



Fort Lewis College

*Athletic Training Education
Program*

Athletic Training Student
Handbook

2015-2016

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ATHLETIC TRAINING PROFESSIONAL DESCRIPTION

Athletic training is an allied health field recognized by the American Medical Association. Athletic trainers meet the qualifications for certification through educational programs which incorporate academic course work integrated with practical experience.

An Athletic Trainer (AT) is a highly educated and skilled professional whose primary emphasis is assisting active populations during the injury process. AT's work with physicians and other allied health care professionals providing services to the physically active in colleges, universities, secondary schools, sports medicine clinics, professional sports programs and industries throughout the country. The AT is skilled and knowledgeable in six areas, known as the performance domains of athletic training. These are:

1. Prevention
2. Clinical Evaluation and Diagnosis
3. Immediate Care
4. Treatment, Rehabilitation and Reconditioning
5. Organization and Administration
6. Professional Responsibility

To become an Athletic Trainer one must obtain a bachelor's degree from a college accredited by the Commission on Accreditation of Athletic Training Education (CAATE). In addition to graduation from an accredited college or university, athletic training students must also participate in extensive clinical experience under appropriate supervision. Upon completion of these requirements, students must then sit for, and pass a rigorous certification examination. The certification examination, administered by the Board of Certification (BOC), consists of athletic training related approximations of real life situations and decision making designed to resolve cases similar to those they might encounter in actual practice. Students who successfully complete the certification process demonstrate mastery of the entry level skills and knowledge within each of the domains mentioned above and may use the designation 'ATC'. Once Certified the Athletic Trainer must obtain Continuing Education Units to remain certified.

Athletic training is a dynamic profession offering new challenges every day. In the classroom students will be challenged to learn the most up to date methods for injury prevention, recognition and care. In the clinical setting, working with the active population, students will be challenged to apply those skills in real life situations. The student must learn how to take full advantage of both types of learning environments.

During their tenure in the athletic training education program at Fort Lewis College, each athletic training student who has chosen to pursue employment in the field of athletic training will need to make many decisions based on their class work and clinical assignments. The student will need to be ready to make the necessary decisions and commitments that accompany the Athletic Training Education Program at Fort Lewis College.

Purpose of this document

The Fort Lewis College Athletic Training Program (ATEP) is committed to providing the best possible clinical and professional experience for students interested in pursuing a career in athletic training. The purpose of this document is to provide the athletic training student with the information necessary to successfully complete the requirements of this academic program.

FORT LEWIS COLLEGE

Mission

Fort Lewis College offers accessible, high quality, baccalaureate liberal arts education to a diverse student population, preparing citizens for the common good in an increasingly complex world.

Values

- Student success is at the center of all College endeavors. The College is dedicated to the highest quality liberal arts education that develops the whole person for success in life and work. Learner needs, rather than institutional preferences, determine priorities for academic planning, policies, and programs. Quality teaching and advising is demanded, recognized, and rewarded.
- Academic freedom is the foundation for learning and advancement of knowledge. The College vigorously protects freedom of inquiry and expression while expecting civility and mutual respect to be practiced in all interactions.
- Diversity is a source of renewal and vitality. The College is committed to developing capacities for living together in a democracy, the hallmark of which is individual, social, and cultural diversity. The College fosters a climate and models a condition of openness in which students, faculty, and staff engage with respect, tolerance and equity. The College is further dedicated to our historical mission to educate the nation's Native Americans within the liberal arts framework.
- Informed and engaged citizens are essential to the creation of a civil and sustainable society. The College values the development of the responsible citizen, grounded in honesty, courage, and compassion, and committed to advancing democratic ideals. Through community-based learning, the College engages students in community involvement and formal reflection on the value of these experiences.
- Service to Southwest Colorado and the Four Corners area, including access to the College, is a public trust. The College is committed to forging partnerships and being responsive to the Four Corners region. It strives to make available its knowledge resources, services, and educational offerings at times, places, in forms, and by methods that will meet the needs of its constituents.
- Connected knowing, independent learning, and collaborative learning are basic to being well educated. The College structures interdisciplinary learning experiences throughout the curriculum to have students develop the ability to think in terms of whole systems and to understand the interrelatedness of knowledge across disciplines. Emphasis is placed on the development of teamwork skills through collaborative opportunities.
- Evaluation of all functions is necessary for improvement and continual renewal. The College is committed to studying and documenting its effectiveness through assessment.

EXERCISE SCIENCE DEPARTMENT

Mission

The Exercise Science department aims to meet the needs of our graduates to function more efficiently as professionals in our discipline and to compete more favorably in today's job market by providing students with a variety of opportunities to develop a scientific knowledge base, engage in practical experiences, and learn, develop and master social and leadership skills. Students acquiring this knowledge will be prepared to pursue unlimited opportunities through occupations such as teaching, coaching, athletic training, as well as other recreational, wellness, and fitness careers. The department also endeavors to provide the students of Fort Lewis College with opportunities to learn and experience the components of healthy living, life-long activities, and sport competition.

Learning Outcomes

1. The professional preparation of knowledgeable and skilled educators of human movement and exercise forms as well as qualified practitioners in adventure education, athletic training, sport administration, health, personal training and fitness.
2. To foster a meaningful program promoting the value of a lifetime of physical activity for all students.
3. To provide practical experiences through internships, practica, field courses, clinical education, and service learning.
4. To develop professional leadership development for all the department's students

ATHLETIC TRAINING EDUCATION

Mission Statement

The Athletic Training Program (ATP) provides a rigorous, competency-based professional education to a diverse student population preparing athletic trainers and citizens for an increasingly complex world.

Program Goals

The FLC ATP will...

1. Recruit and graduate diverse students in the athletic training major.
2. Accept and retain highly qualified students in the professional phase of the AT major.
3. Provide students with a variety of positive clinical and academic experiences.
4. Prepare students to be successful on the BOC exam, in graduate school and/or in employment as an athletic trainer.

Student Learning Outcomes

Upon graduation from the FLC ATEP, students will...

