



COLORADO MESA
UNIVERSITY

***ATHLETIC TRAINING
STUDENT HANDBOOK***

Department of Kinesiology
Master of Science in Athletic Training Program

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SECTION I – Overview of the Colorado Mesa University Athletic Training Program

Preface

This handbook is designed to give you, as an athletic training student (ATS), a place to reference all academic guidelines, policies, procedures and expectations while you are in the Athletic Training Program (ATP) and Colorado Mesa University (CMU). As you complete your immersion experiences during your second year in the ATP, some of these policies and procedures may not apply to you. If you have questions about various circumstances, please ask either the Program Director (PD) or Coordinator of Clinical Education (CCE).

Profession of Athletic Training

The athletic training profession is recognized by the American Medical Association (AMA), Health Resources Services Administration (HRSA), and the Department of Health and Human Services (HHS) as an allied health care profession. Athletic trainers (ATs) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of a physician as prescribed by state licensure statutes. The NATA Code of Ethics (included in Appendix I) states the principles of ethical behavior that should be followed in the practice of athletic training.

Terminology

Students, faculty and staff are encouraged to use the appropriate terminology to describe one's self, one's experiences, and one's profession. As guided by the National Athletic Trainers' Association (NATA), the terms "trainer", "training room", and "athletic training room" are discouraged. Replace these terms with "athletic trainer" and "athletic training facility" or "athletic training clinic". Additionally, as a student, you are an athletic training student (ATS). Throughout your clinicals you must represent yourself as an ATS and refer to yourself as such. (<https://www.nata.org/about/athletic-training/terminology>)

Accreditation of the Athletic Training Program

The Colorado Mesa University Master of Science in Athletic Training program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program earned a 5-year initial accreditation in February 2021 and holds the accreditation status of *Active- In good standing*.

For questions regarding the accreditation status or process, please contact us or the [CAATE](#).

SECTION II- CMU Athletic Training Program

Program Overview

The Master of Science in Athletic Training (MSAT) Program is designed to prepare graduates to successfully take and pass the BOC examination and become an athletic trainer. We strive to produce competent athletic trainers that will continue to drive our profession forward.

The MSAT Program is a two-year, standalone master's degree, delivered via traditional, online, and hybrid formats. The degree employs course content that focuses on the competencies needed to practice both the art and science of athletic training, leading to compassionate and exceptional care to meet the regional needs of western Colorado and beyond. In alignment with the mission of the Department of Kinesiology, the program emphasizes promoting wellness and physical activity across a diverse population of patients. Students learn the importance of self-care and fostering resilience and wellness in themselves, in order to extend better care to others. Over the course of the two year enrolled, students will complete a number of clinical rotations, including immersion experiences during year 2 that most likely will take place remotely. During year 1 students should plan on spending an average of 20 – 25 hours/week in a clinical assignment which will increase to an average of 30 – 50 hours/week during the year 2 immersion experience.

Mission Statement

The mission of the Athletic Training Program at Colorado Mesa University (CMU) is to produce competent athletic trainers who use clinical decision making to provide patient care on varied populations. Through the program's professional preparation, which emphasizes patient-centered care and evidenced based practice in both didactic and clinical education, CMU Athletic Training Program graduates are well prepared to help athletes of our region and beyond enjoy wellness and physical activity.

Athletic Training Program Outcomes

Graduates of this program will:

1. Differentiate between risk management practices, health care delivery mechanisms, insurance and reimbursement options, forms of documentation, and facility management strategies.
2. Develop policies and procedures to aid in the prevention of athletic injuries and illnesses.
3. Evaluate and care for athletic injuries and illnesses based on an understanding of anatomy, physiology, biomechanics, and abnormal social, emotional, and mental behaviors, while maintaining patient privacy.
4. Design therapeutic interventions to maximize a patient's participation and health-related quality of life.

5. Determine the athletic training scope of practice as defined by the Board of Certification Role Delineation Study, Standards of Professional Practice, NATA Position Statements, and state practice acts.

Program Faculty, Administrators, and Support

Jeremy Hawkins, PhD, LAT, ATC MSAT Faculty jrhawkins@coloradomesa.edu
Alli Powell, DAT, LAT, ATC MSAT PD/CCE apowell@coloradomesa.edu
Dr. Mike Reeder MSAT Medical Director

CMU Administrators & Support

Jeremy Hawkins, PhD, LAT, ATC	Department Head, Kinesiology
Tim Pinnow, MFA	Director of Graduate Programs
John Marshall, MPA	Colorado Mesa University President
Stephen Munde, MS, LAT, ATC, CES	Head Athletic Trainer

Athletic Training Faculty and Student Description

Athletic Training Program Director (PD)

The Athletic Training Program Director is responsible for overseeing the operations of the Athletic Training Program. The Athletic Training PD will work with the Athletic Training Program Coordinator of Clinical Education (CCE) to ensure that all ATs are exposed to the clinical experiences necessary to satisfy the requirements to be eligible to take the Board of Certification examination.

Athletic Training Program Coordinator of Clinical Education (CCE)

The Athletic Training Program CCE is responsible for scheduling which clinical experiences the athletic training students will be assigned to. The Athletic Training Program CCE will work with the Athletic Training PD to ensure that all athletic training students are exposed to the clinical experiences necessary to satisfy the requirements to be eligible to take the Board of Certification examination.

Athletic Training Student (ATS)

An athletic training student is defined as a student who is officially accepted into the Athletic Training Program. An ATS is a student who is completing athletic training coursework, including clinical experiences that are designed to provide an opportunity to practice clinical competencies under the direction of a designated preceptor.

Clinical Affiliation List

For a current list of affiliated clinical sites, please consult the Clinical Site and Preceptor Information on the program website.

Admission Requirements

There are two tracks for admission into the MSAT Program, the traditional track and the 3+2 track. Admissions requirements are as follows:

Traditional track:

Applicants must meet the following minimum requirements for admission:

- Earned bachelor's degree or higher from a regionally accredited institution of higher learning
- Minimum overall GPA of 3.0 (on 4.0 scale)
- Minimum science GPA of 3.0 (on 4.0 scale)
 - Science GPA includes all courses with subject codes of Biology/Zoology, Chemistry, and Physics

Prerequisite Course Requirements

- The candidate must have completed the following prerequisites with a grade of C or higher
- All prerequisite course work must be earned from a regionally accredited institution and be verifiable through official transcripts, or accepted by a U.S. equivalency reporting agency
- A single course cannot be used to meet multiple requirements
- All applicants must complete the required prerequisites
 - Five of the eight required prerequisites must be completed at time of application
 - A plan to complete outstanding coursework must be documented in the application
 - Any outstanding prerequisites must be completed with a grade of "B" or higher
 - All transcripts for outstanding prerequisite coursework must be received by CMU no later than July 1
- Pre-requisite coursework (CMU equivalent)
 - Biology (BIOL 101/101L)
 - General Chemistry (CHEM 131/131L and 132/132L)
 - Physics (PHYS 100)
 - Psychology (PSYC 150)
 - Anatomy and Physiology (BIOL 209/209L and 210/210L)
 - Statistics (STATS 200)
 - Biomechanics (KINE 370/370L)
 - Nutrition (KINE 203)
 - Exercise Physiology (KINE 303/303L)

Other Requirements

- Official transcripts from all college and university work
- Statement of intent
- Resume
- 2 letters of recommendation

- CASPer Exam
- CASPer Snapshot
- Note: Slight preferences are given to those applicants with ties to the western slope of Colorado.

Additionally, applicants are encouraged to obtain 150 hours of post high school athletic training experience (3 credit hours of KINE 499). The Graduate Record Examination (GRE) is not required for admission to the Master of Science in Athletic Training Program. To be considered for an interview, all applicants for whom English is a second language must achieve a minimum score of 550 paper-based on the Test of English as a Foreign Language (TOEFL), within the past two years. Advanced placement will not be granted under any circumstance. All students who enter the program must fulfill all program requirements.

3+2 track:

Applicants must meet the following criteria *in addition to all of the criteria for the traditional track.*

- Declared Exercise Science major.
- Classified as a senior (i.e., at least 90 credit hours including hours in which student is currently enrolled and for which the student is registered for a future semester.).
- At least a 3.0 overall GPA and must have at least a 3.0 GPA in courses in the student's declared major.
- A 3+2 Concurrent Enrollment application form to the MSAT Program Director.
- Submit to the MSAT Program Director how all remaining bachelor degree requirements and all MSAT requirements will be met in two years.
- Complete the MSAT program admission process.

After admission into the Bachelor Degree 3+2 MSAT Concurrent Enrollment Program, the student:

- Must follow the two-year recommended course sequence for the MSAT course component.
- Must notify the MSAT Program Director immediately if justifiable life circumstances do not allow the student to complete both undergraduate and graduate programs within two years of admission into the program.
- Must complete ALL bachelor degree graduation requirements in the same semester or prior to completing all MSAT graduation requirements.
- Must submit the necessary paperwork to graduate with the bachelor degree to the Department of Kinesiology with a copy to the MSAT Program Director AND must submit the necessary paperwork to graduate with the MSAT and MSAT Program Director. This requirement must be met before the published deadline in the semester prior to intended graduation.

The Department Head or Graduate Program Director/Coordinator, in consultation with faculty in specific programs, can make recommendations for admission of non-degree

seeking students who do not meet this criterion or international students who have had professional transcript evaluation/conversion to the Director of Graduate Studies.

Post-Admission Requirements:

Once the student has been accepted into the ATP, they have additional requirements that must be completed prior to starting any of their clinical rotations. The following documentation/ certification must be current, required and on file with the AT PD.

- 1) TB test- 2 step
- 2) Immunization records (Students must be current on all immunizations, including HepB or document that they are opting out)
- 3) Current BLS CPR / First Aid certification (Will need copy of front and back of the card)
- 4) Criminal Background Check and Drug Screen (Must be completed the summer prior to your matriculation into the program. Only one is needed for the program, but various clinical sites may require updated Criminal Background Checks and Drug Screens)
- 5) NATA Student Membership (Cost varies by state/address)
- 6) Student Liability Insurance (Recommend HPSO for about \$25/year)
- 7) Meet AT Program's Technical Standards

Anticipated Program Costs

Involvement in the Colorado Mesa University Athletic Training Program will result in some out of pocket expenses to students beyond the customary tuition and fees. Many of these expenses are listed below.

