

Defiance College Athletic Training Program



Policy and Procedures Manual Entry-Level Bachelors Program

Updated July 2017

Table of Contents

	Page
Mission and Goals.....	1
Athletic Training Education.....	2
Application Requirements	2
Acceptance Policy.....	3
Transfer Policy.....	4
Participation in Athletics.....	4
Athletic Participation Agreement	6
Advising.....	7
Competencies.....	7
Proficiencies.....	7
Sample Academic Plan	8
Assessment and Retention Progression	9
Retention Policy.....	13
Clinical Education.....	15
Clinical Hour Requirements	16
Clinical Supervision.....	17
Clinical Skills and Module Procedures.....	17
ATrack	18
NATA Code of Ethics.....	18
Dress Code.....	20
In-service Policy	21
Blood Borne Pathogen Policy.....	21
Infection Control Policy.....	21
Student Health Policy	21
Infectious Disease Policy.....	21
Other Illness/Absence Policy.....	21
Absence Request Policy.....	22
Liability Insurance Policy	22
NATA Membership and Networking	22
CPR and First Aid Policy.....	22
Clinical Infraction Policy	22
Academic Attendance Policy.....	23
Academic Integrity Policy	23
Grievance Policy.....	23
BOC Readiness Policy.....	24
ATP Technical Standards	25
Student Agreement.....	27
Confidentiality Policy	28
ATP Technical Standards (To be signed and turned in).....	29
Student Agreement (To be signed and turned in).....	31
Confidentiality Policy (To be signed and turned in).....	32

***Please Note:
The Defiance College Entry-Level Bachelors Program is no longer accepting students as of August 2016. The last graduating cohort will be 2018-19.***

ATP Mission Statement

The primary mission of the Defiance College ATP is to prepare students to successfully challenge the Board of Certification Inc. (BOC) certification examination and to prepare them for the contemporary professional and ethical challenges of employment and practice as an entry-level certified athletic trainer.

The Defiance College Athletic Training Program (ATP) shall endeavor to prepare athletic trainers of recognized excellence in the context of a small, private, liberal arts, coeducational, residential, undergraduate learning environment. The ATP shall strive to be a program of recognized excellence by virtue of preparing athletic trainers who will:

- (1) Continue to learn after graduation
- (2) Make significant contributions to the profession
- (3) Serve their communities with distinction.

Goals

The Defiance College ATP mission will be accomplished by the following goals:

1. Provide the student with a quality undergraduate, liberal arts education.
2. Provide the student with the didactic and clinical experiences to thoroughly obtain the competencies and proficiencies established by the National Athletic Trainers Association (NATA) Educational Council (5th edition, 2011)
3. Offer quality clinical experiences for students in a variety of clinical sites.
4. Provide the student with opportunities to develop into a quality citizen who will be active in the community and the profession.

Athletic Training Education

The Defiance College Athletic Training Program (ATP) is a unique program that combines intensive course work with hands-on clinical experience to prepare a student for a career in athletic training. The academic program is a CAATE (Commission on Accreditation of Athletic Training Education) accredited program that prepares students for the professional opportunities as BOC Certified Athletic Trainers (ATC).

Admission into the Athletic Training Program is a two-step process. Students enter Defiance College as pre-athletic training majors and must complete the first year consisting of general education degree requirements and athletic training prerequisites. Students are considered pre-professional students as they enroll in the introductory courses and begin the directed observation of the athletic training program. The pre-professional phase is completed in their first two semesters on campus. Students in AT 100 and AT 200 also meet with the Program Director and/or the Clinical Education Coordinator to assure that they are enrolled in the proper courses. Directed observation hour requirement for pre-professional Athletic Training students:

Freshman Fall	3 hours per week	Total= 30 hours
Freshman Spring	5 hours per week	Total= 50 hours

As the students complete their pre-professional requirements, students apply to advance to the Professional phase of the curriculum that includes advanced courses and clinical education. Students are admitted into the Professional Phase at the beginning of their third semester at Defiance College. The program is structured in such a way that six semesters are required to complete the Professional Phase of the ATP.

Application Requirements

Application to the professional phase of the ATP is in the second semester of their freshman year. Students must meet the minimum requirements listed below to be considered for the Athletic Training Program. The selection process is competitive and based on academic performance, clinical observation and individual personal qualities. Several criteria for selection have been given a point value to establish an objective means to evaluate your application. The point value is indicated in bold. Remaining criteria are considered minimum criteria. All must be completed. Meeting minimum application requirements does not guarantee a student entrance into the program.

1. Completion of all programs application forms
2. The student must complete the following courses with a B- or better:
 - AT 100 Introduction to Athletic Training
 - AT 200 Orthopedic Pathology
 - BI 229 Essentials of Anatomy and Physiology
 - ES 190 Medical Terminology
 - ES 234 First Aid and CPR
3. Documentation of a minimum of 80 clinical observation hours
120 hours + = 20 points

100-120 hours = 15 points

80-100 hours = 10 points

4. Successful completion of *Athletic Training Modules Level 1* during academic and/or clinical hours: Specific modules are assigned during AT 100 and AT 200.

5. Minimum cumulative DC GPA of 2.50 on a 4.0 scale

3.76-4.00 = 25 points

3.51-3.75 = 23 points

3.26-3.50 = 21 points

3.01-3.25 = 19 points

2.76-3.00 = 17 points

2.50-2.75 = 15 points

6. Objective Evaluations from certified staff: including evaluation based on professionalism, work ethic, dependability, initiative, and attitude.

Clinical evaluations: average of evaluation scores will be converted to a 20 point scale.

7. Provide two (2) letters of recommendation from faculty, coaches, athletic trainer's etc. to support your candidacy into the Athletic Training Program.

Letters must be from persons other than Athletic Trainers employed by Defiance College. You must use the form provided.

8. Proof of Immunizations: The immunization record includes: measles, mumps, rubella, tetanus, diphtheria and hepatitis B. The student may sign an assumption of risk waiver in lieu of receiving the Hepatitis B vaccine. The ATP strongly recommends the student receive the Hepatitis B vaccine.