1. Be reflective, evidence-based practitioners within the profession.
2. Perform systematic examination process for medical conditions commonly encountered within the profession.
3. Develop, implement, assess and adjust comprehensive programs which address prevention, care, and treatment of medical conditions encountered within the profession.
4. Apply best practices in organization, administration, and professional development within the profession.

Program Description

The Athletic Training program is divided into two phases, 1) pre-professional phase and 2) professional phase. The pre-professional phase is for students who have declared Athletic Training as their major and are completing pre-requisite coursework. The professional phase is for students who have gone through a formal application and acceptance to the Athletic Training program. During the professional phase, students will be completing clinical education requirements which allow them to practice and become proficient with the knowledge and skills required as an athletic training professional.

The program is designed to be completed in 4 academic years. The first year is spent in the pre-professional phase with formal application occurring during the spring of the first year. Students would then spend 3 years within the professional phase of the program. Completion of pre-requisite courses or application to the program do not guarantee acceptance into the program. If a student decides to pursue the Athletic Training major after their freshman year or fail to complete the pre-requisite courses during their freshman year, it may delay graduation. Students should meet with the Program Director and AT Professional Academic Advisor early to ensure timely completion of this major.

Code of Ethics

The NATA has developed a Code of Ethics for the purpose of making the membership aware of the principles of ethical behavior that should be followed in the practice of Athletic Training. You should become familiar with the NATA Code of Ethics (<http://www.nata.org/codeofethics>).

The Code of Ethics of the ATEP at Fort Lewis College were developed specifically with the Athletic Training Student in mind, but based upon the same principles as the NATA Code of Ethics.

Athletic Training Students should:

- a. Maintain the highest standards of honesty and integrity in professional matters.
- b. Neither practice nor condone discrimination against any legally protected class.
- c. Not condone, engage in, or defend unsportsmanlike conduct or practices.
- d. Provide care on the basis of the needs of the individual athlete. They should not discriminate in providing care on the basis of athletic ability.
- e. Strive to achieve the highest level of competence. They should use only those techniques and preparations for which they are qualified and authorized to administer.
- f. Recognize the need for continuing education to remain proficient in their practice. They should be willing to consider new procedures within guidelines that assure safety.
- g. Recognize and honor privileged information from student-athletes, peers, preceptors and athletic training staff.
- h. Develop professionally appropriate relationships with student-athletes, peers, preceptors and faculty. Recognize that personal conflicts and relationships might occur which may interfere with professional effectiveness. Accordingly, they should refrain from undertaking any activity in which personal issues are likely to lead to inadequate performance or harm to an athlete or colleague.
- i. Use care to be truthful and not misleading when stating their education and experience and should never misrepresent their position, knowledge or authority.

Code of Conduct

Students in the ATEP are expected to act professionally in all aspects of their involvement with the ATEP. While in the clinical setting, they will treat their clinical supervisors with respect. While in classrooms, they will treat their professors with respect. At all times, students will support and treat each other with respect. Conflict inevitably arises at times. Please see the section in this document on “Conflict Resolution” for an explanation of how we expect students to handle conflict situations.

In all aspects during their time within the ATEP, students should take ownership of their education by seeking out the opportunity to learn and improve.

Specifically in the classroom, students are expected to be on time for class, to pay attention and be engaged at all times. Electronic devices, such as cell phone, may be used during class only for class related topics as approved by each individual instructor. Talking over others or being disrespectful is not tolerated. All of this reflects on your level of professionalism and commitment to the profession. If you need to miss a class for any reason, the instructor should be notified prior to the scheduled class. If you are unable to notify your instructor prior to class due to circumstances beyond your control, notify the instructor as soon as possible.

Specifically in the clinical setting, students are expected to understand the policies and procedures of each clinical setting they are in. Your experiences will be quite different at each clinical setting. These varied experiences are sought after to expand your experiences in different Athletic Training rooms and other allied health settings. Remember that you are representing the ATEP in every setting you attend. These clinical experiences are meant to be educational – a place to expand and refine the knowledge you learn in the classroom.

Students should strive to be a productive member of the AT team every minute of their clinical assignments (during both busy & non-busy times). Patient care is the top priority! Lying down on tables or counters is never permitted with the exception for educationally driven purposes. Clinical time should not be considered a study hall for completing homework.

These learning experiences are to be shared with all students in each setting. So, it is expected that each student will be respectful of each other's learning opportunities. At all times, students will be respectful of and follow instructions from their preceptors. Students should never act on their own when dealing with patients/athletes or their families without consultation and supervision from their Athletic Trainer. Students should never have nonprofessional relationships with any coaches or supervisors that they work with. Students must keep professional and personal relationship boundaries clear.

Tardiness or unexcused absences are not tolerated. If the student is going to be late, s/he needs to CALL their current preceptor to explain the situation and discuss a new estimated time of arrival.

Program Admission

Students admitted to Fort Lewis College must also complete a formal admissions process for the Athletic Training Education Program. Acceptance into Fort Lewis College is not a guarantee of acceptance into the program. Students should review the ATEP website for specific documents and materials needed for the application process.

PURPOSE FOR APPLICATION

1. To inform interested students of the requirements for acceptance into the Fort Lewis College Athletic Training Education Program (ATEP).
2. To establish equal student opportunity for acceptance by providing comparable background information on the student applicant to the screening and acceptance committee.
3. To serve as a contract of acceptance into the Fort Lewis College ATEP.

PREREQUISITES OF APPLICATION

1. Proof of enrollment in or completion of:
 - a. AT 224 – Foundations in Athletic Training with a grade of 'B' or better.
 - b. AT 220 – Clinical in Athletic Training I with a grade of 'B' or better.
 - c. BIO 233 – Human Anatomy with a grade of 'C' or better.
2. A current minimum overall grade point average of 2.5.
3. A major grade point average of 3.0.
4. Completion of a minimum of 50 hours of observation in FLC ATEP associated facilities by the time of application.

APPLICATION PROCEDURE

All applicants for the Athletic Training Education Program must submit the following materials to the Exercise Science Administrative Assistant by March 15. If March 15 falls on Saturday or Sunday, the application materials will be due the following Monday.

