

***MAT***

**Student Handbook**

**Arkansas State University**



**ARKANSAS STATE**  
**UNIVERSITY**

Arkansas State University  
College of Nursing and Health Professions  
Jonesboro, Arkansas  
Masters of Athletic Training  
2019-2020

Arkansas State University  
Masters of Athletic Training  
Jonesboro, Arkansas

## Academic and Clinical Policies

Arkansas State University  
College of Nursing and Health Professions  
Masters of Athletic Training

PO Box 910

State University (Jonesboro), AR 72467

Phone: 870-972-3766

Fax: 870-972-3652

<https://www.astate.edu/college/conhp/departments/athletic-training/>

## Table of Content

I.	Introduction	6
	a. Framework .....	6
	i. Arkansas State University.....	6
	ii. College of Nursing.....	6
	iii. MAT program Mission .....	6
	iv. MAT program Vision .....	6
	v. Program philosophy statement.....	7
	b. Program’s Learning Goals and Outcomes .....	7
	c. Athletic Training Core Principles .....	9
	i. Evidence Based.....	9
	ii. Communication.....	9
	iii. Ethics and Legal Practice.....	10
	iv. Professional Advancement.....	10
	d. Accreditation.....	10
	e. Organizational Chart.....	10
II.	Academics and Degree Requirements .....	10
	a. Program Curriculum .....	10
	b. Curriculum Layout.....	11
	c. Course Descriptions .....	11
	d. Admission Requirements .....	13
	i. Bachelor’s Degree.....	13
	ii. Prerequisites Coursework .....	13
	iii. Physical Exam.....	14
	iv. Immunization .....	14
	v. Medical Insurance .....	14
	vi. Criminal Background Check.....	14
	vii. Drug Screen .....	15
	viii. Technical Standards .....	15
	e. Curriculum Policies and Procedures .....	15
	i. Matriculation.....	15
	ii. Unsatisfactory Performance.....	16
	iii. Probation.....	16
	iv. Withdrawal.....	16
	v. Dismissal.....	17
	vi. Readmission.....	17
	vii. Remediation .....	18
	1. Students not on probation .....	18
	2. Students on probation .....	18
	f. Tuition and Fees.....	19
	g. Grading Policies.....	19
	h. Incompletes .....	19
	i. Grade Reporting.....	19
	j. Academic Integrity and Dishonesty policy.....	20

k.	Grievance policy .....	20
l.	Disability Services/Academic Accommodations.....	20
m.	Non-discrimination policy .....	20
n.	Professional Behavior .....	21
o.	Professional Behavior Notification.....	22
p.	Professional Behavior Probation.....	22
q.	Professional Behavior Dismissal .....	23
r.	Student Conference Record .....	24
III.	Administration .....	25
a.	Office Hours.....	25
b.	Receipt of Policies and Procedures.....	25
c.	Transportation .....	25
d.	Disaster Evacuation .....	25
e.	Inclement Weather Policy.....	25
f.	A-State Emergency Procedure.....	25
g.	Cancellation and Changes to Clinical Sites .....	25
h.	Costs of Clinical Education .....	26
i.	Supervision of Clinical Education .....	26
j.	Attendance Policy	
i.	Didactic Classes .....	26
ii.	Clinical Education.....	27
k.	Time commitment of Clinical Education.....	27
l.	Course and Instructor Evaluation.....	28
m.	Safety .....	28
n.	A-State Program Laboratory and Clinical Site Policies .....	28
o.	Communicable Disease Policy .....	29
p.	Infection Control.....	30
q.	Smoking/Tobacco Use .....	31
r.	Cell Phones and Electronic Devices .....	31
s.	Social Media Guidelines .....	31
t.	Employment.....	32
u.	MAT Graduation Awards .....	32
i.	Academic Excellence.....	32
ii.	Community Service .....	32
iii.	Professional Service.....	33
iv.	Clinical Excellence .....	33
v.	Scholarships	
i.	Hank Jordan .....	33
IV.	Clinical Education.....	33
a.	Preceptor, Clinical Site, and Student Requirements .....	33
b.	CAATE Terminology .....	35
c.	Clinical Experience Hours .....	37
d.	Clinical Education Evaluation .....	38
i.	Clinical Education Evaluation Plan .....	38