9. Ability to meet Technical Standards of the ATP.

10. Signed statement regarding criminal background check.

11. Interview with the ATP selection committee. Which will be scored with a minimum of 35 points.

12. Background check

13. Completion of Placement Exam (SP16)

Candidates for the ATP must meet all twelve criteria listed above. Students are then rank ordered and a minimum score of 35 points is required to be considered for entrance into the professional phase of the program. However, meeting the minimum application requirements does not guarantee a student entrance into the program. The number of appointments may vary each year depending on the space available in the program. The number of students accepted into the ATP is limited by the availability of clinical facilities and faculty. Limited admission will ensure that an appropriate student to clinical instructor ratio (approximately 8 to 1) is maintained. If needed, please contact the Program Director for further clarification.

Acceptance

Acceptance into the ATP is conditional until the final grades for that semester are received. A student who is deficient in one of the eleven requirements of admission may be conditionally accepted into the ATP on the recommendation of the Selection committee. A contract between the student and the PD is written to establish the steps the student must make to gain full acceptance into the ATP. A student may not be in the conditional acceptance phase for more than one year.

Program application materials are returned to the Athletic Training Program Director by March 1st. Candidates are notified of their admission status no later than April 1st. The Program Director notifies each student with a letter sent to the address listed on the application. Students who are not accepted into the ATP may reapply the following year. Due to the extensive clinical component associated with this program, students may reapply only once. Students who are not selected for the Professional phase of this program will work with the Program Director and/or their advisor to identify alternate academic programs to pursue.

Transfer Students

Students who have transferred to DC must complete the required professional phase of the Athletic Training Program. Prompt commencement of the directed observation period is necessary to complete the clinical courses and clinical experiences in a minimum of six semesters at Defiance College. All core courses (designated with the prefix AT) must be taken at Defiance College to ensure competency mastery. The Program Director evaluates other courses in the major on an individual basis to determine transfer of credits. Prior directed observation is evaluated and approved at the discretion of the Program Director.

Retention Criteria is listed on the Assessment Checklist that is given to the student by their academic advisor. All students at DC matriculate according to their completing their Major Assessment Checklist.

Athletic Participation

Applicants to the ATP will be provided with a copy of this policy statement early on in the application year. It will be discussed and explained again during the application process.

Many prospective athletic training students who express interest in the Defiance College Athletic Training Program (ATP) are also interested in participating in an intercollegiate sport during their college years. Many of the program's finest and most accomplished alumni were athletes while at Defiance College. Because the ATP has a significant clinical experience component, which requires student commitment at various times throughout the week and on weekends; conflicts between sport demands and clinical experience requirements are not uncommon. The ATP faculty is committed to encouraging athletic training students to take advantage of the rich co-curricular opportunities available on campus. They are also dedicated to ensuring students graduate on time, fulfill all major requirements, and have enough quality clinical experiences to enable them to become skilled health care professionals. The following guidelines are designed to help accomplish all of these purposes.

Policy:

1. Applicants to the ATP will be provided with a copy of this policy statement early on in the application year. It will be discussed and explained again during AT 100/200.
2. The intention on the part of a prospective athletic training student to participate in intercollegiate athletics shall not factor into the admission decision for the ATP.
3. Students admitted to the ATP may participate in intercollegiate athletics.

4. Athletic training students shall limit their participation to **one** intercollegiate team per year.
5. Athletic training students may participate during their team's non-traditional season **ONLY** if participation **does not** conflict with the student's ATP clinical experience responsibilities.
6. Athletic training students who participate in intercollegiate athletics must, like all students, fulfill **ALL** the didactic and clinical education program requirements before they can graduate. All student-athletes are strongly encouraged to consult the ATP director early since effective planning is crucial to on-time graduation.
7. All athletic training students in the ATP, including fall student-athletes, are required to perform at least one “equipment intensive” clinical experience (e.g. football or lacrosse). Athletic training students who participate in basketball must also fulfill the equipment intensive requirements of that rotation. This means adjustments will be necessary to both the basketball and athletic training schedules to fulfill the requirements during the athletic training students' junior or senior year.
8. Hour Policy – Student-Athletes must AVERAGE four (4) hours per week during their declared “in-season”. Hours will be calculated on an individual basis, based on the official start of the season and end of the competitive season. The Athletic Participation Agreement will reflect these hours each semester. These hours will be the exception to the Minimum and Maximum Hours policy (pg 14-15)

This policy will be in effect once a student has been accepted into the ATP at the beginning of his/her sophomore year and will be in effect as long as the student remains in the ATP. Students with questions regarding this policy are encouraged to speak with the PD for clarification of their situation. The PD makes the final decision on the appropriate situation/experience for the student. All CAATE guidelines will be strictly enforced.

Athletic Participation Agreement

This page must be signed by the Athletic Training Student, the Head Coach for his/her intercollegiate athletic team and be given to the ATP Program Director in accordance with the annual forms and documentation policy each academic year. The Athletic Participation Agreement is valid for one calendar year.

This is to certify that I, _____, understand the Athletic Participation Agreement as stated above. I am declaring that I will be participating in _____ during the 2016-2017 academic year. I understand that I am responsible for meeting all classroom and clinical expectations and my participation in athletics at Defiance College will not interfere with my clinical responsibilities and experiences. I understand that I am responsible for meeting the minimum of “in-season” hours, averaging four (4) hours per week. My minimum hours for the FA/SP semester is _____.

Athletic Training Student Signature

Date

This is to certify that I, _____, Head Coach of the Defiance College _____ team, understand the Athletic Participation Agreement as stated above. I will support the above-named Athletic Training Student in the pursuit of his/her educational goals and his/her participation in athletic at Defiance College will not interfere with his/her clinical responsibilities and experiences.

Head Coach Signature

Date

Updated **July 2016**

Advising

Students should meet each semester with their advisor to determine the proper pathway for their education. MYDC link at www.defiance.edu is an excellent way to keep track of your degree progress. Students should begin the process of considering future professional goals early in their admittance into the Athletic Training Program. High Schools are one avenue of employment in the field of Athletic Training; however, a teaching certificate is often required to work at this level. If a student is interested in the high school setting, please discuss this with your advisor as soon as possible so that a double major in education can be initiated. If your goals focus more towards graduate school (i.e., masters degree, physical therapy etc.), please make us aware of this so that you can be advised appropriately. Many professional programs require prerequisites outside of the athletic training curriculum. Students interested in continuing their education in a graduate school should begin inquiring about prerequisites early in their junior year so they are ready to commence the application process early in their senior year. Please note that the Graduate Record Exam is usually a requirement for graduate school.