1. Application Cover Sheet
2. Letter of Application
3. Resume
4. A completed Candidate Questionnaire
5. Letters of recommendation, utilizing the provided form
 - a. One from FLC faculty member (cannot be an Athletic Training faculty member)
 - b. One from FLC faculty member
Could be completed by community college or high school teacher, if more appropriate – see program director for approval.
 - c. One from an adult professional (not including immediate family). This should be someone who is familiar with your professional goals and your work ethic.
6. A copy of all unofficial transcripts
7. Documentation of a minimum of 50 clinical hours spent in FLC ATEP associated facilities.
8. Completed Technical Standards document

The ATEP Committee will evaluate the submitted materials. Applicants will be evaluated on the quality of the materials presented and grades in the required classes.

Once the application has been accepted an interview with the screening committee will be conducted to discuss the application. A completed application and interview is not a guarantee of admittance into the Athletic Training Education Program.

Program Retention

Students are required to maintain certain standards to remain in good standing within the ATEP. Requirements for retention are outlined within this handbook. Upon admission and each year thereafter, students are required to sign the retention policy stating that they understand and agree to comply with the retention requirements of the program.

Program Required Courses and Course Sequence

General Education Requirements

	CO1&CO2	
	or	
Communication	CO2&CO3	10
Mathematics	MA1	4
Arts and Humanities	AH	8
History	HI	4
Social and Behavioral Sciences	SS	4
Other AH/HI/SS if needed*		.
Science with Lab	SC1	4
Science without Lab	SC2	4
Physical Well-being	PE/ES	1
<u>Total General Education Requirements</u>		39

Specific Departmental Requirements

AT 220	1
AT 224	3
AT 240	3
AT 260	3
AT 283	3
AT 285	3
AT 320	3
AT 340	3
AT 385	2
AT 387	3
AT 400	2
AT 420	3
AT 424	3
AT 440	3
AT 480	3
AT 495	3
AT 496	2
ES 242	3
ES 335	4
ES 353	3
ES 360	4
ES 375	3
ES 490	3
<u>Total Dept Requirements</u>	66

Auxiliary Requirements

BIO 233	4
BIO 234	4
Psych 157	4
<u>TOTAL Auxiliary Requirements</u>	12

Total Major requirements: 78 credits

(Auxiliary + Specific Departmental)

Total General Education requirements: 39 credits

Free electives: 3 credits

Total required credits for graduation: 120 credits

The Athletic Training courses within the degree plan are very structured and sequential in nature. As such the student has limited flexibility for when s/he takes the AT courses. Following is the course sequence which the program is based upon for the 2015-2016 academic year. Any deviation from this sequence may delay the student's graduation.

Fall Freshman Year

AT 224 – Foundations in Athletic Training

Psych 157 – Introduction to Psychology (SS)

Required Arts & Humanities course

Required History Course

Spring Freshman Year

AT 220 – Clinical in Athletic Training I

BIO 233 – Human Anatomy

Required Physical Well-Being Class

Required 100 level Composition course

Required Arts and Humanities course

<u>Fall Sophomore Year</u> AT 240 – Clinical in Athletic Training II AT 283 – Evaluation of Injuries I BIO 234 – Human Physiology (SCI)* Required Science course (no lab required)	<u>Spring Sophomore Year</u> AT 260 – Clinical in Athletic Training III AT 285 – Evaluation of Injuries II ES 242 – Testing and Statistics (MA1)* ES 360 – Exercise Physiology Free electives
<u>Fall Junior Year</u> AT 320 – Clinical in Athletic Training IV AT 385 – Therapeutic Modalities AT 387 – Therapeutic Exercise ES 353 – Nutrition, Fitness and Sport ES 375 – Sport and Exercise Psychology	<u>Spring Junior Year</u> AT 340 – Clinical in Athletic Training V AT 424 – Advanced Medical Concepts ES 335 – Biomechanics and Kinesiology ES 490 – Exercise Specialist: Capstone
<u>Fall Senior Year</u> AT 400 – Senior Clinical in Fall Camp Athletics AT 420 – Clinical in Athletic Training VI AT 480 – Administration in AT AT 495 – Research in Health Professions I Required 200 level Composition course	<u>Spring Senior Year</u> AT 440 – Clinical in Athletic Training VII AT 496 – Research in Health Professions II Free electives

Transfer Students

The Athletic Training program does not accept students directly into the Professional Phase. As such, transfer students will spend a minimum of 5 terms (2 ½ years) at Fort Lewis College with a potential for additional terms depending upon when the student transfers and what coursework was completed prior to enrollment at Fort Lewis.

Transfer credit for Athletic Training major courses, more specifically the AT prefix courses, are not accepted. As a CAATE accredited program, we must verify all content the student has been taught. Verification is extremely difficult to provide with transfer courses. The student should contact the Program Director as soon as possible to discuss transferring to Fort Lewis College for the Athletic Training major.

Advising, Registration, and Course Scheduling

Once students declare Athletic Training as their major, they will be assigned to the AT Professional Academic Advisor & Student Success Coach for advising. Your advisor will assist you with scheduling and registration as well as any other academic issues. Students must meet with the advisor during the advising schedule each term. Failure to meet with the advisor will prohibit you from registering for the upcoming term. Prior to your advising meeting, the student should have looked at the published course schedule and come with a prepared plan. Remember that your advisor is here to assist you. You are ultimately responsible for scheduling and completing the coursework required for graduation. Students are encouraged to meet with the Program Director frequently, but at least once a term, to ensure student is on-track for graduation and post-graduation goals.

Technical Standards and Disability Services

Students must possess certain physical and mental abilities to function as an athletic trainer. As such, students are required to review and sign the Technical Standards documents for the program as part of the application process. A copy of this form can be found on the program's website. If a student's ability changes while in the program, the student is highly encouraged to contact the Program Director and Disability Services within two weeks of the change. All students must meet the Technical Standards of the program, but the Athletic Training program works collaboratively with Disability Services to make accommodations for students with disabilities. Students requesting accommodation should contact Disability Services as soon as possible. Ideally, accommodation requirements should be in writing before the beginning of the term, but can be completed at any time. Requests for accommodation are not reviewed as part of the criteria for program admission and such requests are not used prejudicially against the student.