	ii. Clinical Education Site Visits .....	38
	iii. ATS Evaluation of the Clinical Education Experience.....	39
	iv. Grading for the Clinical Education Experience .....	39
	v. ATS Withdrawal Policy.....	40
	e. Confidentiality Policy .....	41
	f. Therapeutic Equipment Policy.....	41
	g. Communicable Disease Policy .....	42
	h. Liability Insurance .....	43
	i. Sanitation policy .....	43
	j. Radiation exposure policy.....	43
V.	Program Evaluation .....	44
	a. Clinical Experience Documentation .....	44
	b. Athletic Training Student Self-Evaluation.....	44
	c. Preceptor and Clinical Setting Evaluation .....	45
VI.	Appendix.....	46
	a. Organizational Chart.....	47
	b. Notification of Policies .....	48
	c. Student Confidentiality Agreement (HIPPA, FERPA).....	49
	d. Authorization to Release Information.....	50
	e. Hepatitis B Vaccination Report .....	51
	f. Measles, Mumps, Rubella Immunity Report .....	52
	g. Student Health Report.....	53
	h. Personal Health History .....	54
	i. Physical Exam.....	56
	j. TB Skin Test Immunity Report.....	57
	k. Technical Standards Policy.....	58
	l. Technical Standards .....	59
	m. Technical Standards Certification Statement.....	62
	n. Criminal Background Check.....	63
	o. Drug Screening Policy .....	64
	p. QualifiedFirst Account Instructions.....	65
	q. Consent for Photo/Promotional Release .....	69
	r. Student Conference Record .....	70
	s. Professional Behavior Advisement Form .....	71
	t. NATA Code of Ethics.....	73
	u. Affiliation Agreement.....	76
	v. Athletic Training Student Clinical Hours Record.....	79
	w. ATS volunteer form .....	80
	x. Personal Appearance Policy .....	81
	y. Manual Agreement form.....	83

## **I. Introduction**

### **a. Framework**

#### **i. Arkansas State University**

1. The mission of the Arkansas State University System is to contribute to the educational, cultural, and economic advancement of Arkansas by providing quality general undergraduate education and specialized programs leading to certificate, associate, baccalaureate, masters, professional, and doctoral degrees; by encouraging the pursuit of research, scholarly inquiry, and creative activity; and by bringing these intellectual resources together to develop the economy of the state and the education of its citizens throughout their lives.

#### **ii. College of Nursing and Health Professions**

1. The mission of the College of Nursing and Health Professions is to provide quality education to students, graduates and health care providers in a variety of health disciplines. Recognizing its unique position in the lower Mississippi Delta region, the College provides educational programs that are designed to promote lifelong learning based on the expressed needs of its varied constituencies. The College assesses the attainment of this mission in terms of the contributions its graduates make to health and health care in the Delta region and beyond.

#### **iii. Master of Athletic Training program Mission**

1. The mission of the Master of Athletic Training (MAT) Program at Arkansas State University is to educate athletic training professionals to deliver patient-centered care as members of an interdisciplinary team emphasizing evidence based practice and to enhance and enrich the quality of life of all individuals and communities in the Mississippi Delta region who encounter A-State AT faculty, staff, and alumni.