Competencies

The NATA Educational Council has compiled a list of competencies that an entry-level athletic trainer will have mastered to perform in the field. All athletic training students will master these competencies as they matriculate through the program. A Preceptor (clinical supervisor) will monitor and approve this competency mastery.

Proficiencies

All Athletic Training students are responsible for completing the proficiencies prior to graduation. Unlike the competencies, you will work on different areas depending on your clinical assignments, course work completed and your ability to assimilate information learned in the program. Your Preceptors are more than happy to help you work your way through these proficiencies. Your progression through the proficiencies will be evaluated each semester as part of your practicum course.

Sample plan for Athletic Training Program

Sample plan is for Even fall schedule.

<u>Fall Freshman</u>			<u>Spring Freshman</u>		
CORE			CORE		
110	World issues	3	120	Intro to Human Communication	3
CORE			CORE		
115	Foundations of ACA inq.	3	125	Comp I	3
AT 100	Intro to Athletic Training	3	AT 200	Ortho Injury Pathology	3
BI 229	Essentials of A & P	3	ES 190	Medical Terminology	2
ES 234	1st Aid and CPR	1	PY 110	Intro to Psychology	3
	First year Program (1-2)	2			
		15			14
<u>Fall Sophomore</u>			<u>Spring Sophomore</u>		
Core			CORE		
215	Critical Reasoning	3	CORE	Inquiry in Science	4
CORE			CORE	Presenting the Diverse Self	3
225	Comp II	3	AT 260	<i>Acute Care of Athletic Injuries</i>	3
AT 250	Therapeutic Modalities	3	AT 292	Practicum II	1
AT 290	Practicum I	1	AT 310	Evaluation of Athletic Injuries I	3
BI 235	Anatomy & Physiology I	4			
		14			14
<u>Fall Junior</u>			<u>Spring Junior</u>		
			CORE		
AT 311	Evaluation of Athletic Injuries II	3	310	Integrating World Issues	3
AT 390	Practicum III	1	AT 312	<i>Evaluation of Athletic Injuries III</i>	3
ES 125	Personal and Community Health	3	AT 392	Practicum IV	1
ES 356	Kinesiology/Biomechanics	3	BI 236	Anatomy & Physiology II	4
PY 205	Sport Psychology	3	ES 330	Pharmacology	2
	<i>Elective</i>	3	AT 420	Therapeutic Exercise	3
		16			16
<u>Fall Senior</u>			<u>Spring Senior</u>		
AT 481	Org & Admn of AT	3	AT 485	<i>BOC Test Prep</i>	3
AT 490	Practicum V	1	AT 492	Practicum VI	1
BA 212 or PY					
230	Stats	3	ES 340	Nutrition	2
ES 355	Exercise Phys	3	SW 310	Research Methods	3
AT 210	General Medical Conditions	3		<i>Electives</i>	6
	<i>Elective</i>	3			
		16			15
	Total Credits	120			

Major Assessment and Retention Policy

Student Name _____ Semester/Year _____ NATA ID _____

The Athletic Training program Director will complete the following checklists at four specific times during a student’s career at Defiance College. The purpose of the assessment process is to determine whether each individual student is accomplishing, or meeting the standards established to reflect successful completion of the Athletic Training Program.

Failure to meet the standards established may prevent the student from achieving the status of athletic training student, withholding graduation privileges, and/or requiring further coursework or other means of becoming compliant. Each case is at the discretion of the Athletic Training Program Director and faculty of the Athletic Training Program.

First Assessment - Following completion of the freshman year or 2 semesters.

- _____ B- or better grade in AT 100 and AT 200
- _____ B- or better grade in ___ ES 190, ___ ES 234 & ___ BI 229
- _____ Acquired a minimum of 80 supervised Clinical Experience hours through AT 100 & AT 200
- _____ Began collection of the “Portfolio” materials for the ATP
- _____ Meets GPA requirements (_____ GPA)
- _____ Placement Exam score of _____

Date of Admission: _____

Overall Rating After Assessment: Unacceptable - Acceptable - Outstanding

Comments/Notes: (list any conditions for admittance)

Signature of ATP Program Director _____ Date: _____

Signature of this form by the Student indicates that they have read and accept the conditions for progression through the ATP.

Signature of student: _____ Date: _____

(Only needed if admitted into ATP)

- _____ Acceptance letter sent (Date _____)
- _____ Receipt of intent to return letter (Date: _____)

Second Assessment – Following the completion of the sophomore year or 4 semesters

____ Cumulative GPA (____)

Completion of the following ATP major courses with a minimum grade and a passing mark:

AT 250 (3) ____/B-

AT 260 (3) ____/B-

AT 290 (1) ____/P

AT 292 (1) ____/P

AT 310 (3) ____/B-

BI 235 (4) ____/B-

____ Completion of four (4) clinical assignments (minimum) with evaluations by supervising preceptor.

(Acquired a minimum of 400 hours supervised clinical experience hours. (____ hours)

____ Continued collection of the “portfolio” materials for the ATP.

Overall Rating After Assessment: Unacceptable - Acceptable - Outstanding

Comments/Notes: (Please list any special conditions established for continuation in the ATP)

Signature of ATP program Director: _____ Date: _____

Signature of Student: _____ Date: _____

____ Achievement letter sent

Third Assessment – Completed following the completion of the junior year or 6 semesters
____ Cumulative GPA (_____)

Completion of the following ATP major courses with a minimum grade and a passing mark:

AT 311 (3) ____/B-

AT 312 (3)____/B-

AT 420 (3) ____/B-

ES 330 (2) ____/B-

AT 390 (1) ____/P

AT 392 (1) ____/P

ES 125 (3) ____/B-

ES 356 (3) ____/B-

BI 236 (4) ____/B-

PY 205 (3) ____/B-

____ Completion of at least six (6) clinical assignments with evaluations by the supervising preceptor. Assignments may include off-site clinical assignments (if possible) as well as clinical assignments with equipment intensive experience, upper and lower intensive sports. Acquired a minimum of 800 hours in supervised clinical experience. (_____hours)

____ Continued collection of the “portfolio” materials for the ATP.

Overall Rating After Assessment: Unacceptable - Acceptable - Outstanding

Comments/Notes: (Please list any special conditions established for continuation in the ATP)

Signature of ATP program Director: _____ Date: _____

Signature of Student: _____ Date: _____

____ Achievement letter sent

Fourth Assessment – Completed during final semester, prior to graduation.