Textbooks and Supplies

Students should purchase all textbooks required for Athletic Training major courses. Recommended textbooks are kept in the bookstore and have been selected because they will provide a good supplement to those books that are required. Students are encouraged to keep all textbooks with athletic training content as they can be referenced throughout the program and after entering the profession.

Student Liability Insurance

Athletic Training students are covered by Institutional liability insurance while completing any activities related to their degree requirements including their clinical education rotations. In addition, all students within the professional phase of the program are required to purchase individual professional liability insurance, as an athletic training student, providing \$1M/\$3M coverage. Several companies provide such policies, and students may obtain their insurance from a company of their choosing. The cost of insurance is approximately \$20-50 per year depending upon the insurance company. The student must show proof of insurance prior to beginning any clinical rotations and must maintain continuous coverage while completing all clinical rotations.

Student Costs

Students will have several costs for participating in the Athletic Training program in addition to your tuition and fees for attending Fort Lewis College. Many of these costs are one-time expenses others are yearly.

One-time costs include:

- Immunizations*
 - If all required immunizations (varicella, hepatitis B, MMR) are needed and the student pays cash (no insurance), the total cost would be approximately \$430.
 - Recommended vaccinations would cost \$160.
- Athletic Training name tag, approximately \$25
- Background check, approx \$25 including fingerprints

Yearly fees*

- Personal professional liability insurance \$20-50 depending upon company purchased from.
- TB test \$25
- Influenza vaccine \$20
- Additional cost maybe incurred to appropriately meet the Program's dress code and travel to clinical sites; amount is variable.

*Note: the actual costs may change at any time. It is the intent for the handbook to have the most up-to-date information, but may not be possible.

Certification and State Regulation

Certification

All students in the Athletic Training are working toward the entry-level credential for the practice of athletic training, “Certified Athletic Trainer” or “Athletic Trainer, Certified” (ATC). To become certified, students must:

1. Receive their Athletic Training degree from a CAATE accredited program.
2. Pass the Board of Certification (BOC) examination.

Students may sit for the exam during their final term of their degree program if all competency and proficiency requirements of the Athletic Training program are met. Specific information regarding the exam, including fees associated with taking the exam, can be found at www.bocatc.com. Additionally, if a student has been convicted of a felony or misdemeanor, they should contact the BOC to request a predetermination of eligibility for the exam (refer to BOC candidate handbook located on the BOC website).

Graduation from the FLC Athletic Training program does not guarantee successful completion of the BOC exam.

State Regulation

Most states regulate Athletic Training practice. This regulation could be licensure, registration or certification. Colorado requires registration of all persons calling themselves ATs or working as athletic trainers. Students within an accredited Athletic Training program are exempt from registration in Colorado as long as they are practicing under the supervision of a Colorado registered Athletic Trainer. It is the responsibility of the student to investigate the laws governing the practice of Athletic Training in the state they practice in after graduation.

Clinical Experiences

The clinical component of Fort Lewis College athletic training student’s education is meant to provide students with authentic, real time, opportunities to apply knowledge from their didactic coursework in contemporary athletic training settings. These experiences will occur under the supervision of appropriately credentialed AT’s or other health care practitioners in a variety of athletic training settings. In the clinical environment, students will have the opportunity to be engaged in professional behaviors and be responsible for making clinical decisions in a manner appropriate to acquiring the necessary experience to become an entry level AT. To complete any clinical assignment, the student must be accepted to the professional phase of the Athletic Training Program, enrolled in the appropriate clinical course and have completed the necessary requirements for each clinical assignment.

Each clinical rotation will have a variety of pre-placement actions that need to be completed. These actions vary by site and may include the completion of a background check, flu-shot or tuberculosis test. Student may be asked to provide evidence of immunizations, CPR certification or liability insurance. In some instances students may have to complete additional training and/or orientations prior to placement. In each instance it is essential that students work closely with the Clinical Coordinator and individual preceptor to complete these actions well in advance of the start of their rotation.

The Fort Lewis College Athletic Training Education Program currently maintains affiliated site agreements with a variety of clinical sites in Durango and the surrounding area. Below is a listing of each site with a brief description of the process that students will need to complete if assigned to the respective site. It is the responsibility of each student to contact the Clinical Coordinator at least two (2) weeks prior to their known clinical assignment to arrange the specifics of their rotation.

Fort Lewis College

Fort Lewis College is an NCAA Division II institution that provides athletic training services for 15 intercollegiate sports. FLC employs 5 AT's to provide these services and to function as Preceptors in the FLC ATEP. Students assigned to FLC will have the opportunity work with a variety of different sports under the supervision

In addition to the requirements of the ATEP Technical Standards Document ATS's will be required to:

- Complete bloodborne pathogen training
- Complete a HIPAA module
- Adhere to the policies and procedures outlined in the FLC Athletic Training Room Handbook

Ignacio High School (IHS)

Ignacio High School is a Colorado High School Athletics Association class 2A institution that employs 1 AT to provide athletic training services for a variety of athletic activities across the freshman to varsity levels. IHS works in conjunction with Mercy Sports Medicine at Mercy Regional Medical Center to contract AT's for the provision of athletic training services for IHS athletic teams.

In addition to the requirements of the ATEP Technical Standards Document ATS's will be required to:

- Meet with the IHS AT and/or the Athletic Director prior to the beginning of the rotation.

Fort Lewis College Student Health Center

The Health Center of the FLC Campus is a multidisciplinary health care facility where athletic training students will have the opportunity to work with Nurse Practitioners, Physician Assistants, Registered Nurses, Medical Doctors and Medical Technicians in the treatment of FLC students.

In addition to the requirements of the ATEP Technical Standards Document ATS's will be required to:

- Complete a HIPAA module
- Complete the FLC Run, Hide, Fight Training Program

*The FLC Health Center will conduct a FLC specific background check on each student prior to the start of their rotation. The background check identifies any college disciplinary actions on the student's record. This will be completed independently by the Health Center.