#### **iv. MAT program Vision**

1. The vision of the Master of Athletic Training (MAT) Program at Arkansas State University is to foster collaborative and inter-professional education with students, faculty, and alumni to elevate health care provided to our communities.

v. Program philosophy statement

1. Athletic trainers are health care professionals who work to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitation, and disability. The entry-level athletic trainer from Arkansas State University will recognize that each individual athlete/active person is a unique composite person regardless of injury or status, and reflective of the dynamic nature of health care, and the evolving profession of athletic training. Accordingly, the entry-level athletic trainer should recognize the diversity of practice settings and roles, and continue to respond to societal needs. In order to prepare students for evidence-based practice in a variety of settings, clinical reasoning, critical thinking, and reflective judgment are modeled and embedded throughout the curriculum. Arkansas State University-educated athletic trainers will have the scientific knowledge base and clinical skills necessary to meet entry-level competency expectations. Graduates will be prepared to collaborate inter-professionally in the delivery of patient-centered athletic health care services. This program expects graduates to demonstrate the highest ethical standards in practice, exhibit cultural sensitivity, participate in professional associations, and be active in advancing knowledge and providing service in their communities.
2. The MAT program adheres to the principles set forth by Arkansas State University, the college of Nursing and Health Professions as well as the NATA code of ethics.

**b. Program Goals and Learning Outcomes:**

The program administration has designed the A-State MAT curriculum to prepare students to introduce then become proficient with the Competencies in Athletic Training. In order to achieve this, the MAT program will follow these seven program outcomes.

1. Goal: Prepare students to think critically and apply knowledge to the field of athletic training
  - a. Outcome: Scholarly Inquiry:
    - i. Critique research in athletic training and related disciplines as a basis for application to clinical practice

- A. Students will receive a score of 70% or higher on all literature review and case study review rubrics.
    - ii. Create or participate in original research to support the field of athletic training.
      - A. Students will present their research at the Create A-State research and creativity program, at a state, regional, or national meeting, or publication.
- 2. Goal: Provide students with quality didactic and clinical learning experiences so as to provide excellent medical care
  - a. Outcome: Standard of Care
    - i. Demonstrate evidence based clinical practice and decision-making in providing athletic training services
      - A. Students will achieve a pass rate of 70% or better on all clinical skills evaluations. Students will show clinical efficiency to the faculty prior to clinical application of those skills.
    - ii. Critically analyze, interpret and apply the results of published research and apply the findings to profession practice.
      - A. Students will pass the course AT 6802 Seminar in Athletic Training with a minimum score of 70%.
    - iii. Synthesize the principles of biomechanics, anatomy, and neurology to develop therapeutic interventions.
      - A. Students will pass the courses AT 5303, AT 5703, AT 5713, AT 5723 with a minimum score of 70%.
- 3. Goal: Prepare students to successfully transition-to-practice in the field of athletic training and succeed with their professional goals
  - a. Outcome: Professional & Personal Growth
    - i. Demonstrate the importance of ethical decision-making in patient care decisions.



- A. Students will produce reflection journals describing key patient care interactions and present the care decisions that occurred.
- ii. Effectively communicate with patients, parents, supervisors, physicians, coaches, and peers.
  - A. Students will show success in their clinical experiences by receiving positive preceptor evaluations indicating that the student has demonstrated effective communications under their supervision.
- iii. Recognize the role of athletic trainers as a healthcare provider as part of a multi-disciplinary team within the healthcare system.
  - A. Students will participate in two IPE events.
- iv. A minimum of 70% of each cohort of graduates will successfully pass the Board of Certification (BOC) exam the first time they take the exam.

### **c. Athletic Training Core Principles**

These basic principles permeate every aspect of professional practice, and should be incorporated into instruction in every part of the educational program. The behaviors in this section comprise the application of the common values of the athletic training profession.

- i. Evidence Based
  1. Faculty present information from research with evidence to instruct students on current practices in the field of athletic training.
  2. Students base their decisions on patient care on current research supported by evidence.
  3. Students present information from published evidenced based research and create original research.
- ii. Communication
  1. Communication between members of the athletic training faculty, students, preceptors, administration, and medical staff will be respectful, ethical, and lawful.
  2. Members of the MAT program will adhere to HIPPA regulations regarding all patient information

iii. Ethical and Legal Practice

1. Members of the MAT program will adhere to the state practice act of Arkansas.
2. Members of the MAT program will comply with the NATA's Code of Ethics and the BOC's Standards of Practice

iv. Professional Advancement

1. Through evidenced based original research, members of the MAT will present information locally, regionally, and nationally for the advancement of the profession of athletic training.