MSAT Program Tuition and Fees*	
In-State Program Tuition	\$19,570
Out-of-State Program Tuition	\$23,947.50
<u>University Fees</u>	
University Fees	\$595
Graduate Matriculation Fee	\$135
Total Estimated Tuition & Fees In-State: \$20,300	Total Estimated Tuition & Fees Out-of-State: \$24,677.50
<u>Additional Program Estimated Costs and Fees</u>	
Textbooks/Resources/Miscellaneous Supplies	\$2,500
<u>Student Responsibilities</u>	
NATA Professional Membership	\$70-115**
Background Check and Drug Screen	\$150
Immunizations, Annual TB Test, Flu Shot	\$250
Technology	\$1,000
Typhon Membership	\$90
myClinicalExchange Access (1 year access)	\$39.50
Professional Liability Coverage (HPSO Recommended)	\$40
D51 Background Check	\$54.50
Mental health related training- ATRN 532 Course fee	\$50
CPR Certification Course- Taken During ATRN 511	\$20
Professional Attire/Clothing and Parking	Varies**

<u>Estimated Living and Transportation Expenses Per Semester</u>	
Housing and Food	Varies**
Miscellaneous Living Expenses	Varies**
Transportation	Varies**

*Please note, all expenses are based on estimated costs and subject to change.

**Expenses vary based on the student's location.

Please note, should a student complete the 3+2 option, the student is considered an undergraduate for financial aid purposes for the entire program as they receive the undergraduate and graduate degree at the same time. The financial aid is calculated as an undergraduate and the student is eligible for undergraduate grants and is restricted to undergraduate loan limits. In some cases, the student may complete and choose to graduate as an undergraduate and then complete the remaining classes as a graduate student. In those situations, the advisor and student will work with the financial aid office to ensure proper financial aid calculation.

Matriculation Requirements

The Colorado Mesa University Athletic Training Program is a 2-year professional program. The Clinical Experience courses have didactic, laboratory and clinical requirements. A student must successfully demonstrate performance of all psychomotor skills and clinical proficiencies associated with the clinical experience before moving on to the next course in the sequence.

First Year			
Fall Semester		Spring Semester	
KINE 501	Research Methods	ATRN 502	Research Methods II
ATRN 511	Professionalism in Athletic Training/Healthcare Ethics I	ATRN 522	Injury and Illness Diagnosis and Management II
ATRN 521	Injury and Illness Diagnosis and Management I	ATRN 523	Advanced Therapeutic Interventions
ATRN 531	Clinical Education in Athletic Training I	ATRN 532	Clinical Education in Athletic Training II

Second Year

Fall Semester		Spring Semester	
ATRN 513	Administration in Athletic Training	ATRN 512	Professionalism in Athletic Training/Healthcare Ethics II
ATRN 533	Clinical Education in Athletic Training III	ATRN 524	Pharmacology and Sport Performance
KINE 587	Research	ATRN 534	Clinical Education in Athletic Training IV

The 3+2 program will follow the same sequence with the following adjustments:

- Summer before the program begins: take 7 elective undergraduate credits
- Fall, first year: take KINE 403 – Advanced Strength and Conditioning and KINE 405 – Sports Nutrition
- Spring, first year: take KINE 487 – Structured Research and KINE 494 – Kinesiology Senior Seminar
- Summer after year 1: take 6 elective undergraduate credits

Course Descriptions

ATRN 502 – Research Methods II (3)

Examination of the methods of research in kinesiology. Topics include epidemiology, public health, and evidence-based practice.

ATRN 511 – Professionalism in Athletic Training/Healthcare Ethics I (1)

Introduction to Athletic Training profession. Foundational athletic training skills and programmatic and professional policies, procedures, and standards of practice.

ATRN 512 – Professionalism in Athletic Training/Healthcare Ethics II (3)

Survey of experience and knowledge gained in Athletic Training Program. Certification examination preparation, employment preparation, and capstone experience.

ATRN 513 – Administration in Athletic Training (3)

Exploration of Athletic Training administration. Concentration on human resources, healthcare delivery models, payor systems, facility design and function, and budgets.

ATRN 521 – Injury and Illness Diagnosis and Management I (4)

Evaluation techniques and care of common injuries and illnesses. Integration of anatomical structures, physiology principles, and evaluation techniques to provide

a basis for clinical decision making in an injury/illness management environment. Review of the theoretical and scientific basis for, and practical use of, traditional therapeutic interventions utilized in the treatment of acute and chronic injury and illness.

ATRN 522 – Injury and Illness Diagnosis and Management II (4)

Evaluation techniques and care of less common injuries and illnesses. Integration of anatomical structures, physiology principles, and evaluation techniques to provide a basis for clinical decision making in an injury/illness management environment. Review of the theoretical and scientific basis for, and practical use of, traditional therapeutic interventions utilized in the treatment of acute and chronic injury and illness.

ATRN 523 – Advanced Therapeutic Interventions (1)

Exploration of emerging and/or advanced therapeutic interventions. Review of the theoretical and scientific basis for, and practical use of, emerging and/or advanced therapeutic interventions utilized in the treatment of acute and chronic injury and illness.

ATRN 524 – Pharmacology and Sport Performance (3)

Exploration of pharmacology and sport performance in an athletic patient population. Review of the basics of pharmacology, supplements, and wellness/healthy nutrition, as well as the components of a comprehensive program to maximize sport performance.

ATRN 531 – Clinical Education in Athletic Training I (2)

Exploration of athletic training clinical experiences. Concentration on development of clinical skills with focus on patient-centered care, evidence-based practice, and critical thinking.

ATRN 532 – Clinical Education in Athletic Training II (2)

Exploration of athletic training clinical experiences. Concentration on development of clinical skills with focus on patient-centered care, evidence-based practice, and critical thinking.

ATRN 533 – Clinical Education in Athletic Training III (3)

Exploration of athletic training clinical experiences. Concentration on application of clinical skills with focus on patient-centered care, evidence-based practice, and critical thinking.

ATRN 534 – Clinical Education in Athletic Training IV (3)

Exploration of athletic training clinical experiences. Concentration on application of clinical skills with focus on patient-centered care, evidence-based practice, and critical thinking.

On a yearly basis consult your academic planning sheet to make sure you are still on

track. Please keep in mind the following considerations:

- Every course is only offered one time each year (either fall or spring)
- Clinical Education courses must be completed in this order: ATRN 531, ATRN 532, ATRN 533, ATRN 534
- KINE 501 must be successfully completed before taking ATRN 502
- ATRN 502 must be successfully completed before taking KINE 587
- ATRN 521 must successfully be completed before taking ATRN 522 and ATRN 523

Technical Standards

As an athletic training student, you will be providing athletic training services at a variety of clinical sites. The ATP at CMU has developed guidelines to safeguard the well-being of the ATSs and the patients in compliance with the Commission on Accreditation of Athletic Training Education.

1. Upon acceptance into the Athletic Training Program, all newly admitted students are required to complete and submit a physical examination performed by a licensed physician. As a portion of this physical examination, the physician must complete the accompanying document to verify vaccination records and the ability of the student to pursue unrestricted performance of athletic training skills and responsibilities or to identify conditions that would place the student at increased risk of injury or illness. The physical examination may be completed by your own personal physician or at the Colorado Mesa University Student Health Center.
 - a. Students must comply with the University Health Services Policy on required immunizations and screenings. This should include a tuberculin (TB) skin test. In addition, vaccinations against Hepatitis B (HBV) and tetanus are strongly advised as is the varicella vaccine against chicken pox for those who have not had the disease. Information about annual flu shots and the COVID-19 vaccine are included in Section IV.
 - b. Athletic training students should be physically capable of performing cardiopulmonary resuscitation (CPR) and basic emergency care procedures.
 - c. Athletic trainers frequently lift and carry loads (coolers, ice chests, spine boards) in the performance of their duties. Students with medical conditions that contraindicate or restrict these activities should notify the MSAT PD. The PD will work with the ATS and his or her physician to establish a reasonable, medically prudent plan to protect the health of the student. The ATS is responsible for advising the preceptors regarding medically imposed limitations related to the student's performance of restricted athletic training related duties.
 - d. Before students begin the clinical experiences in athletic training courses and the off-campus clinical rotations they must sign an official technical standards for admission document stating that they possess: 1) The mental capacity to assimilate, analyze, synthesize, and integrate athletic training concepts into clinical practice, 2) Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations, 3) The ability to communicate effectively and sensitively with patients and colleagues,

and 4) The capacity to maintain composure and continue to function well during periods of high stress.

Colorado Mesa University does not discriminate against persons with disabilities in its admissions process or the selective admissions process for individual programs. Students with documented disabilities who anticipate special needs with any aspect of the Athletic Training Program including the clinical instruction practicum are urged to contact Educational Access Services. The faculty of the athletic training program will cooperate with Educational Access Services to make reasonable accommodations for students with documented disabilities admitted to the program.

The attached form (APPENDIX X), the medical history form, and the physical examination form are to be completed by the attending physician who completes the physical examination on behalf of the student.

Academic Information

Overview of Classroom and Clinical Experiences

A strong emphasis is placed on the knowledge learned in the classroom and laboratory, with emphasis of the transition of that knowledge to clinical skill. There is an expectation that students utilized newly learned knowledge and skills in their clinical experiences. These clinical experiences are designed to challenge the ATS to utilize, apply, and develop their learned knowledge and skills in real situations. Clinical education experiences are designed to expose students to patients throughout the lifespan, different sexes, varying socioeconomic statuses, varying levels of activity and athletic ability, as well as those that participate in non-sport activities. These experiences are also utilized to expose students to the full spectrum of duties performed by athletic trainers. Clinical settings range from CMU varsity sports, CMU club sports, high schools and clinical office settings. Our goal is to provide experiences to develop the student for employment.

Overview of Clinical Competencies

Students will perform clinical competencies or modules every semester. Competencies are specific clinical skills that are learned in the classroom, practiced, then performed and tested on by a preceptor to demonstrate proficiency in the skill. The performance of the skill can be in a real or simulated situation. The students are to be competent in the various skills and should not just know how to perform the skill, but know when it is performed, why it is performed, and other important information surrounding the skill. In time, the student is expected to be able to proficiently integrate multiple skills (e.g., completing a full examination, diagnosis, and intervention for a patient with a fractured tibia).

Clinical Experience Expectations and Classroom Responsibilities

Students are expected to complete all learning responsibilities in a professional manner. They should be punctual, dress appropriately and be prepared. Students are expected to comply with AT Program, site, and professional behavior/ethical standards at all times. Academics are a priority of this program and students are expected to practice good time management skills to maintain a strong GPA (3.0 or higher). The scheduling of clinical

experience time should be during the highest opportunity/volume for learning. In the event a student will not be able to report to their clinical experience because of a legitimate excuse, the student should promptly notify and discuss with their preceptor.

Learning Progression Utilized by the Athletic Training Program

Novice to Advanced Beginner to Competent

We believe that there is always information to learn, areas to improve, and places to better oneself in the occupation as an athletic trainer. When students first enter the ATP, they are at the level of a novice. At this stage the students are early learners and most, if not all, of the information is new to the student. Skills that are being taught have never been practiced and direct supervision is required to ensure safety in clinical practice. This is where we expect students to start, but not to stay.