Durango Orthopedic Associates (DOA)

Now called Mercy Orthopedic Associates

DOA provides orthopedic and rehabilitative care for musculoskeletal injuries in a multidisciplinary facility. Students assigned to DOA will have the opportunity to observe Orthopedic Surgeons, Physician Assistant, Nurses and AT's in the provision of orthopedic care to a variety of patient populations. Students will also have the opportunity to observe the Orthopedic Surgeons performing surgery. Athletic training students will complete these observations in 2 separate operating facilities. Each of these facilities has their own pre-observation requirements. It is critical that each student assigned to DOA work closely with the Clinical Coordinator complete the necessary paperwork prior to beginning the rotation.

In addition to the requirements of the ATEP Technical Standards Document ATS's will be required to:

- Complete an observer packet for Centura Health Systems
- Complete an orientation of each operating room utilized by DOA Orthopedic Surgeons
- Provide evidence of:
 - Liability Insurance
 - Current CPR certification
 - Immunization record
 - Tuberculosis Test
 - Flu Immunization

Rivergate Physical Therapy

Rivergate Physical Therapy is an outpatient physical therapy clinic that employs several PT's, PTA's and PT Techs in the provision of physical therapy services to the community of Durango. Students assigned to Rivergate Physical Therapy will have the opportunity to work with Licensed Physical Therapists in direct patient care.

In addition to the requirements of the ATEP Technical Standards Document ATS's will be required to:

- Sign a confidentiality waiver
- Read and sign a dress code policy

End of term letter

After students have been in the professional phase of the program for 1 term, they will submit a letter of application for the next term's placements. This letter should outline include what rotations the student would like and why – how that particular rotation will help the student develop his/her skills. Requests are not a guarantee for placement but they do help the Athletic Training program faculty understand the wants and needs of the student.

Transportation

Students are responsible for their own transportation and related costs to and from their clinical assignments. Students are responsible for auto insurance on personal vehicles. You should never transport an athlete in your personal vehicle.

Confidentiality

Patient/Athlete confidentiality is of the utmost importance, particularly in athletics where there are many bystanders. At no time should that confidentiality be breached. Students should not discuss confidential patient/athlete information with anyone (the press, roommates, parents, boyfriend/girlfriend, etc) other than their supervisors and overseeing physicians. All records are confidential and should never be removed from the clinical site without permission of the clinical supervisor.

Conflicts

Conflicts in the Athletic Training room will happen. A student may have a difference of opinion with a supervisor or another athletic training student regarding patient care or other related areas. Students are encouraged to discuss this privately with the other person at an appropriate time. Never argue in the presence of the patient. This may undermine the patient's confidence in the supervisor and/or the student. The Certified Athletic Trainer, under direction of the team physician, makes final decisions regarding care of the patient/athlete.

If a conflict cannot be resolved with a peer, the situation should be brought to the attention of the preceptor and the Clinical Coordinator. If problems are not resolved the Clinical Coordinator will intervene and work to get the conflict resolved.

Travel

Students are allowed to travel with athletic teams if a certified athletic trainer is goes as well. Because of budgetary and space issues, students may not be able to travel even if the staff athletic trainer is traveling. Traveling is considered a privilege and is not required as part of the program. Unsupervised student travel is not allowed as part of the Athletic Training program. The preceptor must be physical present and have the ability to intervene on behalf of the athletic training student and/or athlete.

Although not a requirement of the program, a student may have the option to travel independently to an away site to work with their preceptor (ie: travel in own vehicle to work an away game with their supervisor). If the student chooses to do so, s/he is doing this voluntarily and not as a requirement of the ATEP. No costs associated with this type of travel will be reimbursed.

Hours

Students are required to complete a minimum of 10 hours per week (only a minimum of 5 hours required during finals week) at their assigned clinical rotation. An average of 10 hours does not qualify as meeting the minimum requirement. The maximum hours per week students are allowed to be at their clinical rotation are 35 hours in one week and no more than 50 in a two week period. If participating in fall camp, a minimum of 20 hours per week and a maximum of 60 hours per week will be spent at the students' assigned clinical rotation. In addition, students must have a minimum of 1 full day off in a 7 day period regardless of clinical rotation assignment.

All hours must be accurately documented within E*Value no later than 24 hours after completion. Delayed posting of hours may result in hours not being validated by preceptor and / or not counted toward the weekly requirements.

Students will work directly with their clinical preceptor to determine their specific weekly schedule. Students should notify their preceptor as soon as possible if their schedule changes so that adjustments can be made. If a student misses their assigned clinical schedule, they are responsible for working with the clinical preceptor to reschedule their time, if possible, to meet the minimum program requirements.

Educational Meetings

A variety of times throughout the year, students will be provided additional educational meetings which may include scenarios, outside speakers, journal club, etc. Depending upon the situation, these meetings may or may not be required by the program. If it is a requirement, ample time will be provided so students can arrange to be at the meeting.

Evaluations

Multiple evaluations are completed as part of the Athletic Training program. Students will complete course evaluations for all classes taken at Fort Lewis College. Students will complete evaluations for all clinical education rotations and preceptors they complete as part of the program. Additionally, students will perform self-evaluations and meet with their preceptor at the end of each rotation, which is usually every 5 weeks.

Professional Appearance

Athletic Training Students are expected to dress in a professional manner at all times while in the clinical environment. The student's appearance is the most outward sign of professionalism and it is important to distinguish athletic training students from patient populations, coaches and staff. Care should be taken with overall hygiene, grooming and appearance. All students must dress in a manner that is professional and allows for the completion of assigned duties in the clinical environment. All apparel worn should be clean, neat and in good condition. Extremes of appearance should be avoided. Athletic training students attire should not be too tight or revealing, or interfere with the provision of athletic training services (keep in mind that some clothing may become tight, revealing or dysfunctional during the course of usual athletic training duties),

The following is the dress code required of all FLC athletic training students at *any* of the affiliated clinical sites. Individual clinical sites may require a more specific dress code than what is listed below. Each athletic training student must be aware of and adhere to the specific dress code at their clinical site.