_____ Cumulative GPA (_____)

Completion of all ATP required courses with minimum grades and a passing mark.

AT 485 (3)____/B-

AT 481 (3)____/B-

AT 490 (1)____/P

AT 492 (1) ____/P

AT 210 (3) ____/B-

ES 340 (2)____/B-

SW 310 (3) ____/B-

RL 321 (3) ____/B-

_____ Completion of at least seven (7) clinical assignments with evaluations by the supervising preceptors. Assignments may include off-site clinical assignments (if possible) as well as clinical assignments with equipment intensive experience, upper and lower intensive sports.

Acquired a minimum of 1200 supervised clinical experience hours (_____ hours)

_____ Developed a comprehensive “Portfolio” for use in preparation for the NATA BOC Exam

_____ Completion and mastery of all competencies as listed within the competency matrix. The ATP faculty has final approval on this completion.

Overall Rating After Assessment: Unacceptable - Acceptable - Outstanding

Comments/Notes: (Please list any special conditions established for continuation in the ATP)

Signature of ATP program Director: _____ Date: _____

Signature of Student: _____ Date: _____

Post Graduate Assessment: Successful completion of the NATA BOC Exam

Exam Date _____ Pass/Fail (Score _____) Exam Date _____ Pass/Fail (Score _____)

Exam Date _____ Pass/Fail (Score _____) Exam Date _____

Retention Policy

All students admitted into the professional phase of the Program must continue to meet the following guidelines:

1. Maintain an overall 3.0 grade point average.
2. Must progress through the modules and competency matrix at a satisfactory rate. Each module is to be completed in specific semesters and is outlined in the course syllabi. Modules must be completed no later than the last day of classes each semester. Extensions will be handled on a case by case basis.
3. Must abide by all policies and procedures that are detailed in the DC Policy and Procedure Handbook.
4. B- or better in all Athletic Training Courses, including all major courses*
5. Passing of established outcome benchmark scores on end of semester Mock BOC Examination. Bench mark scores are as follows: Year 1 30%; Year 2 35%; Year 3 40%.

** Students who do not achieve the minimum grade of a B- in Any Athletic Training course (any ATH course) will be dismissed from the program.*

Failure to complete the above guidelines will result in the following:

Academic Probation-

Failure to maintain a 3.0 cumulative grade point average will result in a student being placed on “Academic Probation”. Students will not be assigned to a clinical site on-campus or off-campus. Students on “Academic Probation” must return their cumulative grade point average to the appropriate 3.0 within TWO consecutive semesters. **If this is not acquired, the student will be permanently suspended from the ATP with no allowance for re-entry.** Students in the athletic training major will not be placed on “Academic Probation” more than one time after they have been accepted into the Professional phase of the ATP. **Multiple “Academic Probation” status will result in permanent suspension with no allowance for re-entry.**

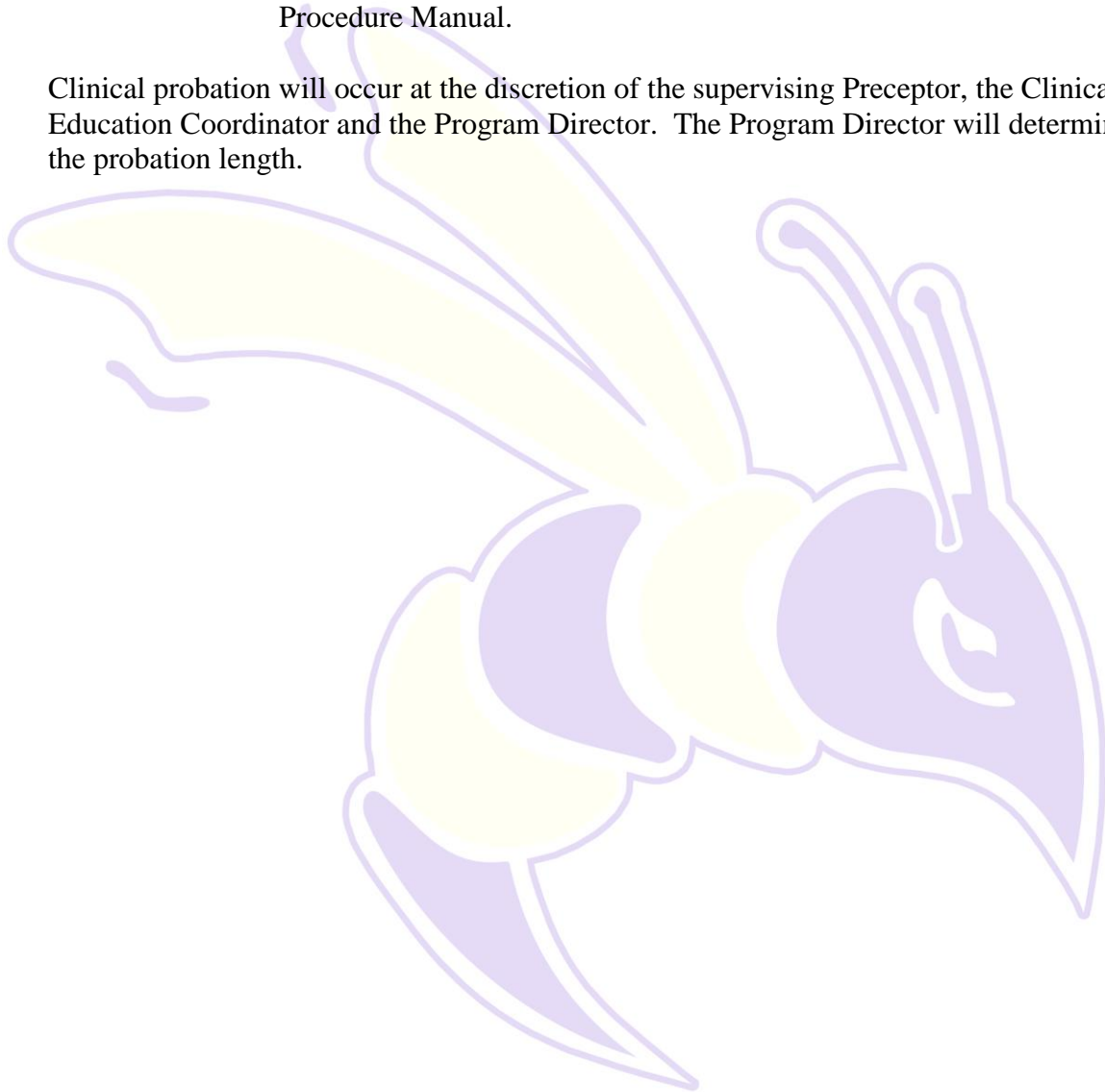
Students who do not meet guideline 5 will be placed on Academic Probation with the following stipulations: 1) First time not meeting an academic action plan will be developed in order to assist student in achieving benchmark score. Academic action plan will consist of review of courses taken, study plan for future benchmark exams, and a review of academic schedule. 2) The second time that a student fails to reach the benchmark score that above stated academic probation steps will be taken in addition to the academic review plan. If a student does not achieve the benchmark score, but demonstrates significant improvement they will remain on the Academic Action Plan. 3) If a student fails to achieve the benchmark score on three consecutive attempts, without significant improvement they will be subject to dismissal from the program.