The next stage a student will progress to is an advanced beginner or the intermediate professional student. Information and knowledge is starting to be retained, skills are improving, and there is clear advancement in one's improvement and abilities. Supervision continues to be a requirement, but there is confidence in the students' ability to perform some tasks.

The final stage students must accomplish while in this program in all skills and competencies is at the level of competent. At this stage, there is a comfort that the student is able to practice as an athletic trainer in an unsupervised manner. Though we expect that students reach this mark in all areas of knowledge and skill surrounding the job as an athletic trainer by graduation, students may reach competence earlier in one's education. However, to be completely ready for unsupervised clinical practice we must ensure that the students are competent in all areas.

Competent is where we expect that the students are upon graduation, but there is continual progression in any clinicians' knowledge and skillset. Novice, advanced beginner, and competent are just the first three steps of the five milestones. Following graduation, the students will have specific feedback regarding their standing in each area of competence with a framework on where they specifically need to continue to improve. The goal being to continue to improve, to push oneself forward and to be a lifelong learner. Step four is proficient, the point that you are at advanced practice. The clinician is consistent with the athletic trainer that is an advanced practice clinician. The final step, expert, is an aspirational step we work to attain. This is the level of an expert clinician, either generally or in a specific area. We aspire to get to this point by continually learning and pushing our clinical practice forward. (Sauers, Laurens, Pecha, & Walusz. (2019). *The Athletic Training Milestones*. Version 1.1, 2019)

Academic Standards for Retention in the Athletic Training Program and in the CMU Graduate Program

A. Grade System

- a. Grades of "A," "B," "C," "D," and "F" are used and computed in the

GPA. Other marks used are “I” (incomplete); “W,” (withdrawn); “NC,” (no credit); and “P,” (passing). At the discretion of graduate programs, Pass/Fail (or “P/F”) grades may be allowed for research, practicum, and thesis courses. Grades of “I,” “W,” “NC,” and “P” are not counted in determining GPA. Courses for which “C,” “D,” “F,” “I,” “W,” or “NC” grades are awarded shall not count in graduate degree programs and shall not satisfy program deficiency requirements.

- b. Incomplete (“I”) grades are temporary grades given to a student only in an emergency case and at the discretion of the instructor.
- c. At the end of the semester following the one in which an “I” is given, the “I” becomes the grade that is submitted by the instructor to the Registrar’s Office. If the instructor does not submit a grade by the deadline for that semester, the grade becomes an “F.” For, example, a grade of “I” given spring semester should be addressed by the end of the following fall term unless a longer term is specified by the instructor.
- d. Extension of the time to complete work may be made in exceptional circumstances at the discretion of the instructor. A student with an “I” grade, however, may not change the “I” by enrolling in the same course another semester, except in the case of thesis and dissertation courses, which require continuous enrollment while progressing toward the degree. Grades can be changed, using the Special Grade 11 Report, within the first two weeks of the semester following the receipt of the original grade by the Registrar’s Office.

B. GPA Requirements

- a. Students must have a GPA at least a 3.0 to graduate.
- b. Students may not apply coursework with a grade of “C” toward graduation requirements for a graduate program. Students may have the option to repeat a course for grade improvement to a “B” or better, depending on individual program guidelines.
- c. As allowed by specific program requirements, students may repeat a maximum of two different courses at the graduate level for up to 6 credit hours. No course may be repeated more than once, except in the case of thesis and dissertation courses, which require continuous enrollment while progressing toward the degree. When a course is repeated, the highest grade earned is computed into the student’s GPA. All attempted courses and grades remain in the academic record but are not computed in the overall average. In these cases, transcripts will contain a statement indicating the grade point average has been re-computed and stating the basis for re-computation.

C. Probation Students who earn a “C” in a course in a graduate program are placed on probation and remain on probation until the grade for that course is replaced by a “B” or better.

- Students may be placed on probation at the discretion of the department when there is a concern that they are at risk of being terminated from a program for cause. (See Section X.D.1. in the Graduate Policies and Procedures Manual).

- Students are notified of their probation in a written letter from the Graduate Program Director/Coordinator after the director has consulted with the student's Graduate Committee and the Academic Department Head. The letter will specify the date and reason for probation as well as what steps should be taken to have the probation lifted. Appeals of probation follow the Appeals Process outlined in this manual. (See Section X.G.).

- D. Dismissal from Program Students may be dismissed from a degree program for the following reasons:
 - a. The student earns a "D" or "F" in a course.
 - b. The student is placed on probation for a second time.
 - c. The student fails to maintain a 3.0 cumulative GPA for two semesters.
 - d. The student fails the written and/or oral comprehensive examination or its approved equivalent as specified by specific program requirements.
 - e. The student submits an unsatisfactory thesis, practicum paper, or culminating activity.
 - f. The student exceeds the time allowed for completion of the program prior to completing all degree requirements.
 - g. The student has not maintained a "B" or better in all credit-bearing courses.
 - h. The student violates the policies or procedures in this manual or set forth by the department in its graduate handbook.
 - i. The student fails to behave in a professional manner, this includes instances of academic misconduct.
 - j. The student fails to make satisfactory progress on the remedial terms specified in a formal letter of probation.
 - k. The student on probation for earning a "C" earns a "C" in a second course.
 - l. The student is found to have committed research misconduct by the Office of Sponsored Programs. (See Section XI in the Graduate Policies and Procedures Manual)

- Students are notified of their dismissal in a written letter from the Graduate Program Director/Coordinator after the director has consulted with the student's Graduate Committee and the Academic Department Head. The letter will specify the date and exact reason for dismissal and copy will be sent to the Director of Graduate Studies and the University Registrar.

- Appeals of dismissal follow the Appeals Process outlined in this manual (See Section X.G.in the Graduate Policies and Procedures Manual).

- E. Readmission Students who have been dismissed from a degree program for one of the above reasons may appeal for readmission to the program after a one semester suspension, not including summer term. In this case, a percentage of the credit for coursework (excluding thesis and dissertation credits) previously earned at Colorado Mesa University can be applied to the degree after readmission.

Limitations regarding time to complete the degree will be reset as though the student was entering the program for the first time. Appeals and requests for readmission to graduate degree programs should follow the Appeals Process outlined in this manual (See Section X.G. in the Graduate Policies and Procedures Manual)

Student Retention/Suspension/Dismissal Policy

Probation - Actively involved in a Clinical Experience course but are required to submit bi-weekly grade checks to the Athletic Training Program Director and will not be allowed to accompany a preceptor during team travel.

Suspension – Temporary loss of the privilege to attend and fulfill the requirements of a Field / Clinical Experience course. Suspensions are for the period of one semester (fall or spring).

Dismissal – Permanent loss of the privilege to attend and fulfill the requirements of a Clinical Experience course.

To remain competitive, the Athletic Training Program maintains low student to instructor ratios. Because of this, we limit the number of students accepted to the program and enforce academic standards for students while they are enrolled in the program.

Clinical Experience courses are offered once a year in the following sequence: KINE 531, 532, 533, and 534. Students must satisfactorily complete the didactic component, competencies and proficiencies component, and the hour component of each course before moving on to the next. Failing to satisfactorily complete a Clinical Experience Course will result in one semester (Fall or Spring) suspension from the Athletic Training Program until the course can be repeated. All requirements of the course must be completed during the semester that the course is repeated. Failing to successfully complete a second Clinical Experience course will result in dismissal from the program.

- A. The clinical competencies and proficiencies associated with each Clinical Experience course are graded as Pass/Fail. Failure to develop an entry level competence of **all** clinical competencies and proficiencies associated with each Clinical Experience course will result in a grade of F. The student will be suspended until the course is offered again and all competencies and proficiencies must be completed prior to moving to the next course in the sequence. In the event that the failure to develop an entry level competency of all clinical competencies and proficiencies is the result of illness or family emergency, the student may be allowed to complete the skill mastery between semesters and continue to the next course in the sequence. This option will be considered on a case by case basis with input from all Athletic Training Program faculty and preceptors to which the student is assigned.
- B. The Clinical Experience hour requirement associated with each Clinical Experience course is graded as Pass/Fail. Failure to complete the Clinical Experience hour requirement will result in a grade of F. The student will be

suspended until the course is offered again and the hour requirements must be completed prior to moving to the next course in the sequence. In the event that the failure to complete the hour requirement is the result of illness or family emergency, the student may be allowed to complete the hours between semesters and continue to the next course in the sequence. This option will be considered on a case by case basis with input from all Athletic Training Program faculty and preceptors to which the student is assigned.

Other Reasons for Suspension or Dismissal

The following is a list of reasons for suspension or dismissal from the CMU ATP. This is not a complete list as someone may discover other actions that have not been experienced or anticipated. The first four (4) reasons listed are grounds for automatic dismissal.

- 1) Performing assigned clinical experiences under the influence of alcohol or drugs.
- 2) Unauthorized release of patient medical records. The unauthorized release of individuals' medical records is a crime. You cannot discuss an individual's injury or status with anyone outside the Colorado Mesa University Athletic Training Staff without the patient's permission. The only exception is the patients' parents if the athlete is under 18 years of age. If you are going to discuss the injury as an example or as a case study, you must keep the patients' identity anonymous.
- 3) False representation. Falsely representing yourself regarding status or position with the CMU AT staff. You are an athletic training student - make sure people understand this when you present yourself. You need to ALWAYS be wearing your name tag to help be understand your position.
- 4) Sexual misconduct. Using your position as an ATS to make advances toward or take advantage of an individual during an evaluation or treatment will not be tolerated. Complaints will be evaluated and handled on an individual basis. Evidence supporting intentional sexual misconduct will automatically result in dismissal with no possibility of reinstatement, in addition to charges that the victim may wish to file (refer to The Maverick Guide- pages 52-56).
- 5) Poor performance. Performance will be evaluated on a regular basis and included in all rotation evaluations. All situations of "poor performance" will be recorded in an incident report and included in the student clinical evaluation. Isolated minor infractions may result in a 1 day suspension from assigned duties and the completion of a reflection paper and recommendations from the student regarding ways to prevent future incidents. Severe or repeated infractions may result in suspension and or dismissal from the program. The areas of evaluation will include but not be limited to the following:
 - a. Punctuality - You are expected to be at your assigned clinical experience at the time scheduled and be ready to perform assigned duties at that time. Failure to comply may negatively impact your grade in the respective course or result in suspension or additional disciplinary actions as deemed necessary by the Athletic Training Program faculty and staff.
 - b. It is your responsibility to check the assigned experience schedule and verify the time that you should be at the assigned clinical experience.