Minimum Dress Code

- Semi-formal/casual khaki pants and a Fort Lewis College Athletic Training polo shirt that is tucked in at all times.
- Semi-formal khaki shorts that are of appropriate length may be worn. Shorts should extend to the mid-thigh or longer (below the longest finger when arms are extended at side).
- Closed-toed shoes that are functional and allow the athletic training student to complete all of their assigned clinical responsibilities.
- Each athletic training student must wear a name-tag at all times in the clinical setting.
- T-Shirts, denim and sweatshirts are not permitted as part of the minimum dress code.

Preferred Dress Code

- In place of the minimum dress code students have the option to dress in business casual attire.
- Professional appearing slacks, skirt or capris (of appropriate length)
- Collared long sleeved shirt or blouse
- Dress shoes that allow for free movement and the completion of usual athletic training duties.

Note: The preferred dress code is considered minimum dress code for athletic training students at Durango Orthopedic Associates, all of the rehab rotations and the Student Health Center.

Outerwear

All athletic training students should plan to dress for variable/inclement weather conditions on a daily basis. Outerwear should be appropriate for weather conditions while maintaining a professional appearance. Failure to prepare for weather conditions is not a valid rationale for leaving the clinical environment.

Hats are permitted for outdoor assignments only. Any hat with a logo must be a FLC logo.

Professional Relationships

The central goal of the FLC ATEP is to provide quality educational experiences that result in skilled athletic training professionals. An essential component of the academic curriculum is the clinical experiences that afford each athletic training student with the opportunity to develop clinical skills and to formulate professional relationships.

Creating professional and social relationships are a natural and necessary part of the educational process. Athletic training students are encouraged to formulate these relationships with faculty, staff, students and patients within a professional context. FLC athletic training students must be aware that inappropriate social relationships may compromise their individual objectivity in the delivery of athletic training services.

Inappropriate/unprofessional relationships can range from being overly friendly with a patient to casual sexual contact and serious dating. In the event that an athletic training student develops a relationship with someone (ie: patient, ATS, etc) that could compromise their ability to be objective they must remove themselves from their clinical rotation and inform their Preceptor and Clinical Coordinator. If an ATS is dating or develops a friendly relationship beyond delivering athletic training services with an intercollegiate student-athlete or fellow ATS in the athletic training room that they are utilizing for the clinical education experience, or is assigned the same Preceptor, it **must** be reported to the Program Director and/or Clinical Coordinator immediately. Although no disciplinary action will be taken if the ATS immediately self-identifies the relationship, athletic training students should not misinterpret this policy as ATEP faculty and Clinical Supervisors supporting or encouraging inappropriate relationships.

1. Medical Professionals

Students should be very professional when interacting with physicians and other medical professionals. These interactions are very important to the clinical education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate medical terminology. Social/romantic relationships with medical professionals where the student has a clinical assignment are not allowed. Such relationships will be cause for reassignment or possible dismissal from the program. If you are approached for such a relationship, contact the ATEP Clinical Coordinator immediately.

2. Patients/Athletes

Students should conduct themselves in a professional manner at all times. At no time should they engage in conduct that would undermine a patient or athlete's confidence or cause a conflict of interest in the care of an athlete. Social interactions or references should not have any part in the athletic training room or clinical site. This also includes any romantic relationships with an athlete at the clinical rotation at which the student is placed.

3. Coaches

It is important that students develop professional relationships with coaches. Generally, your preceptor will provide status reports to coaches although students will be required to do this at times. You should discuss how to handle the coaches' questions with your clinical supervisor. Generally, a student's interaction should increase with their clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or athlete, s/he should notify their clinical supervisor immediately. Most problems can be easily resolved if approached early and properly. Social/romantic relationships with coaches are not allowed. Such relationships will be cause for reassignment or possible dismissal from the program. If you are approached for such a relationship, you should notify your clinical supervisor immediately.

4. The Media

Students in clinical rotations may be asked by the press to provide information about a patient/athlete's condition. Reporters may do this very subtly, without asking a direct question. Students should be mindful about patient/athlete confidentiality in dealing with the press. The best policy when confronted by the press is to be polite, but redirect them to your clinical supervisor. Remember, nothing you say while talking to the press is "off the record".

Sexual Harassment

The athletic training environment is one in which physical contact, competition and pressure for opportunities are intense and where failure often has quick consequences. The potential for sexual harassment is high in environments such as these.

Athletic Training Students should not engage in any sexually harassing behaviors and have the right not to be subject to sexual harassments by others.

This has been adapted from the Fort Lewis College's Sexual Harassment Policy (http://www.fortlewis.edu/Portals/123/FLC_SexualHarassPolicy.pdf)

What is Sexual Harassment?

Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and/or other verbal and/or physical conduct of a sexual nature by one in a position of power or influence constitutes *quid pro quo* sexual harassment when (1) submission by an individual is made either an explicit or implicit term or condition of academic standing or of employment; or (2) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee. As defined here, *quid pro quo* sexual harassment normally arises in the context of an authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to influence others who have authority over the victim.

Hostile Environment Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute hostile environment sexual harassment when such conduct is directed toward an individual because of his or her gender, is severe and/or pervasive, and has the purpose or effect of (1) creating an intimidating, hostile, or offensive academic or work environment; or (2) unreasonably interfering with another's academic performance or work.

Consensual Relationships

There are inherent risks in any consensual romantic or sexual relationship between individuals who work together, especially within a supervisor/supervisee relationship. These relationships can put academic and professional integrity and ethics at risks.

If you feel you have been a victim of sexual harassment:

Review FLC's Sexual Harassment Policy section IV: Grievance Procedure.

(http://www.fortlewis.edu/Portals/123/FLC_SexualHarassPolicy.pdf)

Drugs and Alcohol

Any use of drugs or alcohol while participating in any aspect of the ATEP is not allowed. This includes smoking or chewing tobacco. Students must not be still under the influence of drugs or alcohol while participating in any activity related to the ATEP. This type of behavior directly affects the health and well-being of the patients and colleagues the student works with as well as potentially affecting the student's long term ability to work as an athletic trainer. Additionally, students are obligated to report fellow athletic training students whose behavior exhibits impairment or violation of this policy or if they have a concern that a student may be impaired. Violation in terms for immediate dismissal from the program and will follow the procedures for a 'Critical Incident'.