Clinical Probation-

This is a trial period in which a student is given time to try to redeem poor conduct. A student is placed on clinical probation for any of the following:

- a. Failure to progress through the modules, as stated above
- b. Inappropriate behavior at a clinical site
- c. Late or unexcused absence to clinical site
- d. Failure to abide by polices and procedures of the DC Policy and Procedure Manual.

Clinical probation will occur at the discretion of the supervising Preceptor, the Clinical Education Coordinator and the Program Director. The Program Director will determine the probation length.



Clinical Education

Protocol for Progression

All clinical assignments are determined on an individual basis by the Program Director and the Clinical Education Coordinator upon consultation with the athletic training staff. The athletic training student is directly assigned to a Preceptor on or off-campus. This Preceptor is responsible for the supervision and progression of the student. To enhance the athletic training students' clinical education, every attempt is made to place students in a variety of situations.

While a student in the Athletic Training Program, each student is assigned to clinical assignments that include a primarily upper extremity sport, a primarily lower extremity sport, an equipment intensive sport as well as numerous exposures to general medical situations. All students accepted into the professional program are assigned to clinical experiences based on the student's skill level, maturity, outside commitments (e.g., work), and level of responsibility. Students clinical assignments will include a mixture of high and low risk sports, a male and female team, individual and team sports, and at least one sport that requires travel to away games. Students can expect to return to campus approximately two weeks before fall semester classes begin to participate in pre-season football camp.

Clinical Field Experience

The Defiance College ATP consists of several clinical rotations requirements. Most of the clinical rotations are on-campus. Some of the rotations are completed at off-campus athletic training settings such as the Mercy Defiance Clinic, local physical therapy clinics, and local high schools. In order to fulfill the requirements of these rotations, which are completed throughout the three-year pre-professional athletic training sequence, a student in the ATP must have access to transportation.

Clinical Hour Requirement – All students who are assigned to a clinical rotation are required to attend all practices, games, and travel as discussed with the clinical supervisor (Preceptor). If you are unable to attend, please notify the clinical supervisor ASAP. Students should average around 20 hours per week in the clinical setting and have at least one day off. All clinical hours should be recorded using the ATrack system. Hour will be approved via the ATrack system by the supervising Preceptor. Clinical hours will be monitored by the Clinical Education Coordinator. If you have a concern with the clinical hours, please contact the Clinical Education Coordinator.

Level 2 (Sophomore) - ATS are exposed to a variety of clinical assignments during their sophomore year. These clinical assignments will be under the direct supervision of a Preceptor. Students are assigned three rotations in the fall semester and two rotations in the spring semester. One of these rotations is a General Medical Rotation at the Mercy Defiance Clinic. During this rotation, the student observes a physician assistant in family practice and physicians in the Urgent Care setting.. Additionally during the fall/spring semester, the ATS will be assigned to Preceptor and clinical assignment with an individual sport. Students may be assigned an upper

extremity or lower sport during the spring semester of their sophomore year. All students are required to return for pre-season football camp (equipment-intensive). Students not assigned a specific clinical assignment with a sport are scheduled 6-8 hours a week to continue progress on competency/proficiency mastery. By the end of the sophomore year, the ATS will have completed a minimum of 4 clinical assignments and acquired a minimum of 400 supervised clinical experience hours.

Level 3 (Junior) - Students are assigned two clinical assignments each year. These clinical assignments will be under the direct supervision of a Preceptor. All students are assigned to a Preceptor and clinical assignment with an individual sport during the fall season. Students are also assigned to a Preceptor and clinical assignment with either a winter or spring sport. This includes attendance at all practices, games, and travel. This assignment will include continued exposure to the general medical category. During their junior or senior year, the student is assigned a clinical rotation with football or lacrosse, as an equipment intensive sport, and an upper or lower extremity sport. Students will also be assigned a clinical rotation with a male or female team and a team or individual sport during this junior year. All students are required to return for pre-season football camp (equipment-intensive). Students not assigned a specific clinical assignment with a sport are scheduled 6-8 hours a week to continue progress on competency/proficiency mastery. By the end of the junior year, the ATS will have completed a minimum of 6 clinical assignments and acquired a minimum of 800 supervised clinical experience hours.

Level 4 (Senior) - Under the direct supervision of a Preceptor, each senior athletic training student is assigned two clinical assignments this year. All students are assigned to a Preceptor and clinical assignment with an individual sport during the fall season. Students are also assigned to an Preceptor and clinical assignment with either a winter or spring sport. This includes attendance at all practices, games, and travel. If not completed their Junior Year, a student will be assigned an equipment intensive sport (football or lacrosse) as well as an upper extremity or lower extremity sport. Students will also complete one male or female, or team or individual sport if not completed during the Junior Year. All students are required to return for pre-season football camp (equipment-intensive). If a student did not complete the equipment intensive rotation in the junior year, it must be completed during the Fall or Spring Senior Year. Students not assigned a specific clinical assignment with a sport are scheduled 6-8 hours a week to continue progress on competency/proficiency mastery. By the end of the senior year, the ATS will have completed a minimum of 7 clinical assignments and have acquired a minimum of 1200 supervise clinical experience hours.