- c. The clinical experience schedule for all ATS will reflect workload requirements based on team schedules, individual skills, experiences required, and student availability. If you cannot make a scheduled clinical experience, you are expected to notify the preceptor in charge of the clinical experience as soon as possible. Each clinical site may have their own rules associated with missing a scheduled time, please ensure to meet with your preceptor to determine how they would like you to notify them.
 - d. Attitude toward and ability to get along with the athletes/ patients, coaches, Athletic Training Staff members, and other health care professionals (physicians, physician assistants, certified athletic trainers, and other athletic training students). Athletic training is in part a service profession. Athletic training students should treat all athletes/ patients, coaches, and athletic trainers (certified or student) in a respectful, professional manner. Rudeness and attitude conflicts that interfere with performance will not be tolerated and are grounds for dismissal.
- 6) Temporary suspension will occur in the event that a student fails to maintain required documentation, certifications and/or memberships. The suspension will be removed when the required documentation, certifications and/or memberships is supplied. All ATSs must maintain the following documentation, certifications, and membership.
- a. CPR for the Professional Rescuer certification or equivalent
 - b. Maintain professional liability insurance.
 - c. Maintain annual NATA student membership.
 - d. Maintain personal health insurance.
 - e. Comply by the technical standards of the ATP.
- 7) Failure to satisfactorily complete a Clinical Experience course.
- a. First occurrence = suspension; second occurrence = dismissal.
- 8) Academic Misconduct
- a. Academic misconduct includes, but is not limited to, plagiarism, the appropriating of written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of the same and passing them off as the product of the student's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting of a substantial or essential portion thereof.
 - b. Regarding written work in particular, direct quotations, statements which are a result of paraphrasing, summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged. As long as students adequately acknowledge their sources and as long as there is no reason to believe that they have attempted to pose as the originator, students shall not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgment and that adequate referencing (or acknowledgement) may be a part of the grading criteria for specific graduate coursework or program requirements. More information on academic misconduct can be

found in the Maverick Guide (<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>)

Appeal Process

Students who have been suspended or dismissed from the ATP may appeal the decision through the Athletic Training Student Grievance Process. If the suspended student is not satisfied with the decision of the Athletic Training Program Grievance Committee the student can proceed with the appeal to the Vice President of Student Affairs.

1) Process

- a. Student appeals regarding occurrences related to policies or procedures instituted by their program or institutional policies for graduate programs should first be addressed in writing to the Graduate Program Director/Coordinator of the appropriate graduate program. This written appeal should be received by the Graduate Program Director/Coordinator within 10 business days of the occurrence of the event the student intends to appeal. The letter should state the particular complaint and the desired remedy. It should also contain adequate justification for the appeal. The burden of proof regarding evidence in the appeal rests with the student.
- b. The Graduate Program Director/Coordinator should consult with the student's Graduate Committee before replying in writing to the student. The response to the student should be sent within 10 business days after receipt of the student's formal letter of appeal.
- c. If the appeal is not successfully resolved, the student may direct the appeal to the Academic Department Head in which the program is housed. The student should present the appeal letter and the letter from the Graduate Program Director/Coordinator to the Academic Department Head within 10 working days of receipt of the Graduate Program Director/Coordinator's letter.
- d. The Academic Department Head should reply in writing to the student within 10 business days after receipt of the student's formal letter of appeal.
- e. If the appeal is not successfully resolved with the Department Head, the student may direct the appeal to the Director of Graduate Studies. The student should present the appeal letter, the letter from the Graduate Program Director/Coordinator, and the letter from the Department Head within 10 business days of receipt of the Department Head's letter.
- f. The Director of Graduate Studies should reply in writing to the student within 10 business days of receipt of the student's formal letter of appeal.
- g. If the appeal is not successfully resolved with the Director of Graduate Studies, the student may direct the appeal to the Vice President of Academic Affairs. The student should present the appeal letter and all materials/letters from previous appeal levels within 10 working days of receipt of the Director of Graduate Studies' letter.
- h. The Vice President of Academic Affairs should reply in writing to the student within 10 business days of receipt of the student's formal letter of

appeal. The decision of the Vice President of Academic Affairs is final and cannot be appealed.

2) Grade Appeals

- a. Students wishing to appeal an assigned grade should follow the academic appeals procedure, as outlined in the Maverick Guide (<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>)

Athletic Training Student Grievance Process

Students in the ATP are encouraged to resolve conflicts informally in a respectful and professional manner. Should a student conflict arise that cannot be resolved informally, the following chain of command (grievance policy) shall be followed.

- 1) Assigned preceptor/ instructor
- 2) Athletic Training Program Director and/or Clinical Education Coordinator
- 3) Athletic Training Program Grievance Committee

The Athletic Training Program Grievance Committee will consist of the Department of Kinesiology Chair, two former Athletic Training Program students not involved with the conflict and two current non-Athletic Training Program students with no relationship to the student(s) involved in the conflict. The former and current student members of the committee will be determined based on the student(s) involved in the grievance.

In matters regarding academic suspension as the result of failure to complete the requirements of a course, the student may appeal the decision. The appeal must include a plan for the completion of the course requirements. If the student can justify that extenuating circumstances were a factor the suspension may be removed. The appeal process should begin with the instructor of record and progress through the following list.

- 1) Instructor of record
- 2) Athletic Training Program Director
- 3) Athletic Training Program Grievance Committee

Work/Athletics Policy

Athletic training students are permitted to work and participate in athletic activities with the approval of the PD and CCE. All work and athletic activities are expected to be secondary to the ATS's academic and clinical education requirements. The expectation is that students that are involved in either of these activities will ensure their work/athletic activity schedules do not interfere with class and clinical education experience schedules. Should there be any missing of class or clinical education time as a result of work/athletics, this needs to be communicated well in advance to the PD, CCE, and/or course instructor for approval and allow for adjustments to schedules, exams, course materials, etc. need to be established. Work and athletic activity schedules must be discussed with the CCE before any clinical education rotations for approval. The CCE, ATS, and assigned preceptor will need to all be in agreement with the scheduling of work or athletic activities.

Becoming a Certified Athletic Trainer- Requirements to Sit for the

Board of Certification Examination

To become a certified athletic trainer (ATC), students must pass the Board of Certification (BOC) examination. A BOC examination candidate must be a graduate of (or be eligible in their final semester to graduate from) an Athletic Training Program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). It is the responsibility of the Program Director, Clinical Education Coordinator, and other associated faculty/staff to determine the readiness of the student to take the exam. It is also the responsibility of the Program Director and Clinical Education Coordinator to ensure that students receive all requirements for eligibility (e.g., exposure to equipment intensive sport, etc.).

The BOC examination is a computer based examination comprised of multiple-choice and simulation questions. The tests is available to take at over 200 ACT testing sites every few months. More information about the certification exam can be found at www.bocatc.org. For more details, see the Athletic Training Program Director.

A majority of states, including Colorado, require athletic trainers to complete registration and/or licensure requirements. This typically involves providing evidence of certification from the BOC and passing a licensure exam on questions about the laws and policies of that state to practice as an athletic trainer. Canada has a separate application/certification process for certified athletic therapists. If a student anticipates working in a particular state after graduation, that student should review the laws for that particular state. A basic review of state requirements can be found at www.nata.org.

SECTION III- Clinical Education

Introduction

Clinical education is an integral component of your education in the CMU ATP. The purpose of clinical education is to allow and aid in students' knowledge surrounding the facets in health care and the health care system. These experiences should be educational in nature and allow students to work with active athletic trainers to be able to work with patients throughout the continuum of care, to see and understand the multifaceted job of an athletic trainer, and to provide students with real patients and real cases to work with. Students also gain the experience of working with a variety of other health care professionals throughout their clinical education experiences.

Each clinical site varies as well as each preceptors approach and philosophy surrounding patient care, evaluations, rehabilitations, etc. These variations are imperative to a students' learning to be able to develop their own philosophy and learn from multiple individuals throughout their time in the Athletic Training Program. These clinical education experiences also offer the students the opportunity to apply what they have learned in class or in their labs to patients, to real situations, and allows students to become comfortable and competent in those skills. This then helps lead students to be successful Certified Athletic Trainers upon completion of the program and passing the BOC exam.

During these experiences, the students should NOT be taking the role of an athletic

training staff member. They should not be assigned to responsibility of covering or treating without preceptor supervision nor should they be compensated in any monetary manner. Students should also not engage in any examination or treatment that they have not been taught previously. This is to ensure safety to the patient at all times.

Supervision

The CAATE guidelines require that athletic training students have supervision during their clinical education (Standard 46). Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as context of care. Supervision must also be in compliance with the state practice act where the clinical experience is occurring.

It is the goal of the ATP to develop the athletic training students' independence and confidence in their ability to act in an unsupervised setting after graduation. This can only be achieved by allowing the ATS to complete evaluations, develop treatment plans, and design rehabilitation programs with minimal influence from the supervising preceptor. After an ATS has demonstrated the cognitive knowledge and psychomotor skills to safely perform a task, they should be allowed to complete that task on their own. The preceptor should still oversee the activity in a way that allows the ATSs' confidence to grow and still be available to answer any questions the ATS may have and intervene if needed.

At no time should an ATS be allowed to perform athletic training duties involving the assessment, treatment or rehabilitation of an injured athlete without the supervision of a preceptor. It will be the responsibility of the preceptor and the ATS to insure that this compliance is met. The preceptor should make every attempt to not allow the ATS to be in the position of being unsupervised and it is the ATS's responsibility to refrain from performing any athletic training duties if a preceptor is not present. Preceptor supervision is not required for pre-practice/game and post-practice/game duties that do not involve direct interaction with a patient.

Bloodborne Pathogens Policy and Biohazard Guidelines

As an athletic training student, there is risk to come in contact with various types of bodily fluids. Formal instruction regarding safety and protecting oneself from bloodborne pathogens (BBP) and biohazard guidelines will be completed throughout their ATRN 511 course.

Causative Factors and Health Consequences

Diseases such as HIV, HBV, and HCV are transmitted through direct contact with infected blood or blood components, direct sexual contact, and prenatal mother to baby contact. These policies are in place to minimize contact with blood and bodily fluids, minimize likelihood of transmission of diseases, create safe and appropriate habits infection control procedures.

Biohazard Guidelines

Each clinical site must have appropriate biohazard receptacles and sharps containers in all clinical sites. Additionally, all clinical sites must have adequate personal protective equipment such as latex or vinyl gloves, safety glasses, mouth and nose mask, and one-way valve CPR mask.

Appropriate application, use and disposal of equipment will be formally discussed in ATRN 511. Students and preceptors will also be required to review the site's specific BBP policy at the beginning of each new clinical education experience. The students and preceptors will each sign the Policy Review Form as well as attach a copy of the BBP policy.