Scholarships

A variety of scholarships exist for students pursuing Athletic Training as a degree and profession. The Wayne Barger Endowed Scholarship is an FLC specific scholarship for AT students; please contact the Scholarship Coordinator for more information. The national, regional and state Athletic Training associations also have a variety of scholarships available. Please refer to NATA, RMATA, and CATA for more information (weblinks for these sites are provided on the FLC ATEP webpage).

Outside Employment

The clinical education component of the curriculum requires athletic training students (ATS) to complete extensive morning, afternoon, evening, and weekend clinical rotations. These clinical rotations will likely interfere with the student's ability to hold outside employment. Students need to make appropriate financial plans prior to enrolling in the program. Students are not prohibited from holding outside employment, but such employment may not interfere with the student's clinical assignments, their ability to complete coursework or other program requirements.

Athletic Participation as an Athletic Training Student

The Fort Lewis College Athletic Training Education Program does permit athletic training students (ATSs) to participate in intercollegiate, intramural, and club athletics. However, athletes must follow all requirements as non-athlete ATSs follow. The student-athlete must realize that extra effort must be made on their part to complete the required athletic training clinical education rotations and hours associated with the program as well as attendance at Monday morning meetings, etc. To meet these clinical requirements, the student may be required to commit an additional term(s) to the athletic training program. The student-athlete is strongly urged to discuss his/her plans with the Athletic Training Education Program Director and coach early to discuss requirements and strategies for completion.

Athletic Training Student Computer Login and Computer Usage

The Fort Lewis College Athletic Training Education Program provides a student login for the Fort Lewis College athletic training room computer and printer which allows the athletic training student access to critical documents and information for use in the educational program and clinical rotations. The login and password are only to be used by current athletic training students accepted into the Athletic Training Education Program. Athletic training students are not to share, give out, or misuse the computers or logins. They are to be used only for Athletic Training Education Program and clinical rotation duties. If any student is found misusing the computers (ie: accessing inappropriate websites), the specific login and computer access will be discontinued for ALL athletic training students.

Athletic training students are not to use the faculty, staff, or preceptors computers when they are completing their clinical education unless the student receives authority from the specific person. Additionally, students are never to save any personal documents or data onto these.

CPR/AED and First Aid Certifications

Students are required to have current CPR/AED at the professional rescuer level throughout the entire time they are in the program. Students must show proof of this certification prior to beginning any clinical rotations. The program will provide (free of charge) opportunities to renew CPR/AED certifications once per year. If students are unable to attend the recertification session(s), they will be required to obtain the recertification on their own and at their own expense.

Students are required to have first aid certification when they begin the Athletic Training program. They must show proof of this certification prior to beginning any clinical rotation. If students want to maintain their first aid certifications, they would organize on their own and at their own expense.

Medical Information

Students must maintain current emergency contact information within E*Value. Additionally, students must complete a questionnaire identifying critical health information such as significant allergies and/or medical conditions (ie: latex allergy, diabetes requiring insulin, etc). This document must be reviewed annually at a minimum by the student and updated as necessary.

Communicable Disease Policy

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcal sore throat and influenza can be spread by discharge from nose or throat, either by droplet through the air or by contact with objects contaminated by these discharges. Thus, they can be spread by casual contact such as that occurs in a school setting or healthcare environment. Athletic Training Students who have symptoms of a communicable disease that may be transmitted by casual contact should immediately notify their preceptor and the Clinical Coordinator. Students will work with their preceptor and/or Clinical Coordinator to determine when it is appropriate for the student to return to the clinical setting. Students may be required to get clearance from a physician prior to returning.

Blood-Borne Pathogen Training and Post-Exposure Plan

Students must complete annual blood-borne pathogen training. This training will be organized by the ATEP. If the student fails to attend the ATEP organized event, s/he is responsible for obtaining the training by Fort Lewis College and submit documentation of completing said training.

The full policy regarding blood-borne pathogens, including the post-exposure plan, can be found at <https://wiki.fortlewis.edu/display/POL/7-2%3A+Bloodborne+Pathogen+Control+Exposure>

For clarification of this policy for Athletic Training Students, the supervisor for students is the assigned preceptor. Students should also notify the Clinical Coordinator as soon as possible without delaying communication with other entities outlined in the policy. All processes follow the regular plan outlined in the FLC policy.

Immunizations

As healthcare professionals, athletic trainers need to comply and remain up-to-date with immunizations. The primary reason is that healthcare professionals have direct contact with many individuals who may have various medical conditions. Immunizations help to protect the health provider from acquiring these conditions as well as potentially spreading them to others.

The Athletic Training Education Program will work with the FLC Health Center to ensure that each student is meeting the requirements of this policy. Therefore it is critical that the FLC Health Center have all of your current immunizations. Waivers to immunizations are not an acceptable health provider practice. Failure to comply with this policy can result in suspension or termination from the Athletic Training Education Program.

All students must show proof of immunization prior to beginning clinical rotations (after acceptance):

- Hepatitis B
 - Because the immunization series takes a period of time, students must have begun the series prior to beginning any clinical rotations after acceptance and the 3 shot series must be completed within 1 year of acceptance into the program.
- Chickenpox (Varicella)
 - The student must show proof of 2 varicella vaccinations.
 - If the student has not had the vaccination but has had the disease, s/he must have a titer completed to show immunization.
 - If the student needs to complete the vaccination, s/he must have begun the series prior to beginning any clinical rotations after acceptance and must be completed within 1 year of acceptance into the program.
- Tuberculosis (TB) test
- Measles, mumps, rubella (MMR)
 - The student must show proof of 2 MMR vaccinations or a titer showing immunization.

Additionally, students are recommended to have the following immunizations:

- Pertussis (whooping cough)
- Meningitis

Every year after acceptance, each student must complete the following:

- TB test
- Influenza vaccination – this must be completed prior to October 15 each year.

All immunizations are available through the FLC Health Center. *The cost of all immunizations is the responsibility of the student.*

Grade Point Average Requirements

Students are required to maintain certain grade point averages (GPAs) throughout the entire time they are in the ATEP. Academic success is an important part of the ATEP. Students who struggle with grades are less likely to pass the national Board of Certification exam.