Minimum and Maximum Hour policy (New FA 16)

The following is a list of hour minimum and maximum for each year:

Sophomore	Minimum 400	Maximum 900
Junior	Minimum 800	Maximum 1800
Senior	Minimum 1200	Maximum 2400

*SA's will have individual minimum hours based on season.

Supervision

During clinical experiences, all students in the Athletic Training Program will be under the direct supervision of a Preceptor. Goals of directed supervision include providing students with the opportunity to:

- Learn and practice the skills necessary in Athletic Training.
- Increase opportunities for instruction in Athletic Training through direct daily contact with a Certified Athletic Trainer (ATC) or other health care professional.
- Apply theory, knowledge, and skills obtained in the curriculum under the supervision of an ATC.
- Receive a mentor experience with an ATC, and continual student development through faculty/staff instruction and evaluation.
- Assist with meeting the day-to-day health care needs of student-athletes, and physically active persons.

In accordance with CAATE guidelines (Standard 63), during the clinical experience:

- The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.

In addition:

- If an ATS is left unsupervised, the student is to act **ONLY** as a first responder.
 - In this situation the ATS will:
 1. Administer Emergency First Aid
 2. Call 911
 3. Contact the Preceptor
- No ATS will travel without the direct supervision of the Preceptor
- The Preceptor must consistently and physically interact with the athletic training student at the site of the clinical experience.
- The number of students assigned to a Preceptor in the clinical experience should not exceed a ratio of eight students to one Preceptor.

All DC ATC staff complete the Preceptor training upon their employment. Retraining of the Preceptor is completed every three years.

CLINICAL SKILLS POLICY and MODULES PROCEDURE

The health and safety of patients, athletes, and students associated with the educational activities of athletic training students (ATSs) must be adequately safeguarded. To comply with this statement, all athletic training students must be accepted into the professional phase of the ATP and academically instructed in a skill and deemed clinically proficient prior to application of the skill on an athlete/student. The ATP will use the book “Clinical Skills Documentation Guide for Athletic Training” by Amato, Hawkins and Cole, to document the completion of modules and clinical proficiencies. To achieve this goal, all ATSs must be instructed in the skill in an academic class. The ATS then reviews and discusses the information on the skill with a

peer instructor. After demonstrating proficiency to the peer instructor, the ATS must demonstrate mastery of the proficiency to Preceptor. Only a Preceptor may sign off on the modules. When the student has completed a module and demonstrated mastery to the Instructor of their academic class, the ATS is allowed to apply their knowledge/skill to the athlete/student. All interaction with the athlete/student, however, must be under the supervision of the Preceptor. All progress in the module book must be signed and dated by a Preceptor.

ATrack

ATrack is the online system where students will log rotation hours, document patient contacts, complete evaluation on Preceptors, clinical sites evaluations, self-evaluations, practical evaluations, and coursework progression with relation to NATA competencies will be stored. Each student and preceptor will have individual access to complete assigned documentation and approve hours. Students will receive a yearly orientation and update to ATrack.

Rules, Regulations and Guidelines

NATA CODE OF ETHICS

September 28, 2005, Revised 2016

Preamble

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES

3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT’S HEALTH AND WELL-BEING.

4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3. Members shall not place financial gain above the patient’s welfare and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

Complete list of all NATA Code of Ethics can be located at:

<https://www.nata.org/membership/about-membership/member-resources/code-of-ethics>

Professional Dress Code

Professional dress is important as an athletic training student. You are representing the Athletic Training profession and Defiance College during your clinical assignments. Athletes, coaches, medical professionals, and even spectators will view you as a “professional” based on what you wear and this will help you to gain their trust and respect.

During practices and contests, athletic training students should wear Defiance College attire, or colors of Defiance College. Dress casual attire is acceptable. All shirts and pants must not be low cut and revealing skin while doing your job. Acceptable clothing colors are purple, gold, white, blue, grey, black and tan. Khakis, windpants, or warm-up pants are acceptable, but jeans, sweatpants or yoga pants are not acceptable. Clothing should be professional and appropriate for the setting. Clothing advertising drugs, alcohol or inappropriate behavior is unacceptable. Clothing from other schools is unacceptable. Closed toe shoes are required. No hats or gym/running shorts should be worn in the training room or at any indoor practice. Khacki shorts may be worn, but they must be of an appropriate length and not revealing. It will be the responsibility of the athletic training student to be dressed accordingly

for practices and contests that are held outdoors. Dress for contests should be appropriate according to coaching staff or as discussed with the Preceptor. All athletic training students should be neat and have a clean personal appearance while on duty in the training room and at athletic events. If you are at an off campus site, it is your responsibility to check with your clinical supervisor as to the dress code at that clinical site. Do not neglect your responsibilities in this area or you will be sent home until the matter is corrected.

In services

All students enrolled in the ATP major are required to attend all in-services. These are mandatory in services/staff meetings. All students will be notified in advance of these meetings.

Blood Borne Pathogen/ Infection Control In-service

All ATS attend a blood borne pathogen in-service during the fall semester. The in-service is presented by the Head Athletic Trainer. All ATS follow the Universal precautions. Specific blood borne pathogens are detailed to the ATS during the presentation. These procedures are also found in a red folder at all clinical sites.

Student Health Policy

Athletic training students should practice good health habits to maintain a healthy mind and body. Proper nutrition, exercise and adequate sleep are essential to the healthy body. The demands of an athletic training student are numerous and the time requirement immense. Staying healthy is an important goal of all athletic training students. The protection of the athletes/patients must also be considered so this policy will be instrumental in protecting them. If you are sick, contact your Preceptor as soon as possible to arrange for coverage of clinical experiences. Seek medical attention when prudent, but be sure to keep your Preceptor informed of your situation.

Infectious Disease Policy

Athletic training students are required to see a physician when they have contracted an infectious disease. Students are not allowed in the athletic training room until 24 hours after the symptoms have subsided or they are on medication to control the illness. It is the student's responsibility to see a physician and contract the supervising Preceptor. The student also contacts the Clinical Coordinator (CC) as soon as possible. If the student needs to be out of the athletic training room for more than 24 hours, the student needs to discuss the absence with the CC.

Other Illness/absences

The CC and the supervising Preceptor must approve all illnesses that require students to miss time at their clinical sites. Students under a physician's care should provide written explanation of their illness and expected time out of the clinical site. Students in the pre-professional program need to make up their hours to fulfill the semester hour requirement. Each student's illness is handled on an individual basis with the health of the student, the athletes, and the program all being considered. The College physician or the individual healthcare provider are the expert opinion in this matter.

