Civil Rights Office (CCR).

TITLE IX COORDINATORS

Holly Ashkannejhad <i>Director of Compliance and Civil Rights</i> Lead Title IX Coordinator French Administration 225 TitleIX.Coordinator@wsu.edu (509) 335-8288	Anne R. McCoy <i>Deputy Director of Athletics/SWA</i> Bohler Gym 108a amccoy@wsu.edu (509) 335-7149	Jenna Hyatt <i>Dean of Students</i> French Administration 122 jennifer.hyatt@wsu.edu (509) 335-5757	Amy Sharp <i>Women*s Center Director</i> Wilson-Short Hall Room 8 amy.sharp@wsu.edu (509) 335-6849
---	--	--	--

RESOURCES

University and community confidential resources can be found here: <https://ccr.wsu.edu/resources/campus-resources/pullman-resources/>

RELATIONSHIP EXPECTATIONS

The 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. Supervisory responsibility includes any supervisory role perceived as a position of power or authority, and is not limited to instruction, research, academic advising, coaching, service on research and thesis (dissertation) committees, assignment of grades, evaluation and recommendation in an institutional capacity for employment, scholarships, fellowships, or awards. Supervision may occur on or off campus, in curricular, co-curricular, or extracurricular activities. 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.

Relationships between individuals in which neither party is in a position to evaluate or supervise the other party are not within the scope of this policy so long as neither party participates in decisions that may reward or penalize the other and so long as such an evaluative relationship is not reasonably anticipated by the parties.

Romantic or sexual relationships in which one party is in a position to influence the career of the other, yet the relationship presents no clear or direct evaluative or supervisory conflict, may provide grounds for complaint by third parties when the relationship provides undue access, advantage, or restricts opportunities. Relationships resulting in indirect or inappropriate influence are prohibited. When a supervisory role or position of power and authority is accepted by an individual in an existing consensual relationship with a person who will become subordinate, the roles of the individuals in the supervisory and subordinate positions must be clearly established within the existing administrative structure.

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 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, with faculty or students disclosing the relationship to the appropriate department chair, program director, associate dean, vice-chancellor, or Dean of Students. 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.

The full text of EP #28 can be found here (<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep28-faculty-student-supervisor-subordinate-relationships/>)

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 appropriate University Administration (CCR).

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.

LICENSED ATHLETIC TRAINERS

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

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, or 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 WSU will not tolerate prejudice for any reason. All patients will be treated as equals regardless of race, ability, gender, sexual orientation or sport.
7. 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.

DRUG & ALCOHOL USE

Students must not be under the influence of drugs or alcohol during any clinical education experiences where they are interacting with patients and serving in a health care professional role. This applies to clinical rotations both on and off campus and during any travel with teams while gaining clinical experience. Students **must** not have lingering symptoms from the consumption of drugs or alcohol when arriving for clinical experience which could reasonably be expected to impact patient care. Any students who violates this policy will be immediately removed from the classroom or clinical education site and may be reported to the WSU Community Standards. Any questions regarding this policy should be referred to the Program Director.

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 ATP 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 ATP are required to follow Executive Policy #4, WSU Electronic Communication Policy.

Faculty & Preceptor Guidance:

The ATP promotes professional interactions between faculty, preceptors, licensed 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 breach any WSU or ATP policies, or any confidentiality, ethical, or professional guidance.

Athletic Training Student Guidance:

The 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 this 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 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 Center for Community Standards.

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

Farnan, J.M., Sulmasy, L.S., Worster, B.K., Chaudhry, H.J., Rhyne, J.A., et al. (2013). Online Medical Professionalism: Patient and Public Relationships: Policy Statement from the American College of Physicians and the Federation of State Medical Boards. *Annals of Internal Medicine*, 158: 620-627.