**d. Accreditation**

- i. Arkansas State University is currently seeking accreditation for our new Athletic Training program and is not accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The institution will be submitting a self-study to begin the accreditation process on October 1, 2019. Submission of the self-study and completion of a site visit does not guarantee that the program will become accredited. Students that graduate from the program prior to accreditation WILL NOT be eligible to sit for the credentialing examination for athletic trainers and will not be eligible for licensure in most states.

**e. Organizational Chart**

Chart can be found in the Appendix A

## **II. Academics and Degree Requirements**

Students must pass all of the following courses and maintain a cumulative GPA of 3.0 in order to meet the requirements of this degree.

**a. Program Curriculum**

- i. The purpose of the Masters in Athletic Training is to prepare athletic trainers who are general practitioners using evidence-based principles to provide patient-centered care. The student develops clinical reasoning, psychomotor, and communication skills. They also develop independent learning abilities in the cognitive, psychomotor, and affective domains. The program is designed as a professional curriculum that builds on strong humanities, behavioral science, and natural science base.

**b. Curriculum Layout**

Fall 1		
AT 5103	Emergency Management of Injury and Illness	3 credits
AT 5203	Athletic Training Techniques	3 credits
AT 5303	Gross Anatomy	3 credits
AT 5403	Principles of Evidence Based Practice	3 credits
Spring 1		
AT 5503	Clinical Education in AT I	3 credits
AT 5603	Orthopedic Assessment I: Lower Extremity	3 credits
AT 5703	Therapeutic Interventions I: Therapeutic Modalities	3 credits
AT 6103	Medical Assessment	3 credits
Summer 1		
AT 5613	Orthopedic Assessment I: Upper Extremity	3 credits
AT 5513	Clinical Education in AT II	3 credits
AT 6603	Nutrition for Sport	3 credits
Fall 2		
AT 5723	Therapeutic Interventions III: Therapeutic Rehabilitation & Manual Therapies	3 credits
AT 6505	Clinical Education in AT III	5 credits
AT 5713	Therapeutic Interventions II: Therapeutic Exercise	3 credits
AT 6703	Pharmacology for the Athletic Trainer	3 credits
Spring 2		
AT 6515	Clinical Education in AT IV	5 credits
AT 6403	Athletic Training & Healthcare Administration	3 credits
AT 6803	Psychology of Sport and Injury	3 credits
AT 6802	Seminar in Athletic Training	2 credits
Summer 2		
AT 6812	Athletic Training Capstone Project	2 credits
AT 6903	Clinical Decision Making in AT	3 credits
Total		65 credits

**c. Course Descriptions**

AT 5103 Emergency Management of Injury and Illness--The purpose of this course is to prepare students to respond to emergent conditions that affect patients involved in physical activity. Students will learn to recognize the signs and symptoms of acute injury and illness assess patients using evidence-based methods, apply appropriate treatments, make appropriate referral decisions, and implement effective prevention strategies to reduce the risk of injury and illness.

AT 5203 Athletic Training Techniques--Serves as an introduction to athletic training practice. Emphasis on the prevention, care, and management of acute injuries and illnesses, as well as risk management, and protective taping and equipment.