Sanitation Precautions

- 1) Students should always wash hands before and after every patient encounter, after removal of gloves or other personal protective equipment, and after any encounter with bodily fluids. Hands should be washed with warm water and soap for at least 15 seconds or with hand-sanitizer.
- 2) Gloves must be available for use for all students and employees for use when there is potential for encounters with blood or other bodily fluids, cleaning areas that blood or bodily fluid may be present, or if the student has wounds or infections on themselves.
- 3) All equipment and surfaces should be cleaned frequently with appropriate cleaning materials.

Clinical Experience Rotations

The primary goal of clinical experience rotations is to expose the ATS to what occurs in various settings that athletic trainers may be employed and to fulfill the requirements for exposure to general medical conditions and diverse populations.

Clinical Experience Rotation Goals

Overall Goals:

- 1) Provide ATSS with the opportunities to interact with patients in the following areas:
 - a. Pediatric, adult, and elderly aged patients
 - b. Different sexes
 - c. Varying socioeconomic statuses
 - d. Varying levels of activity and athletic ability- i.e. competitive, recreational, individual sport, team sport, high-intensity and low intensity sports activities
 - e. Non-sport activities- i.e. military, industrial, occupational, performing arts.

Collegiate Goals

- 1) Observe and experience the demands and requirements of working in the collegiate Athletic Training Facility

- 2) Observe and experience working with adult, collegiate age patients to allow for a comparison to the pediatric or elderly athlete (physical and psychological differences, manner in which interaction is carried out).
- 3) Observe and experience the difference in the type, and severity of injuries sustained by the adult, collegiate age patients to allow for a comparison to pediatric or elderly athletes in the same sports.
- 4) Develop an understanding for and develop the ability to communicate with physicians and coaches.

High School Goals

- 1) Observe and experience the demands and requirements of working in the High School Athletic Training Facility.
- 2) Observe and experience working with high school age athletes to allow for a comparison to adult or elderly patients (physical and psychological differences, manner in which interaction is carried out).
- 3) Observe and experience the difference in the type, and severity of injuries sustained by the high school age patients to allow for a comparison to adult or elderly patients in the same sports.
- 4) Develop an understanding for and develop the ability to communicate with parents / guardians and coaches of the high school patients.

Community Hospital Emergency Department Goals

- 1) Observe treatment of a variety of emergency situations.
- 2) Observe one night and one early evening at the emergency department over the course of two semesters.
- 3) Observe treatment differences for the pediatric, adult, and elderly patient.

Western Orthopedics and Sports Medicine AND Family Health West Goals

- 1) Observe the difference in the approach to individualized patient care, periodic visits, insurance limitations in an Orthopedic Clinic setting as compared to the approach taken in the Athletic Training Facility (limited periodic visits, 1 on 1 relationship, manner in which interaction is carried out).
- 2) Observe and appreciate the importance of the record keeping requirements needed to satisfy the guidelines for insurance billing.
- 3) Observe systematic evaluation and treatment of athletic related and non-athletic related injuries and medical conditions.
- 4) Assist in note taking, evaluation skills, rehabilitation techniques, brace fitting and cast construction when possible.
- 5) Observe orthopedic surgeons during different orthopedic surgical interventions.

Athletic Training Program Clinical Rotation Guidelines

Clinical Experiences Rotation Packet

A form with preceptor contact information and off campus dress code and conduct will be distributed by the CCE. Additional paperwork needed for off campus clinical sites will be provided to individual students two weeks prior to the start of the rotation. The following documentation must be provided to the CCE within one week of being at the clinical site. Failure to provide this documentation will result in the student being unable to participate in any clinical experiences.

1. Clinical Experience Contract- signed by the preceptor and student

2. Clinical Experience Goals- signed by the preceptor and student
3. Policy Review Form- signed by the preceptor and student
4. Documentation of Therapeutic Equipment Calibration/Maintenance

Contacting Your Preceptor

It is the responsibility of the ATS to contact the preceptor at least 1 week before the start of his/her scheduled rotation to let the preceptor know that all required paperwork has been submitted and to confirm start date of the rotation. There is a limited amount of time to complete the rotation and many of the preceptors are working with other students also, so understand that when making contacts.

Schedule

During the ATRN 511 and ATRN 522 courses, students will be given his/her schedules. If a scheduling conflict arises, it is the student's responsibility to contact the preceptor as soon as possible to discuss hours and expectations. The student may be required to make up any missed clinical hours.

Hour Requirements

Each clinical site will have varying requirements and schedules as to when the ATSs will be required to be at his/her clinical site. It is the responsibility of the ATS to communicate with his/her preceptor about scheduling and scheduling conflicts due to class. As a guideline, first year students should expect to spend an average of 20-25 hours per week at their clinical assignment. Second year students should expect to spend an average of 30-50 hours per week at their clinical assignment for the immersion experience. The hours per week are an average for the duration of the semester, so there may be some weeks that hours are higher than 25 hours and some weeks that might be lower than 20 hours per week (example of a first year student).

Claiming and Documenting Hours

When documenting clinical experience hours, students should be documenting quality hours that they are spending at their site.

- Quality hours would include times at practice, engaged in patient care, performing administrative tasks, documenting, reviewing material with preceptors or other students, field set-up and take-down, etc.
- Non-quality hours would include times of "just hanging out", eating lunch, sitting watching sports on TV, talking about miscellaneous things with others, etc. These non-quality hours should be logged within your total time for the day, but as "un-engaged time" (explained below) and will be deducted from your total hours. The hours logged as unengaged time will be subtracted from your total hours for the semester.
- All hours spent at a clinical site before the first official day of the semester, as determined by Colorado Mesa University, during the students first year in the program are logged for ATRN 511 (Professionalism in Athletic Training/Healthcare Ethics I). These hours are not calculated into the fall semester clinical hours. Additionally, any hours that an ATS spends at their clinical site

- prior to school starting during their second year (either spring or fall semester) should be logged, but will not be counted towards total hours for the semester.
- All hours spent at a clinical site during the semester are logged for either ATRN 531, ATRN 532, ATRN 533, or ATRN 534 (Clinical Education in Athletic Training I/II/III/IV).

All hours must be documented via Typhon and approved by the preceptor. Hours must be logged within 10 days and approved by preceptors regularly. Please see Appendix III for further detailed instructions about logging your hours.

- When logging hours in Typhon, you will break your total time into sections of time spent with “instructional time”, “clinical time”, “managerial time”, and “unengaged time”.
- Time spent traveling to a destination is not logged.
 - **“Instructional time”** is time you spend with a preceptor, peer, or another individual discussing patient case, information learned in class, or other learning moments with another person but without a patient.
 - **“Clinical time”** is time you spend working with a patient. This can be either in the form of an evaluation, rehabilitation, modality use, immediate care, taping, bracing, etc. The key difference here between “Instructional time” and “Clinical time” is the interaction with a patient.
 - **“Managerial time”** is time you spend with administrative or other tasks that do not involved a patient. Tasks may include field/practice set up and take down, documentation, cleaning, etc.
 - **“Un-engaged time”** is time that you are spending not engaged in anything related to athletic training or athletic training education. This time may be time you spend chatting, going to lunch, waiting for patient, watching TV, etc.

Roles of the Preceptor

- 1) Provide instruction and assessment of current knowledge, skills, and clinical abilities
- 2) Supervise students during clinical education
- 3) Be able to intervene at any time on behalf of the patient and/or student
- 4) Provide opportunities for the students to complete clinical competencies
- 5) Provide feedback to students regarding competency, communication, professionalism, patient care, and clinical decision-making feedback to the students during actual patient care opportunities
- 6) Demonstrate understanding of and compliance with the program’s policies and procedures
- 7) Be credentialed by the state they are working in either as an athletic trainer or physician
- 8) Received planning and education from the program designed to promote a constructive learning environment

Roles of the Athletic Training Student

- 1) Roles while working with a preceptor
 - a. Follow the ATP's supervision and clinical education policies at all times
 - b. Consult with the preceptor on all patient care and inform the preceptor or another athletic trainer about any injury or illness that is brought to your attention
 - c. Assist the preceptor with documentation, injury reports, patient care and other duties asked to perform by the preceptor
 - d. Never get into a confrontation with a coach, administrator, teammate, or other health care professionals. Inform your preceptor of the situation and let them take care of it
 - e. Have all required paperwork and certification required to be at your clinical site
 - f. Be in good standing in the ATP
- 2) Roles while working with patients
 - a. Identify yourself as an Athletic Training Student through your introduction and ALWAYS wear your name tag
 - b. Maintain a professional relationship with your patient at all times
 - c. Keep all medical and school related information confidential at all times
 - d. Treat everyone equally and with respect
 - e. Communicate effectively with all whom you are working with (i.e. the patient, preceptor, other health care professionals)

Evaluations

Evaluations will be completed at the mid-point and end of each academic semester via Typhon.

Student Evaluation

The student evaluation is an evaluation regarding the athletic training students' performance, skillset, and professionalism. The goal of these evaluations is to give the students a time to receive structured feedback regarding their progression and areas of improvement. This evaluation is completed by the preceptor that the athletic training student was assigned to. The evaluation may be completed by the preceptor independently, but must be reviewed with the student. It is the responsibility of the athletic training student to set up at time with his/her preceptor to complete the Student Evaluation on Typhon.

Clinical Supervisor Evaluation

The preceptor evaluation is an evaluation regarding the preceptor. The athletic training student will be completing these evaluations regarding their assigned preceptor. The goal of these evaluations is to provide feedback regarding their preceptors. This information is confidential, but utilized to provide feedback to preceptors and clinical sites. It is the responsibility of the athletic training student to complete a preceptor evaluation on his/her preceptor at the mid-point and end of the semester. This form can be found on Typhon.

Travel

It is the goal of the Athletic Training Program that each student will have the opportunity to accompany a preceptor during team travel at least once while in the clinical program. Traveling with a preceptor and a team is not guaranteed. Being asked to travel is a privilege. The preceptor is the one to make the determination whether the athletic training student may travel with them. The supervision policy will still be enforced during the travel setting.

Affiliated Clinical Site Therapeutic Equipment Policy

All affiliated clinical sites must have the appropriate inspections and/or calibrations completed on all electrical modalities per the manufacturer's recommendations or federal, state or local ordinance. During the annual initial site visit, the CCE will verify equipment safety via inspections and/or calibration documentation. Sites accredited by the Joint Commission, AAHC, or other recognized external accrediting agencies are exempt from this specific policy.

Students will also assist with the verification and are required to submit modality calibrations and safety check information at the start of each new rotation. These will be submitted via Typhon. If there are any safety concerns, these must be presented to the program. The site will be notified of the problem and will have a discussion regarding the timeline of rectification of the issue. Should any electrical modalities not be up to date with calibrations and/or safety inspections, the student prohibited from using that/those machines until calibrations and/or safety checks have been completed, documented and images submitted to the program.