Students must maintain a cumulative GPA of 2.5 and a major GPA of a 3.0. The major GPA includes grades from all courses required for the Athletic Training major. At the end of each term, grades will be checked. If any student has fallen below the minimum requirements, s/he will be put on probation for the subsequent term. Students placed on probation for their GPA will have time restrictions placed upon their clinical rotations. Additional restrictions or requirements may be implemented and will be outlined in their probationary letter from the Program Director.

Any student who is currently on probation who has a second term below the minimums and/or fails to meet the terms of her/his probation will be suspended from the ATEP. Suspension means the student will not be allowed to enroll in a clinical course nor participate in any clinical rotations. An outline of re-instatement requirements and procedures will be outlined in the suspension letter.

Procedures for Disciplinary Action

Students are required to adhere to the NATA Code of Ethics, FLC Student Code of Conduct, and all aspects of the ATEP Student Handbook. Failure to comply will result in disciplinary action. Offenses

will be divided into two categories: 1) minor offenses and 2) critical incidents. Examples of minor offenses include but are not limited to: appearance violations, tardiness or unexcused absences at required ATEP events such as clinical rotations, classes, not meeting minimum weekly hour requirements, etc. Violations of minor infractions will accumulate throughout the tenure of the student's time within the ATEP. This means that a student could be dismissed from the ATEP for a minor violation if previous violations have occurred, even during the previous years.

Critical incidents are any behaviors or actions that compromise the health, safety or well-being of persons while the student is participating in an ATEP activity. Examples include but are not limited to: breaking confidentiality of medical records, disruptive or threatening behavior, using or under the influence of drugs or alcohol while at an ATEP event, sexually harassing any individual, or being academically dishonest.

Minor Offense Policy and Procedures

IMPORTANT: Offenses accumulate throughout the time the student is in the ATEP.

1. First – Fourth offenses

Process: The person making the claim (ie: preceptor, faculty member) must meet with the student as soon as possible and complete the documentation form which needs to be signed by claimant and student. This form will be submitted to the Clinical Coordinator as soon as possible. The Clinical Coordinator will contact student indicating receipt of documentation and accumulation status.

Consequence: Unless otherwise stated in the handbook (ie: sent home for inappropriate clothing), no consequences will occur.

2. Fifth offense

Process: The person making the claim (ie: preceptor, faculty member) must immediately (or as soon as possible) meet with the student & complete the documentation form which needs to be signed by claimant and student. This form will be submitted to the Clinical Coordinator as soon as possible. The Clinical Coordinator will contact student indicating receipt of documentation and accumulation status within 24 hours of receiving the completed documentation.

The Clinical Coordinator will forward the claim onto the Program Director within 24 hours stating this is a fifth violation. The Program Director will then begin the process of ATEP dismissal and notify the Department Chair and the Dean of Students for failing to comply with the Student Code of Conduct.

Consequence: The student is immediately suspended from all clinical rotations and will be dismissed from the ATEP. Additional consequences may occur through the Student Conduct violation process.

Minor Offense Appeals Process

At any time, the student may appeal the minor offense accusations if s/he feels they were in compliance.

1. The student must send a completed appeal form and justification letter to the Program Director within 7 days of notification by the Clinical Coordinator. The Program Director will perform follow-up with appropriate parties (ie: preceptor, the student, clinical coordinator) and will make a decision within 14 days from the receipt of the formal appeal. A letter stating the decision will be sent to the student via FLC email and a copy will be sent to the Department Chair.
2. If the student is not satisfied with the process through the appeal with the Program Director, s/he may appeal to the Department Chair within 14 days of receipt of the Program Director's letter. The student must complete a new appeal form. The Department Chair will complete a review and notify the student and the Program Director of his/her decision.

Critical Incident Policy and Procedures

In the event of a critical incident, the student will be immediately dismissed from the site with immediate suspension from the program. The preceptor or other personnel may call the police if deemed necessary.

An incident report will be filed with the Program Director as soon as possible with high preference for same day, but no later than 24 hours. The Program Director will review the report and notify the Department Chair and other school entities (such as School Dean, Dean of Students and the Counseling Center) as deemed necessary by the type of offence within 24 hours of receiving the report. The Program Director will begin the processes of ATEP dismissal for the student or other sanctions deemed appropriate by the Program Director after investigation of the incident.

Program Dismissal Process

The student will be immediately notified by the Program Director that s/he is being dismissed from the program. This notification will be sent to the student's FLC email account. This letter will outline the reason for dismissal and the process for reinstatement, if any. The letter will also include a copy of the appeals process if the student decides to appeal the program dismissal. A copy of the dismissal letter will be sent to the Department Chair.

Program Dismissal Appeals Process

The student must submit a completed dismissal appeals form to the Department Chair within 1 month of the date on the Dismissal notification letter. The student must complete a new appeal form. The Department Chair will complete a review and notify the student, the Program Director, and the School Dean of his/her decision. If the student would like to appeal the Chair's decision, s/he would follow the Formal Grievance Procedures outlined in the following section.

Grievance Policy

The ATEP at FCL realizes that misunderstandings and disagreements may arise during the course of a student's enrollment in the program.

Informal procedures

Initially, disagreements, complaints, misunderstandings and grievances directly associated with the athletic training student's commitments or involvement in the ATEP can be resolved by using informal discussion, exchanges, and other informal procedures. The student may seek counsel from the Clinical Coordinator and/or Program Director during this informal process.

Formal procedures

The formal procedural provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly are ineffective. It is expected that the great majority of cases will be handled in accordance with informal procedures.

In the administration of formal grievance procedures, the following shall be observed per Fort Lewis College policy:

If the student believes s/he has been discriminated against unlawfully or been sexually harassed, they should review the Equal Opportunity Policies (http://www.fortlewis.edu/Portals/123/FLC_GrievanceProcedure.pdf)

If the student believes her/his academic rights have been violated or believes s/he has been wrongly accused of academic dishonesty, they should review the Faculty Handbook (http://www.fortlewis.edu/Portals/71/FacultyHandbook_1.pdf)