AT 5303 Gross Anatomy--Regional approach to the musculoskeletal, peripheral nervous, and circulatory systems of the human body. Laboratories reinforce the lectures by a study of osteology, prosected cadavers and live anatomy palpations
AT 5403 Principles of Evidence Based Practice--This course will develop skills for evidence-based practitioners in health care. Students will develop the skills necessary to critically review and use evidence in the field of athletic training and will learn how to develop clinical questions, evaluate, and integrate relevant research literature; and integrate their own clinical experience with patient values into evidence-based clinical decision-making.
AT 5503 Clinical Education in AT I--Builds on skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. This is the first in the series of four clinical courses.
AT 5603 Orthopedic Assessment I: Lower Extremity-- Provides a study of anatomy and physiology, assessment, evaluation techniques, treatment, and management of conditions affecting the lower extremities and lumbar spine.
AT 5703 Therapeutic Interventions I: Therapeutic Modalities--Physiology, indications, contraindications, and the application of therapeutic modalities for athletic injuries.
AT 5513 AT Clinical Education in AT II--Expands on skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. Second in the series of four clinical courses.
AT 5613 Orthopedic Assessment II: Upper Extremity--Provides a study of anatomy and physiology, assessment, evaluation techniques, treatment, and management of conditions affecting the upper extremities, head, and thoracic and cervical spine.
AT 5713 Therapeutic Interventions II: Therapeutic Exercise--Theories and application methods of comprehensive therapeutic exercise programs for injuries commonly sustained by the physically active.
AT 6103 Medical Assessment --Examines the recognition, assessment, and management of general medical conditions and illnesses
AT 5723 Therapeutic Interventions III: Therapeutic Rehabilitation and Manual Therapies-- Theories and application methods of comprehensive therapeutic rehabilitation programs for injuries commonly sustained by the physically active and manual therapy techniques for athletic injuries.
AT 6505 Clinical Education in AT III*--Expands on skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. Third in the series of four clinical courses.
AT 6403 Athletic Training and Healthcare Administration*--Explores leadership, organization, administration, and legal issues in athletic training. Topics include leadership; insurance; ethics; professional development; the planning, organization, operations, and assessment of athletic training programming and facilities. Fiscal and risk management will also be examined.
AT 6603 Nutrition for Sport*--Nutritional parameters of athletic performance including intervention planning, energy production, the energy nutrients, vitamins and minerals, principles of balanced diets, timing and composition of intakes, hydration, weight management strategies, and nutritional needs for special situations.
AT 6703 Pharmacology for the Athletic Trainer*--Explores the pharmaceutical and chemical processes of therapeutic interventions and therapies. This course examines the constraints

placed on patients in the performance environment as well management, protocols, and legal issues.
AT 6515 Clinical Education in AT IV*--Expands on skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. Fourth in the series of four clinical courses.
AT 6802 Seminar in Athletic Training* - Students will examine current event and research topics relating to athletic training in depth as they prepare for a transition to professional practice, BOC examination, and their research project.
AT 6803 Psychology of Sport and Injury*--Through the usage of both real and hypothetical case studies, the course will examine the field of sport/performance psychology and its role in the broader field of sports medicine.
AT 6812 Athletic Training Capstone* - In this capstone course in the final semester. Supervised development of a one-semester scholarly project that synthesizes the student's educational and clinical experiences obtained while matriculating through the MAT program.
AT 6903 Clinical Decision Making in AT*--A capstone course designed for making models for clinical reasoning and decision making; factors influencing clinical decisions; management of complex patient problems.

#### **d. Admission Requirements**

##### **i. Bachelor's Degree**

1. All applicants must have a bachelor's degree. No particular field of study is required; however, students graduating with or possess degrees in fields such as; physical education, health, exercise science, or kinesiology/biomechanics are encouraged to apply.

##### **ii. Prerequisites Coursework**

1. Satisfactory completion of the courses with letter grades of B or higher are required for admission to the MAT program. Once an applicant submits their transcript, the program director will evaluate the course and review the grade to make a determination if said course is accepted towards meeting these requirements.
  - a. Anatomy & Physiology I & II (minimum of 6 credits– must include labs)
  - b. Chemistry (3 credits)
  - c. Physics I (minimum of 3 credits– must include lab)
  - d. Biology (3 credits)
  - e. Psychology (3 credits)
  - f. Statistics (3 credits)

g. Kinesiology and/or Biomechanics (3 credits)