Absence Policy

Absences from clinical assignments for non-emergencies, students need to complete the “ATS Absence Request” form which is located on ATrack. Submission does not guarantee approval of the absence. These forms must be submitted four (4) weeks in advance. In case of emergencies students must notify their preceptor, CC/PD immediately and submit the “ATS Absence Request” form upon their return. Illness that require the student to be absent from their clinical assignment must have the “ATS Absence Request” form submitted along with a note from the health care provider.

Liability Insurance

All students entering the professional phase of the program will be required to obtain liability insurance from the College. Students who enroll in the practicum courses AT 290, 292, 390, 392, 490 and 492 are required to purchase the liability insurance offered as a Student Blanket Policy by the ATP. Students fees for the practicum courses covers the student’s premium.

NATA Student Membership and Professional Networking

NATA student membership is required of all athletic training students admitted into the professional phase. This membership will be paid by the ATP though lab fees associated with all practicum courses. The National Athletic Trainers Association, Great Lakes Athletic Trainers Association and Ohio Athletic Trainers Association sponsor many scholarships and membership is required for all scholarships. Attendance at State, District and National meeting and conferences should be strongly considered. Numerous opportunities exist for students to learn, network and become involved in the Athletic Training Profession.

CPR/First Aid

CPR and First Aid competencies are introduced in AT 100, Introduction to Athletic Training. ATS admitted into the professional phase of the ATP are asked to return to campus for pre-season football camp. During his time, ATS are instructed in CPR and other lifesaving skills. ATS repeat this course annually. First aid and CPR competencies are taught in ES 234, First Aid and CPR at DC. Competencies will be reviewed in AT 260, 292, and yearly during fall orientation. All competencies are instructed in AT courses by Preceptors.

Clinical Infraction Policy

The Clinical Infraction Policy is designed to have students accountable for their actions while on clinical rotations. Infractions will be classified on three levels: I, II, & III. The PD and CC will make final decisions on level of the infraction. The following instances are punishable under the Clinical Infractions Policy: 1) Inappropriate behavior/conduct at a clinical site; 2) late or unexcused absence to clinical site; 3) Inappropriate attire as described in the dress code; 4) Failure to progress through modules; 5) Failure to abide by policies and procedures of the DC ATP Policy and Procedure Manual/ Disciplinary action can include written warning, clinical probation, and up to dismissal from the ATP. The infraction form is available on ATrack and must be signed by the individual submitting the form, the student, CC, and PD.

Academic Attendance Policy

Attendance in academic courses is a vital aspect of the educational requirements for the Defiance College Athletic Training Program. The Academic Attendance Policy for ALL courses is that of attendance is **Mandatory**. With the amount of travel that may be expected during the academic year for the clinical education experience this policy ensures that regular attendance is maintained. There are exceptions to this policy. The exceptions are for illnesses or arranged appointments that cannot be moved or adjusted. If this is the case for absence students will follow the Absence/Illness Policy or the Absence Policy. For courses outside of the ATP curriculum there must be documented communication between the student and faculty member.

Academic Integrity Policy

In addition to the published Defiance College Integrity Policy, the DC ATP Academic Integrity specifically addresses cheating. Cheating on examinations is not tolerated for any course. The act of cheating on examinations is a violation of the NATA Code of Ethics, “It is intended to establish and maintain high standards and professionalism for the athletic training profession”. There will be a zero tolerance policy for student who have been caught cheating. Disciplinary action includes, Academic Probation, Clinical Probation up to and including immediate dismissal from the ATP.

Grievance Policy

The ATP and its faculty recognize the rights of students to express grievances. Both staff and students shall attempt to seek solutions and answers to problems, complainants or injustices arising from day-do-day working relationships. However, differences may occur between students, off-campus instructors, faculty, staff or administration. The ATP in both the clinical and academic experiences intends to follow this grievance procedure.

Whenever a misunderstanding or problem exists, students are urged to discuss the situation immediately with their instructor or person involved. Small problems tend to become big problems. Moreover, these situations tend to become more difficult when they are not discussed with an individual who can correct them in a timely fashion.

Step 1-Instructor/Clinical Supervisor

In order to begin the grievance process, and to minimize a misunderstanding, students will be required to discuss their problem or complaint with the supervisor within three (3) academic days of the occurrence or situation creating the grievance. The supervisor will investigate the situation, and obtain all pertinent information. The supervisor may also decide to inform the Program Director of the situation, and thus, the Program Director will be included in the process. The supervisor will provide the student with a solution or explanation of the decision within three (3) academic days.

Step 2-Athletic Training Faculty and Staff

If after verbal discussion, the problem, complaint or grievance is not satisfactory concluded, or explained by the supervisor, the student may appeal to the Athletic Training faculty and staff in

writing. The appeal will be discussed at the next scheduled faculty/staff meeting. A decision resulting from the meeting will be provided to the student within (3) academic days after the meeting.

Readiness for NATA BOC Certification Examination: (New 2016-17)

For those seniors who are preparing for the NATABOC Certification Examination there will be a required passing score on the BOC Readiness Exam (Taken in Dec/Jan of senior year). In order for the PD to approve your application for the BOC Exam you must score a 65% on the exam. Individuals will have multiple attempts at this exam.

Program Specific Costs

For the specific program costs outside of the posted Defiance College Tuition and Fees, each practicum course has a course fee and select classes have fees assigned. There are no required costs, outside of the fees listed below:

ATH 290/292/390/392 – Fee is \$65 per course

ATH 490 and 492 – Fee is \$210

ATH 450 course fee is \$175.

ATH 485 Course fee is \$30.

These course fees pay for individual liability insurance, NATA student memberships, required immunizations for clinical rotations, course materials (ATH 450) and registration fee for the NATA BOC examination (1st Attempt).

Verification of Technical Standards

The Athletic Training Program (ATP) strives for equality in acceptance of all potential athletic training students (ATS). The ATP is a vigorous and demanding choice for students. The potential ATS must be able to meet the following Technical Standards. The following Guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity.