SECTION III – Athletic Training Student Rights and Privileges

Volunteer Status of Athletic Training Students

All ATs associated with the CMU ATP will be considered as students volunteering their time while they are gaining experience toward a career goal or fulfilling requirements toward graduation.

In the event that certain students may be entitled to financial aid (either in the form of student assistance or scholarship) in conjunction with their clinical experiences in the Athletic Training Facility, the individual will still be considered a volunteer student and not an employee of the clinical site's Athletic Department. Such aid or assistance is governed by the administrative rules and regulations administered by the CMU Office of Financial Aid. In the event that a student receives a salary or stipend for their clinical experience as an athletic trainer at an athletic event not hosted by their clinical site's Athletic Department, he/she will be considered an employee of the event host during that period of time.

The clinical experience schedule for all ATs will reflect clinical experience load requirements based on team schedules, individual skills, and the amount of time you can dedicate to the ATP.

Non-Discriminatory and Diversity Statements

The Colorado Mesa University Athletic Training Program and affiliated sites believe in and uphold the university's non-discriminatory and diversity statement which appears as:

“Colorado Mesa University does not discriminate on the basis of sex in its education programs and activities, as required by Title IX of the Education Amendments of 1972. Inquiries concerning the application of Title IX may be referred to Colorado Mesa University's Title IX Coordinator, or to the U.S. Department of Education's Office of Civil Rights.”

Health Policy Statement

1. Before students begin the clinical experiences in athletic training courses and the off-campus clinical rotations they must sign an official technical standards for admission document stating that they possess: 1) The mental capacity to assimilate, analyze, synthesize, and integrate athletic training concepts into clinical practice, 2) Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations, 3) The ability to communicate effectively and sensitively with patients and colleagues, and 4) The capacity to maintain composure and continue to function well during periods of high stress.
2. Prior to beginning the clinical experiences in athletic training courses and the off-campus clinical rotations, students must provide documentation of MMR vaccines, a completed Tuberculosis test, a completed Hepatitis B vaccination

- series, or documentation that the series has been started, and a completed medical history questionnaire and pre-participation physical examination performed by a qualified physician. The above-mentioned documentation is kept secure in the student's file, which is located in the PD's office.
3. Athletic training students have access to the various health care services afforded to all students on campus. These services include the CMU Student Health Services Center, and six free mental health counseling sessions with a mental health center affiliated with the university, should such services be required.
 4. All ATS are required to maintain a current health insurance policy. Injuries received while completing clinical rotations at Colorado Mesa University are the responsibility of the student, however, the University's liability insurance may be available.
 5. The ATP has committed to making reasonable accommodations to qualified applicants should the need arise. For example, should a qualified applicant have a medical or physical disability which requires them to use a wheelchair, accommodations such as wider treatment stations or lower taping tables will be made.
 6. Should an ATS have an active communicable disease, the student shall be excused from all course and clinical experience requirements, with a physician's note, until a qualified physician has deemed the individual to be in a non-contagious state. See Appendix IV – Communicable Disease Policy

Risk of Injury While Completing Clinical Experiences and Insurance Coverage

As with any activity, there is a chance that you might become injured or exposed to blood borne pathogens while completing your clinical experiences as a student in the CMU ATP. These injuries or exposures may occur when moving supplies or equipment, assisting injured players, evaluating injured players, or by inadvertent involvement in a play or drill. Injuries received while completing clinical rotations at Colorado Mesa University are the responsibility of the student, however, the University's liability insurance may be available. In the event that an injury or exposure occurs as a direct involvement of your activities as a student in the CMU ATP, certain medical expenses for your injury may be covered by the athletic insurance. Except for situations of a true medical emergency, the preceptor must be notified.

All athletic training students are required to maintain a current health insurance policy and liability insurance.

Student Services

The following student services at CMU are available for your utilization. The ATP encourages ATSs to take advantage of these services should the academic, personal, or professional need arise.

1. Academic Success Department
2. Educational Access Services- 970-248-1856
3. Career Services- 970-248-1404
4. Office of Student Success- 970-248-1340

5. Testing Center- 970-248-1260
6. Tutorial Learning Center- 970-248-1392
7. Writing Center- 970-248-2208
8. Vice President of Student Services (John Marshall)- 970-248-1366
9. Grand Junction Alcohol Awareness Classes, Drug Education, MIP and DUI classes-
<https://www.alcoholdrugclass.com/Alcohol-Awareness-Class/Colorado-Grand-Junction.aspx>
10. Student Wellness Center- 970-644-3740 Ext. #4
11. Behavioral Health Services-
 - 24/7 Emergency-888-207-4004
 - Appointments-970-644-3740
12. National Suicide Prevention Lifeline- 800-273-255
13. Mentoring a CMU
 - Fran Morales- 970-248-1441
 - Jesse Scott- 970-248-1257
 - Rose Willett- 970-248-1718
14. Sexual Assault Response Team (SART)- 709-270-5895
15. Grand Junction Police Department- Non-Emergent Number- 970-242-6707

Financial Aid Scholarships

The Colorado Athletic Trainers' Association (CATA), Rocky Mountain Athletic Trainers' Association (RMATA) and the National Athletic Trainers Association (NATA) have scholarships available to athletic training students. Please visit the respective organizations website for more information. Additionally, Colorado Mesa University and the Department of Kinesiology have annual scholarships available to qualified students. Please see the Colorado Mesa University Financial Aid Office or Scholarships website for more details.

Should funds be available thru the Department of Kinesiology or the Athletic Training Facility, scholarships may be awarded to athletic training students based on need and seniority in the program.

Symposium/Conference Opportunities

Students may have opportunities to attend symposiums and/or conferences; however, it is the student's responsibility to register themselves. Students are required to check registration deadlines and register for any and all conferences/symposiums before late fees are imposed otherwise students may be required to pay for all late fees. If students have raised other money, they may apply that to their registration fees.

SECTION IV – Guidelines for Professional Practice

General Expectations of Athletic Training Students

Desire to Learn

The collective goal of the faculty and preceptors at CMU is to teach the ATSS' as much as possible while in the program. The ATSS' job is to be proactive about his/her education. There is an expectation that the students come prepared to classes, meaning completing all out of class assignments and reading prior to class time. There is also an expectation for students to take control of their learning by reading textbooks, asking questions, and initiating dialog with the faculty and preceptors. By learning to find information without assistance, one will develop the habits necessary to continually learn throughout his/her career. Time at practices should be spent increasing knowledge, improving skills, and developing a better understanding of the physical demands of that sport.

Commitment

Commitments to your education and to your profession are imperative to being successful. There will be many times when you will be assigned to a clinical experience with athletes/patients, coaches, or sports that you do not enjoy. Other times, you may not feel good or would rather be somewhere else. During these times, we hold you to a continual standard of possessing and exhibiting the self-pride, focus, and determination to complete the job that you have been asked to do to the best of your ability.

For a person to succeed in life, he/she must have a list of priorities and values (both personal and professional). At any time in life your priorities should include your family in a time of need and your religious beliefs. A high priority at this point in your life needs to be your education. Your position as an ATS is part of your education. While we would never ask you to desert your family in a time of need, there will be times when you will need to miss a holiday or event with your loved ones, miss a church function, or miss a class to complete your duties during your assigned clinical experiences.

The clinical experience schedule for all ATS will reflect workload requirements based on team schedules, individual skills, experiences required, and student availability. If you cannot make a scheduled clinical experience, you are expected to notify the preceptor in charge of the field experience as soon as possible.

Professional Conduct

Professional conduct refers to the way that you act and interact with and around others while you are completing your clinical experiences. Gossiping, flirtatious acts between staff members and athletes/patients and discriminating against any athlete/ patient or staff member for any reason will not be tolerated. In summary:

- Be on time, dressed appropriately and ready to be an ATS
- Represent the ATP and CMU, in class, the Athletic Training Facility, while traveling, and in your personal life, in a positive way

- Show a desire to learn by asking questions, seeking out opportunities, and dedicating the appropriate amount of hours outside the classroom to your studies.
- Communicate to the ATP faculty in the event of difficulty with class work. Do not let yourself get behind.
- Be respectful of each other, including your preceptors, course instructors, fellow students and the patients/athletes.
- Practice effective time management skills.
- Use professional behavior when interacting with preceptors, fellow ATS, observation students, work study students and patients.

Code of Conduct

Attendance

You are expected to arrive on time to all meetings, clinical experiences, and practices/games/competitions as assigned by the CCE. Absences will be penalized in the clinical experience courses and/or may result in the student being placed on probation. Unexcused absences at the student's clinical rotation will result in a 5% deduction of his/her clinical grade.

Dating and other social interactions

Dating of student athletes is strongly discouraged and partying, hanging out, or other synonyms of these words and associated activities with student athletes must be in accordance with the NATA Code of Ethics (See <https://www.nata.org/membership/about-membership/member-resources/code-of-ethics>). You are a graduate student enrolled into a professional program. If the relationships you develop outside of Athletic Training Facility affect the delivery of health care to patients, you will be removed from that clinical experience and/or placed on probation. Athletic training students at CMU may not date high school students during or after their assignment to that high school.

Substance Use and Abuse

Use, possession, or distribution of any narcotic or other controlled substance by ATS on college premises or during college activities (e.g., off-campus field experience, team travel, etc.) except as expressly permitted by law and college regulations is strictly prohibited.

Use of Alcohol

Athletic training students should never consume alcohol prior to or during a clinical experience. Athletic training students traveling with a team are prohibited from consuming alcohol while on the trip.

Confidentiality of Medical Information (Patient Privacy)

Federal laws restrict the release of an individual's personal and medical records. Members of the CMU Athletic Training Staff cannot release personal or medical records for any patient without the written consent of the patient. The release of personal and medical records will only be to involved coaches, physicians and medical facilities. At no time will any member of the Athletic Training Staff release information to those that are not on a need to know basis.

Telephone/Computer Use

Telephones and computers in the Athletic Training Facility are for official college business. No personal use during business hours (i.e. Facebook, Instagram, Snapchat, etc.)

Respectability

We are a staff of individuals working toward the same goal. Work together and do not embarrass a staff member or fellow student in front of a patient or coach. Be positive and constructive in your dealings with each other. Do not critique any coaches in front of patients.

Dress Code and Professional Appearance

The CMU ATP is a visible resource on campus. Professionalism is reflected in the appearance of the people in the program. We expect our staff and ATs to be clean, neat, and groomed. The following represent appropriate and inappropriate attire. When in doubt, always err on the side of professionalism.

Appropriate Attire

Clinic and practice coverage

Athletic training staff and students will be required to dress in a more professional manner consistent with other medical care facilities (PT clinics/doctors' offices) and Athletic Training Facility across the nation.