iii. Physical Examination

1. In order to meet the requirements for clinical sites, proof of a current physical examination must be submitted prior to clinical rotations (Appendix I). The physical examination packet includes a health history, physical examination results, and immunization records including Hepatitis B vaccination and a 2-step TB skin test. It is the student's responsibility to arrange an appointment with his/her physician and return a completed Student Health Record to the Coordinator of Clinical Education. In subsequent semesters, the medical information required may vary depending on the requirements of a student's clinical site. All students are required to obtain an annual TB test during the professional phase of the program. Students with positive TB skin test results will be required to complete an annual systems review with the Student Health nurse at ASU. Once clinical assignments are announced, each student is responsible to review the site's requirements and meet any additional requirements of the site. Failure to complete all requirements of the Athletic Training Program and the clinical site will result in a delay in the start of the clinical experience.

iv. Immunization

1. Student must submit their immunization record to the program director prior to any clinical rotation assignments and courses. Immunization record must show proof of MMR and either Hepatitis B vaccination or Hep B vaccination refusal (Appendix E and F). Students must also complete and submit a TB skin test (Appendix J).

v. Medical Insurance

1. Students must have current medical health insurance during their enrollment at Arkansas State University. Students must provide a current copy of their medical health insurance card for their Clinical Education Student Health File.

vi. Criminal Background Check

1. The Criminal Background Check (CBC) is a requirement for MAT students prior to full acceptance into the program and the College of Nursing and Health Professions. A CBC revealing conviction of crimes could result students full acceptance as students within the MAT. Therefore, every MAT student is required to undergo the

level of CBC required by the College of Nursing and Health Professions (Appendix N).

2. The timing of a CBC will be part of the admission process. A single negative check does NOT preclude the requirement of additional checks at a future time. Students should be aware that any affirmative results from a CBC may prevent the student from being accepted into the MAT program.
3. In the event that a student's CBC is reported "affirmatively", the student will have the opportunity to contest the report by requesting an additional CBC. The rationale and policy governing the repetition of an allegedly erroneous CBC is found in the federal Fair Credit Reporting Act (FCRA). In the event that an affirmative report is confirmed, the compliance officer will notify the program director and the student. The designated program official will subsequently inform the program director who will notify the Dean of the College of Nursing and Health Professions

vii. Drug Screen

1. Drug screening may be required prior to the start of a clinical experience depending on the individual requirements of clinical sites. Students assigned to a clinical site, which requires the verification of a negative drug screen prior to the start of a clinical experience must complete this test through Verified Credentials (Appendix O). Students are responsible for the cost of the drug screen.

viii. Technical Standards

1. Students must have read and signed the Technical Standards form (Appendix K, L, and M).

**e. Curriculum Policies and Procedures**

i. Matriculation

1. In addition to academic standards outlined by the A-State Graduate Bulletin, the Masters of Athletic Training program has specific academic policies and procedures. To progress in the professional curriculum, students must:
  - a. Maintain a 3.0 cumulative GPA in all athletic training program courses,
  - b. Receive grades of C or better in all professional courses,

- c. Maintain academic integrity and professional behavior in classroom, laboratory, any clinical sites visited, and in the community,
- d. Maintain the standards of affiliating clinical facilities

ii. Unsatisfactory Performance

1. Athletic Training is a clinical profession. It is vital to public safety that program faculty are assured that students progressing to their clinical experiences, and those entering the profession, have the skills necessary to practice in a safe, legal and ethical matter consistent with contemporary practice. For this reason, the faculty of the MAT Program has established formal academic standards of performance beyond those of the A-State Graduate Bulletin (See Remediation).

iii. Probation

1. Students may be placed on academic probation for dropping below a 3.0 cumulative GPA. If a student on probation fails to receive a final letter grade of “B” or higher in any of their courses, that student will fail to be removed from probationary status and will be dismissed from the program. Students will be removed from academic probation by raising their cumulative athletic training program GPA above 3.0.

Students may be placed on probation for non-compliance with the MAT program professional and behavioral expectations (See Professional Behaviors, NATA Code of Ethics, and College of 1. Nursing and Health Professions Honor Code). Students on probation for affective behavior concerns will complete a learning contract. The probation period for affective behavior will be determined within the learning contract. Faculty will determine whether the learning contract is fulfilled, therefore, determine when probation is lifted.