ATHLETIC TRAINING PROGRAM TECHNICAL STANDARDS FOR ADMISSION

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

Compliance with the program's technical standards does not guarantee a student's eligibility for the NATABOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

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

Please sign only ONE statement below

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Defiance College's Accessibility Service coordinator will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review and whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant _____ **Date** _____

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Defiance College's Accessibility Service coordinator to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant _____ **Date** _____

Physician Signature: _____ **Date:** _____

Note: The Physician signature is required. This signature documents the physician agreement that the student meets the Technical Standards listed above.

STUDENT AGREEMENT

I was given a copy of the Defiance College Policy and Procedures Manual for the Athletic Training Program. The manual information was presented to me at a mandatory Athletic Training In-service meeting. I understand that the policies and procedures will go into effect immediately until superseded by another copy of the manual or by supplements to this copy.

Furthermore, I intend to comply fully with the policies and procedures stated in the Policy and Procedures Manual as prescribed by the Athletic Training Program faculty and staff. Failure to follow the rules, regulations and guidelines of the program and College may result in disciplinary actions. Due process and disciplinary procedures will be initiated and followed as stipulated in the Policy and Procedures Manual, and the DC Academic Bulletin/Catalog. By my signature, I also understand my rights and responsibilities as a student in the Defiance College Athletic Training Program.

Student Signature

Student's Printed Name

Date

Defiance College Athletic Training Program
CONFIDENTIALITY AND PRIVACY POLICY

Defiance College, and the Athletic Training Program is committed to safeguarding the confidentiality of protected health information and other confidential information which is or may be contained in the records of Defiance College and to ensuring that protected health information and other confidential information is used and/or disclosed only in accordance with Defiance College policies and procedures and applicable state and federal law including the Health Insurance Portability and Accountability Act (HIPAA).

All members of the Defiance College Athletic Training Program (staff and students) must hold in confidence information used or obtained in the course of their duties or education. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements. All staff and students with access to confidential information, including patient or student-athlete medical records information, employment information, and/or information systems must read and sign the Confidentiality and Security Agreement, which will be kept on file with the Director of Athletic Training Education.

Everyone with access to health information and other confidential information is responsible for safeguarding its confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form.

Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Staff and students who gain access to clinical records from other organizations affiliated with the Defiance College Athletic Training Program are expected to follow these policies.

Any knowledge of a violation of this confidentiality policy must be reported to the Head Athletic Trainer or Clinical Education Coordinator immediately. Staff and students noncompliant with this policy may result in discontinuation of observation or clinical assignment and subject to penalties as identified under law.

POLICY ELEMENTS:

- Discuss patient / student-athlete information with authorized personnel only and in a private location.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient / student-athlete's name and other unique identifiers when using case reports or "hypothetical" for educational or training purposes.
- Verify with the patient / student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.
- Screen requests for access to all patient / student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient / student-athlete medical records and other confidential information to external sources only upon receipt of written authorization from the patient/student-athlete.
- Use appropriate information security procedures for users of electronic information systems.

By signing, I pledge that I have read, understand, and will comply with the confidentiality and privacy policy identified above:

Signature

Date

Verification of Technical Standards

The Athletic Training Program (ATP) strives for equality in acceptance of all potential athletic training students (ATS). The ATP is a vigorous and demanding choice for students. The potential ATS must be able to meet the following Technical Standards. The following Guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity.

ATHLETIC TRAINING PROGRAM TECHNICAL STANDARDS FOR ADMISSION

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

Compliance with the program's technical standards does not guarantee a student's eligibility for the NATABOC certification exam.

Candidates for selection to the Athletic Training Program must demonstrate:

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

Please sign only ONE statement below

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Defiance College's Accessibility Service coordinator will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review and whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant _____ **Date** _____

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Defiance College's Accessibility Service coordinator to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant _____ **Date** _____

Physician Signature: _____ **Date:** _____

Note: The Physician signature is required. This signature documents the physician agreement that the student meets the Technical Standards listed above.

STUDENT AGREEMENT

I was given a copy of the Defiance College Policy and Procedures Manual for the Athletic Training Program. The manual information was presented to me at a mandatory Athletic Training In-service meeting. I understand that the policies and procedures will go into effect immediately until superseded by another copy of the manual or by supplements to this copy.

Furthermore, I intend to comply fully with the policies and procedures stated in the Policy and Procedures Manual as prescribed by the Athletic Training Program faculty and staff. Failure to follow the rules, regulations and guidelines of the program and College may result in disciplinary actions. Due process and disciplinary procedures will be initiated and followed as stipulated in the Policy and Procedures Manual, and the DC Academic Bulletin/Catalog. By my signature, I also understand my rights and responsibilities as a student in the Defiance College Athletic Training Program.

Student Signature

Student's Printed Name

Date

Defiance College Athletic Training Program
CONFIDENTIALITY AND PRIVACY POLICY

Defiance College, and the Athletic Training Program is committed to safeguarding the confidentiality of protected health information and other confidential information which is or may be contained in the records of Defiance College and to ensuring that protected health information and other confidential information is used and/or disclosed only in accordance with Defiance College policies and procedures and applicable state and federal law including the Health Insurance Portability and Accountability Act (HIPAA).

All members of the Defiance College Athletic Training Program (staff and students) must hold in confidence information used or obtained in the course of their duties or education. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements. All staff and students with access to confidential information, including patient or student-athlete medical records information, employment information, and/or information systems must read and sign the Confidentiality and Security Agreement, which will be kept on file with the Director of Athletic Training Education.

Everyone with access to health information and other confidential information is responsible for safeguarding its confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form.

Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Staff and students who gain access to clinical records from other organizations affiliated with the Defiance College Athletic Training Program are expected to follow these policies.

Any knowledge of a violation of this confidentiality policy must be reported to the Head Athletic Trainer or Clinical Education Coordinator immediately. Staff and students noncompliant with this policy may result in discontinuation of observation or clinical assignment and subject to penalties as identified under law.

POLICY ELEMENTS:

- Discuss patient / student-athlete information with authorized personnel only and in a private location.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient / student-athlete's name and other unique identifiers when using case reports or "hypothetical" for educational or training purposes.
- Verify with the patient / student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.
- Screen requests for access to all patient / student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient / student-athlete medical records and other confidential information to external sources only upon receipt of written authorization from the patient/student-athlete.
- Use appropriate information security procedures for users of electronic information systems.

By signing, I pledge that I have read, understand, and will comply with the confidentiality and privacy policy identified above:

Signature

Date