Acceptable attire includes:

A CMU t-shirt, polo, collared shirt or a blouse

- No clothes with ANOTHER university/school's name on them, unless it is the name of the school that the student is assigned to for their clinical rotation.
- Shirts that are designed to be tucked in should always be tucked in.
- Shirts should be long enough to cover the entire back and stomach while performing all daily tasks
- Shirts must be high enough on the chest to cover cleavage
- Shirts must be professional enough to wear at a clinic or professional conference

Long or capri length khakis or dress pants without holes, tears, distressing, or distracting patterns

- This includes black, green, tan, or any other subdued color
- No bright or flashy colors
- No yoga pants, tightly fitting pants, leggings material shorts, jeans or sweats (i.e. "jeggings", any pant in jean material-regardless of color)

Khaki shorts of appropriate length (>5" in.) without holes, tears, any sign of distressing, or distracting patterns

- Appropriate length means the tip of your middle finger must touch the bottom of the shorts with the elbows fully extended.
- This includes nice black, green, tan, or any other subdued color

- No jean shorts, jean material shorts, tightly fitting shorts or legging material shorts

Closed toe, closed heel shoes

- They must have the heel covered (no slippers or “Birkenstock type” open heel clogs)
- Must be able to run in them effectively

General appearance must look appropriate

- Hair combed and not interfering with your daily tasks and activities (i.e. pulled or pinned back if necessary to perform daily tasks)
- Proper oral and body hygiene

Note: During outdoor events, wind pants, sweatpants and other warm clothes are acceptable to wear during adverse weather. Keep yourself warm!

Competition coverage

- Polo shirt with an emblem that distinguishes you as part of the CMU ATP
 - The polo must be appropriately tucked in to pants or shorts the entire time you are working
 - Females wearing female polo’s may choose to keep the polo’s untucked IF the design and style of female polo’s is to be untucked
- Pants or shorts (without holes)
 - No jeans, yoga pants, tightly fitting pants, legging material shorts, jean or sweats (i.e. “jeggings”, any pant in jean material-regardless of color)
 - No shorts for inside events
- Shoes: closed toe that you can run in such as tennis/athletic, shoes/dress shoes (for inside events)
- During indoor competitions the preceptor/ATS may be required to dress up more formally
 - Remember you still have to be functional and appropriate

Caps and Sunglasses

- Caps may only be worn outdoors
- Caps worn at games should either represent CMU or have no affiliation and only and be worn with the bill facing forward
- Sunglasses are permitted during outside events only

Grooming and Appearance

Your professional appearance will have an impact on how you are received by the patients, athletes, coaches, physicians, and fans. We expect ATSs to present themselves in a professional manner with respect to hairstyles and hair color, jewelry, makeup, tattoos, and body odor. Avoid clothing and jewelry that draws attention.

If you arrive with inappropriate attire you will be asked to leave and return with the appropriate clothing.

****Inappropriate clothing and attire may be up to the discretion of your preceptor and they have the right and ability to send you home or correct your attire****

Clothing Stains/Damage

One thing to keep in mind is the possibility of your clothes being exposed to sweat, blood, or cleaning fluids. They may be damaged. Colorado Mesa University will not assume responsibility for the cleaning or replacement of any garment damaged while completing a clinical experience as a member of the CMU ATP. You should consider the sport you will be assisting and current weather conditions when deciding what to wear.

Name Tags

Students are required to wear their CMU ATS name tag to all clinical assignments as well as in the Athletic Training Facility during clinical hours to allow for patients, coaches, other health care providers, etc. to be able to differentiate you as a student from the certified athletic trainers.

Body Piercing

Only small earrings and small facial piercings may be worn. Studs are recommended. No tongue rings are allowed during clinical experience hours (including on and off campus hours). These restrictions are for professional and safety issues!

Consequences of not following dress code/body piercings rules

1st offense – the ATS will receive a warning and will have the opportunity to correct the non-compliance. If not able to do so, the ATS will be sent home and five percentage points will be deducted from their clinical course grade.

With each additional offense the ATS will be sent home and five percentage points will be deducted from their clinical course grade.

Athletic Training Facility Responsibilities

Hours

The ATSs' schedule will depend on their preceptor and the clinical assignment. Students should expect to spend on average 20 – 25 hours per week at their clinical assignment during their first year in the program. During their second year, the students should expect to spend on average 30 to 50 clinical hours a week. Further, athletic training students are encouraged to receive one day off in every seven days during his/her clinical assignment.

Clinical Experience Contact Hours Policy

- Scheduling of clinical experience hours will vary due to exposure requirements and planned activities/events.
- In general
 - Students will work with the preceptor and other students on the same rotation to develop their own schedule based on the demands of the rotation and focus on time that will be most educational for the student.
 - Students will be assigned weekend (Friday, Saturday, Sunday) events based on exposure requirements and planned activities/events. Events

may require more or less time depending on the sport. In general, the student working an event is expected to be present in the Athletic Training Facility or at the event site from the time pre-event preparation begins until after post event treatments and cleanup is complete. Pre-event arrival times and anticipated post event duty completion times will be posted with the schedule.

- Every athletic training student is encouraged to have one day off per week during every clinical rotation.

Immunizations and Health Screening

All athletic training students must verify that they do not have conditions that endanger the health and well-being of other students and patients. Colorado state regulations require that all university students have two (2) valid doses of Measles, Mumps, and Rubella vaccine, unless the student was born before July 1, 1957, or the student can provide acceptable laboratory evidence (blood test) showing immunity to Measles, Mumps, and Rubella. 6 CCR § 1009-2:IX. If the student completes an exemption form and an outbreak occurs, the student will be subject to exclusion from the school.

Students are required to show either documentation of receiving these immunizations, or a titer showing immunity. Due to the requirements of our program clinical partners, students may also be required to receive the annual flu shot in the fall and the COVID-19 vaccination. Students who have medical contraindications or qualify for an exemption to receiving these vaccinations must provide documentation from a medical provider. Any athletic training student that chooses not to meet the immunization and health screening requirements or does not complete an exemption, may be unable to complete their required clinical experiences and risk delay in graduation.

Screening requirements are subject to change as mandated by clinical sites or changes in the laws regulating occupational exposure.

APPENDIX I – National Athletic Trainers’ Association Code of Ethics

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, WELL-BEING, 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 well-being 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 or AT 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 well-being 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.

APPENDIX II – Board of Certification Standards of Professional Practice

The Board of Certification has a Standards of Professional Practice which Athletic Trainers must comply.

“The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of hold the ATC ® credential. Compliance with the Practice Standards is mandatory.”

The full document of the BOC Standards of Professional Practice can be found here:
https://www.bocatc.org/system/document_versions/versions/154/original/boc-standards-of-professional-practice-2018-20180619.pdf?1529433022

APPENDIX III- Instructions for Completing Clinical Experience Log

All clinical hours will be recorded via Typhon. Each record of hours corresponds to an ATRN - Course Number of Clinical Experience Class currently enrolled in - (ATRN 531, 532, 533, 534). The Typhon system will only allow students to track hours within a 10-day timeframe. Therefore, it is expected to perform weekly logs of hours.

Procedure for daily completion of log.

- 1) Course: The current Clinical Education course that you are enrolled in for that semester.
 - a. Ex. ATRN 531- Clinical Education in AT I
- 2) Clinical Site: The site that you spent time at and logging hours for.
- 3) Preceptor-The preceptor that supervised you during your time at the clinical site. Most times should be your assigned preceptor, but may be another preceptor for various reasons.
- 4) Shift Time: the time in and out recorded should be recorded as the nearest quarter hour.
 - a. Ex: 1:20=1:15, 1:38=1:45, 1:40=1:45
- 5) TOTAL - total time worked recorded to quarter hour. Ex.: 1:30-4:45 = 3-1/4. This should be auto calculated for you.
- 6) Other activities: Break your total time into the four categories as described below:
 - a. **“Instructional time”** is time you spend with a preceptor, peer, or another individual discussing patient case, information learned in class, or other learning moments with another person but without a patient.
 - b. **“Clinical time”** is time you spend working with a patient. This can be either in the form of an evaluation, rehabilitation, modality use, immediate care, taping, bracing, etc. The key difference here between “Instructional time” and “Clinical time” is the interaction with a patient.
 - c. **“Managerial time”** is time you spend with administrative or other tasks that do not involved a patient. Tasks may include field/practice set up and take down, documentation, cleaning, etc.
 - d. **“Un-engaged time”** is time that you are spending not engaged in anything related to athletic training or athletic training education. This time may be time you spend chatting, going to lunch, waiting for patient, watching TV, etc.
- 7) “No patients seen”- Please only select this box if you did not spend any time with patients throughout your time at your clinical site.
- 8) NOTES - list comments regarding the day’s activities - unusual injury that occurred, new knowledge or insight gained. These comments should be in regards to your patient care, not about the game or practice you watched.

Appendix IV – Communicable Disease Policy

Any student suspected of or diagnosed with any of the following contagious diseases will be referred to the Student Health Center for further diagnosis and treatment. The student will be allowed to return to their assigned rotation when released by the Student Health Center or attending physician. A written copy of a Release to Return to Work/Activity must be presented to the Athletic Training Program Director, Clinical Education Coordinator, and the preceptor supervising the rotation.

- [Chickenpox \(Varicella\)](#)
- [Coxsackie Virus \(Hand, Foot and Mouth Disease\)](#)
- [Diphtheria](#)
- [Fifth Disease \(Parvovirus\)](#)
- [Haemophilus Influenza Type b](#)
- [Hepatitis \(A,B,C\)](#)
- [Impetigo](#)
- [Infectious Mononucleosis \(Epstein-Barr Virus\)](#)
- [Measles](#)
- Meningitis (Bacterial or Viral)
- [Mumps](#)
- [Pediculosis \(Lice\)](#)
- [Pertussis \(Whooping Cough\)](#)
- Pneumonia
- [Respiratory Syncytial Virus Infection \(RSV\)](#)
- [Ringworm](#)
- [Rubella \(German Measles\)](#)
- [Scabies](#)
- Staphylococcus Infections (including MRSA)
- [Streptococcal Infections](#)
- [Tuberculosis](#)

Additional information regarding the individual diseases is available at

<http://health.mesacounty.us/disease/index.cfm>

<http://www.cdph.state.co.us/dc/index.html>

<http://www.health.state.ny.us/diseases/communicable/>

APPENDIX V: Student Handbook Informed Consent Form

Colorado Mesa University

Athletic Training Program

Student Handbook Informed Consent

I hereby attest my understanding that the Colorado Mesa University Athletic Training Program Student Handbook is an on-line document located on the Athletic Training Program website. I agree to abide by the Student Handbook and further understand that this Student Handbook may be revised. I acknowledge my responsibility to review the Student Handbook prior to beginning each semester so that I may learn of recent revisions. I understand that revisions will be posted on the internet for my review and furthermore, I am subject to adhere to any verbal or revised written policies and procedures that are communicated to me by a program faculty member or preceptor. Failure to adhere to any and all verbal or written policies and procedures will result in disciplinary action that may include a reprimand, suspension, or dismissal from the Colorado Mesa University Athletic Training Program.