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 statement promising to keep it confidential. It may be a violation of HIPAA and FERPA laws to share it with anybody outside of the athletic training clinic. The following are some guidelines you should 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. This may be a violation of HIPAA and FERPA patient privacy protection.
2. Anyone needing information should be referred to the staff licensed athletic trainers.
3. Questions about height, weight, personality, ability, or any other question regardless of how trivial can be answered simply, "I am not at liberty to disclose that information".
4. In addition, medical files are to be viewed for professional purposes only. You need the permission of a licensed 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 Program Director or Coordinator of Clinical Education immediately.

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.

REPORTING RESPONSIBILITY

As part of their own professional obligations, it is an athletic training student's responsibility to report any violation of program policies, procedures, rules, or regulations to the Program Director. In filing a report, the student must:

1. Notify the 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 filing the report
 - b. Date report was issued
 - c. Date and approximate time of incident
 - d. Party/parties involved in incident
 - e. Narrative of incident, including any follow-up
3. The Program Director will take appropriate action based on the content of the report.

WSU SPORTS MEDICINE POLICIES AND PROCEDURES

NCAA POLICIES

While participating in the athletic training clinical experiences, 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 licensed 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
 - 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 (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)
- * Provide proof of TB screening (at the time of admittance)
- * Complete CPR/AED/First Aid training (before beginning clinical experience)
- * 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. If students have a fever, they should avoid spreading the illness, and should not attend the clinical experience and didactic courses. Similarly, if an athletic training student is on an antibiotic for a medical condition, they should not attend the clinical experience until they have been taking the antibiotics for at least 24 hours. If an athletic training student does not attend didactic courses due to illness, it is expected they would not attend clinical experiences in the afternoon.

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 licensed 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 licensed 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 licensed athletic trainers and athletic training students to blood borne pathogens: gauze, disposable towels, gloves, drapes, dressings, tape, etc.
- * Reusable equipment that could potentially expose licensed athletic trainers or athletic training students to bloodborne pathogens include: thermometers, forceps, scissors, fingernail clippers, towels etc. Such equipment should be freed of debris and sterilized in the autoclave located in the athletic training clinic per instructions. This equipment and an exposure plan are accessible to students.
- * All equipment and work surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious material daily.
- * If you have come in contact with bodily fluids through the skin, eyes, or mucous membranes you must report this to a licensed athletic trainer immediately. They 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 s/he is not comfortable making a judgment as to whether the exposure was real and significant, the clinical instructor or preceptor should contact the Program Director and/or 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.

- 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 licensed 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 spills 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 (before and after patient encounters) will help protect both you as well as the patient. If gloves have been used, then hands should be washed immediately after removing gloves. If water is not available, waterless hand sanitizers may be used.

PERSONAL PROTECTIVE EQUIPMENT

Gloves, CPR masks and other necessary personal protective equipment are available at all clinical sites and stocked in all athletic training kits. Licensed 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 licensed athletic trainer or athletic training student has cut, abraded skin, chapped hands, dermatitis, or other non-intact skin.
- * 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.

IMMUNIZATIONS

As a student at WSU, the following immunizations are required by the university: 2 doses of MMR immunization or immunity to measles.

While OSHA does not require you to be vaccinated against Hepatitis B, OSHA strongly recommends it due to the potential for exposure to blood borne pathogens during clinical education experience. Therefore, athletic training students are required to provide proof of a Hepatitis B vaccination or begun the series at the time of admittance. The Department of Health requires

Washington students entering kindergarten to receive this immunization series. If you have medical, religious, or personal reasons to be exempt from this requirement, please contact WSU Cougar Health Services.

Athletic training students are required to show proof of a negative TB screening before beginning the clinical experience. 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 clinical experience until a chest x-ray has been completed and they are cleared by a physician to return.

Additional immunization requirements may occur for off campus rotations.

PAN/EPIDEMIC GUIDELINES

In any event that results in an outbreak of a disease that threatens the community, county, state, country, and/or world population, the following guidelines are intended to help protect all individuals who are a part of the WSU Professional Athletic Training Program.