Student Printed Name: _____

Student Signature

Date

APPENDIX VI: Approved Clinical Hours Informed Consent Form

Colorado Mesa University

Athletic Training Program

Approved Clinical Hours Informed Consent

I understand that only clinical hours completed at Colorado Mesa University or a site approved by the program are acceptable and must be endorsed by a preceptor, the clinical education coordinator, or the program director. The expectation exists for students to average 20 – 25 hours per week their first year and an average of 30-50 hours per week their second year at their clinical assignments. This expectation may include clinical experiences that occur prior to 8 am, after 5 pm, on the weekends, and occasionally during university holidays or breaks. It is not an expectation, nor is it a requirement, that an athletic training student be present at all practices and games. It is the expectation that an athletic training student is present enough to demonstrate the necessary competencies and proficiencies required of the given clinical assignment.

By signing this document, I hereby acknowledge that I have read this policy and have had all questions regarding clinical hours answered to my satisfaction. I agree to follow the policies and procedures of the athletic training program including policies related to clinical hours.

Student Printed Name: _____

Student Signature

Date

APPENDIX VII: Blood Borne Pathogens Informed Consent
Form

Colorado Mesa University
Athletic Training Program
Blood Borne Pathogens Informed Consent

Due to the potential for exposure of athletic trainers and athletic training students to blood and other potentially infectious materials in the performance of their responsibilities, there is a risk of acquiring Hepatitis and/or Human Immuno-deficiency Virus (HIV) infection. A vaccination is available for Hepatitis B (HBV). HBV is a serious and potentially life-threatening disease. Athletic training students are strongly advised to be vaccinated against HBV. Vaccination requires a series of three injections over a six-month period. As with all such procedures, there is a cost involved. The vaccination series is available through Colorado Mesa University Health Services for a nominal fee or may be obtained from the student's family physician or county health department. Some insurers may cover the cost of the vaccination. Because maximum protection requires all three injections, students should begin injections upon acceptance to the Athletic Training Program and clinical instruction practicum.

There is no vaccination against HIV at this time. Universal precautions have been developed to protect health care workers from HIV. You will receive training in these procedures annually. The physicians and athletic training staff have also received training in universal precautions and are available to assist should you have any questions or need assistance. The necessary supplies for universal precautions are available in all athletic training facilities and should be taken to all athletic practices and competitions.

If you have any questions regarding HBV, the HBV vaccine, HIV, or universal precautions, please contact your family physician, the Colorado Mesa University team physician, or a member of the athletic training faculty or staff.

Please indicate by your signature below that you understand the risks described herein and that you have either 1) received or initiated the series of vaccinations for HBV, or 2) understand the risk of HBV transmission and infection and the seriousness of the disease but have elected not to receive the vaccinations. **Please sign in only one space below indicating your informed choice.**

1) I have completed or initiated the vaccination series for Hepatitis B.

Please Print Name	Signature	Date
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2) I have received and understand the information contained on this form and instructed by the athletic training faculty and staff and have elected not to receive the vaccination for Hepatitis B.

Please Print Name	Signature	Date
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APPENDIX VIII: Release of Information Informed Consent
Form

Colorado Mesa University

Athletic Training Program

Release of Information Informed Consent

I give my consent to release in writing or verbally, any academic or clinical performance information related to my progress as an athletic training student. This information will be held in strict confidence among the preceptors, supervisors, advisors, and faculty of the Colorado Mesa University Athletic Training Program. I understand that no information can be released without this signed consent. This consent form is valid from the date signed until consent is withdrawn in writing.

Student Printed Name: _____

Student Signature

Date

APPENDIX IX: Travel Informed Consent Form

Colorado Mesa University

Athletic Training Program

Travel Informed Consent

I hereby agree to accept clinical assignments through the Clinical Instruction Practicum at Colorado Mesa University, and I agree to the following terms:

I understand that this agreement will involve travel to off-campus clinical sites. I understand that acceptance of this off-campus assignment is optional and that the responsibilities to travel to the site are my own. I hereby give my informed consent and agree to release and hold harmless Colorado Mesa University, its trustees, officers, and employees for any liability for any travel-related incidents. Such incidents include but are not limited to accidents, moving violations, parking tickets, or automobile insurance premium increases or policy cancellation from any other losses, claims, damages, or injuries incurred as a part of travel to and from the clinical site. Further, I am solely responsible for transportation to and from the off campus sites that may include bus fare or ride sharing.

I understand that I am never obligated to transport athletes (injured or uninjured) in my personal vehicle or otherwise use my personal vehicle in the performance of my clinical responsibilities. I acknowledge that I assume responsibility for events should I choose to use my personal vehicle. This practice is strongly discouraged by the Athletic Training Program Director and Clinical Education Coordinator.

By signing below, I hereby accept full responsibility for program-related travel.

Student Printed Name: _____

Student Signature

Date

APPENDIX X: Athletic Training Student Physical Informed Consent Form

Colorado Mesa University

Athletic Training Program

Procedures for Determining that the Health Status of an Athletic Training Student will permit him or her to meet the Established Technical Standards of the Program

As an athletic training student, you will be providing athletic training services at a variety of clinical sites. The Athletic Training Program at Colorado Mesa University has developed guidelines to safeguard the well-being of the athletic training students and the athletes.

1. Upon acceptance into the Clinical Instruction Practicum of the Athletic Training Program, all newly admitted students are required to complete and submit a physical examination performed by a licensed physician. As a portion of this physical examination, the physician must complete the accompanying document to verify vaccination records and the ability of the student to pursue unrestricted performance of athletic training skills and responsibilities or to identify conditions that would place the student at increased risk of injury or illness. The physical examination may be completed by your own personal physician or at the Colorado Mesa University Student Health Center.
 - a. Students must comply with the University Health Services Policy on required immunizations and screenings. This should include a tuberculin (TB) skin test. In addition, vaccinations against Hepatitis B (HBV) and tetanus are strongly advised as is the varicella vaccine against chicken pox for those who have not had the disease.
 - b. Athletic training students should be physically capable of performing cardiopulmonary resuscitation (CPR) and basic emergency care procedures.
 - c. Athletic trainers frequently lift and carry loads (coolers, ice chests, spine boards) in the performance of their duties. Students with medical conditions that contraindicate or restrict these activities should notify the Athletic Training Program Director. The program director will work with the athletic training student and his or her physician to establish a reasonable, medically prudent plan to protect the health of the student. The athletic training student is responsible for advising the preceptors regarding medically imposed limitations related to the student's performance of restricted athletic training related duties.

Colorado Mesa University does not discriminate against persons with disabilities in its admissions process or the selective admissions process for individual programs. Students with documented disabilities who anticipate special needs with any aspect of the Athletic Training Program including the clinical instruction practicum are urged to contact Educational Access Services. The faculty of the athletic training program will cooperate

with Educational Access Services to make reasonable accommodations for students with documented disabilities admitted to the program.

The attached form, the medical history form, and the physical examination form are to be completed by the attending physician who completes the physical examination on behalf of the student.

Technical Standards to be completed by Attending Physician

I _____ completed a physical health examination of
Printed name of examining physician

_____ on _____
Printed name of athletic training student Date

I. Based upon my examination and the athletic training student’s record of immunizations:

(initial **one** response)

_____	This athletic training student is current on required immunizations.
_____	This athletic training student is NOT current on required immunizations.

II. Based upon my examination today and the TB skin test, the athletic training student is free of communicable diseases:

(initial **one** response)

_____	Yes, this is true
_____	No; further testing is advised

III. Based upon my examination of this individual:

(initial **one** response)

_____	This student is physically capable of completing the duties of an athletic training student with no identifiable restrictions.
_____	This student is physically capable of rendering CPR and emergency care procedures but should observe the restrictions noted below while performing the remaining duties of an athletic training student. (attach additional pages if necessary)
_____	This student is physically incapable of rendering CPR and emergency care procedures due to a medical condition.

Signature of Examining Physician
Colorado Mesa University

Athletic Training Program

Athletic Training Student Medical History and
Physical Health Appraisal Form

Name _____ Date of Exam _____

Date of Birth _____ Age _____ Sex _____

To be completed by student:
Briefly explain "yes" answers on accompanying sheet

1. Yes ___ No ___ Have you ever been hospitalized?
2. Yes ___ No ___ Have you ever had surgery?
3. Yes ___ No ___ Are you presently taking any medications?
4. Yes ___ No ___ Do you have any known allergies?
5. Yes ___ No ___ Have you ever had a seizure?
6. When was the date of your last tetanus shot? _____
7. Have you ever had:
___ Mononucleosis ___ Diabetes
___ Hepatitis ___ Asthma
___ Tuberculosis ___ Ulcers
___ Rheumatic Fever ___ Hernia
___ Migraines ___ Anemia

___ Other acute or chronic illnesses not otherwise listed: _____
8. Yes ___ No ___ Have you ever had a neck injury that persisted a week or more?
9. Yes ___ No ___ Have you ever had a shoulder sprain, separation, dislocation?
10. Yes ___ No ___ Have you ever had a wrist sprain, fracture, or other problem?
11. Yes ___ No ___ Have you ever had a back injury or do you suffer from recurrent back pain?
12. Yes ___ No ___ Have you ever had a knee sprain or knee surgery?

Any other orthopedic condition not previously mentioned?

Student Signature _____ **Date** _____

To be completed by attending physician or qualified health care provider:

Height _____ Weight _____

BP _____ Resting Pulse _____

TB Skin Test Performed on: _____

TB Results: _____ Observed on: _____

Clinical Assessment:

	Normal	Abnormal	Notes
Eyes			
Ears			
Nose & Throat/Oral			
Chest			
Heart			
Abdomen			
Skin			

Males Only:

Hernia Check: Negative: _____ Positive: _____

Orthopedic Assessment: (gross abnormalities or previous history noted)

	Normal	Abnormal	Notes
Cervical			
Shoulders			
Elbow			
Wrist/Hand			
Back			
Hips			
Knees			
Ankle/Foot			

General Comments:

Physician Signature _____ **Date** _____

Thank you for your assistance in assessing this student for the Colorado Mesa University Athletic Training Program.

Student Attestation

As part of this physical health appraisal, I, _____, attest that I possess

1. The mental capacity to assimilate, analyze, synthesize, and integrate athletic training concepts into clinical practice,
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations,
3. The ability to communicate effectively and sensitively with patients and colleagues, and
4. The capacity to maintain composure and continue to function well during periods of high stress.

Student Signature

Date