- Screening protocol to attend class and clinical sites: screening protocol will be dictated by CDC, WHO, and Washington State Department of Health guidelines and suggestions.
- Social distancing while in class, and at clinical sites.
- Additional protocol that is required of any off-campus clinical site that a student is currently assigned.
- Protections for individuals at a higher risk for severe illness due to disease (dictated by state/governmental suggestions, and specific to the disease).
- Implementation of CDC practices for institutions of higher education based on risk of disease and transmission (lowest, more, and highest risk)
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- Any individual with known and/or suspected signs and symptoms associated with the disease will not attend class or visit clinical sites. The individual, when first able, will notify a WSU AT faculty member of their health status (known or unknown).
 - The WSU AT faculty will follow suggested state/government guidelines and reporting mandates regarding disease and potential epicenter outbreak.

The following suggestions are optional, and in addition to the CDC, WHO, and Washington State Department of Health guidelines, as long as they do not conflict with state and government guidelines and rules.

- Use of personal protective equipment
- Assigned seating
- Pre/post-class sanitizing procedures
- Traditional in-person class to hybrid and/or online format

INFORMATIONAL ITEMS

PROFESSIONAL MEMBERSHIPS

It is required and important to be a member of your professional organization(s). Applications are available online at <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 <https://www.nwata.org/>.

Washington State also has its own state organization, the Washington State Athletic Trainers' Association (WSATA), <https://www.wsata.org/>.

BOC EXAMINATION INFORMATION

The BOC examination applications are available online at <http://www.bocac.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. Applications are available online at <https://financialaid.wsu.edu/scholarships/> and typically due in January.

The NATA also offers both undergraduate and graduate scholarships. Applications can be found online at www.natafoundation.org and are typically due the first week in February. All NATA athletic training scholarships require membership.

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

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 WSU Sports Medicine facility, you need to report the incident to the Assistant Director of Athletics – Sports Medicine (s) and/or Assistant Director of Athletics - Sports Medicine 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.

ADDENDUMS

- A. [WSU Center for Community Standards](#) (including WSU Alcohol and Drug Policy, Good Samaritan Guideline, Sexual Misconduct & Discrimination, etc.)
- B. [WSU Compliance and Civil Rights Office – Pullman Resources](#)
- C. [Certificate of Student Liability Insurance](#)
- D. [NATA Code of Ethics](#)
- E. [BOC Standards of Professional Practice](#)
- F. **Links to student services on WSU campus**
 - a. [Advising](#) –WSU Academic Success and Career Center <https://ascc.wsu.edu/>
 - b. [Counseling Services](#) – Counseling and Psychological Services <https://cougarhealth.wsu.edu/your-first-visit/> and Psychology Department <https://psychologyclinic.wsu.edu/>
 - c. [Health Services](#) –Cougar Health Services located on the Pullman campus <https://cougarhealth.wsu.edu/>
 - d. [Disability Services](#) –WSU Access Center <https://accesscenter.wsu.edu/>
 - e. [Financial Aid Services](#) –WSU Financial Aid office <https://financialaid.wsu.edu/>
- G. **Links to student related policies on WSU campus**
 - a. Grievance policy - <https://provost.wsu.edu/procedures/classrooms/policies-and-reports/complaints/>
 - b. Nondiscrimination policies - <https://crci.wsu.edu/executive-policy15/>
 - c. Policies for student withdrawal and refund of tuition and fees - <https://registrar.wsu.edu/cancel-enrollment/>
- H. **Links to useful student websites**
 - a. Academic calendar - <http://registrar.wsu.edu/academic-calendar/>
 - b. Tuition/Fees (undergraduate and graduate) - <https://financialaid.wsu.edu/tuition-expenses/>
 - c. Academic catalog - <https://catalog.wsu.edu/>
 - d. Degree requirements – undergraduate <https://ucore.wsu.edu/students/graduation-requirements/>
 - e. Degree requirements – graduate <https://gradschool.wsu.edu/academic-regulations/>
 - f. Grade policies - <https://registrar.wsu.edu/academic-regulations/>
 - g. Scholarships - <https://financialaid.wsu.edu/scholarships/>