Students on probation may not hold a graduate assistantship position and will not be eligible for graduation.

iv. Withdrawal

1. Students may choose to withdraw from the program to avoid a failing grade. Students must withdraw from the program by the published university deadline. For more information, students should refer to the A-State Graduate Bulletin. Students may reapply to the program and be considered on a competitive basis.



Students who withdraw from the program for extenuating circumstances (e.g., death of a spouse/child, pregnancy, medical conditions) and are currently in good academic standing (cumulative GPA above 3.0) may submit a request to the faculty advisor and program director to be placed in the next student cohort. Withdrawing from the program for extenuating circumstances cannot be used as a means to avoid failure. The option to be placed in the next cohort will only be available to students who leave the program for reasons other than academic and are in good academic standing in the MAT program at the time of the request. No promise of placement in the next cohort is guaranteed.

The Financial Aid department will assist with any repayment of tuition and fees once a student leaves. Information can be found at: <http://www.astate.edu/a/finaid/withdrawl/index.dot>

v. Dismissal

1. A student may be dismissed from the Masters of Athletic Training Program if in the judgment of the core Program Faculty any of the following conditions exist:
  - a. Failure to comply with academic standards.
  - b. Failure to exhibit behaviors outlined in the following: College of Nursing and Health Professions Honor Code and NATA Code of Ethics.
  - c. Clinical performance that jeopardizes safety of patients.
  - d. Violation of Patient rights and privacy via HIPPA violation.
  - e. Physical or emotional condition that affects one's clinical or academic performance.
  - f. Failure to conform to the legal standards of the athletic training profession as stated in the Arkansas Practice Act available at [http://www.aratb.org/pdfs/at\\_practice\\_act.pdf](http://www.aratb.org/pdfs/at_practice_act.pdf)
  - g. Excessive absences (See attendance policy) or tardiness.

vi. Readmission

1. Readmission procedures to graduate programs are fully explained in the A-State Graduate Bulletin. Readmission to the Master of Athletic Training Program is dependent on the reason for the withdrawal or dismissal. Readmission may be on a competitive basis with all other applicants at the time of readmission. Any student seeking readmission must have the written support of the

Program Chair who will provide (or choose not to provide) such support after consultation with the Program faculty. Such support, should it be given, does not eliminate the competitive process mentioned above.

- a. In the event that a student withdraws from the Program to prevent failure in a course or multiple courses, the faculty advisor and program director may suggest the re-applicant to complete remedial coursework prior to re-application.
- b. Student will complete application to the Athletic Training Program by the application deadline.
- c. Students seeking readmission, advanced standing or transfer credit for graduate athletic training courses must be aware that athletic training knowledge changes rapidly. Therefore, students may be required to meet additional requirements before or concurrent with progression in the Master of Athletic Training Program.

vii. Remediation

1. *Students not on probation*

- a. When a student has a class average below 75% OR fails an examination in any class, the student is responsible for scheduling an appointment with the course instructor. The course instructor will inform the program director of the meeting and place a copy of Appendix P? (Student Conference Record) in the student's academic file.
- b. The course instructor and the student will document a remediation plan. The remediation plan may include suggestions for improved preparation, referral to other members of the faculty for suggestions, or even referral to professionals on campus, who assist with academic problems. Ultimately, it is the student's responsibility to seek assistance to improve his/her academic performance to a satisfactory level (>75).

2. *Students on probation*

- a. When a student has a class average below 80% OR fails an examination in any class, the student is responsible for scheduling an appointment with the course instructor. The course instructor will inform the program director of the meeting and place a copy of Appendix P? (Student Conference Record) in the student's academic file.

- b. The course instructor and the student will document a remediation plan. The remediation plan may include suggestions for improved preparation, referral to other members of the faculty for suggestions, or even referral to professionals on campus, who assist with academic problems. Ultimately, it is the student's responsibility to seek assistance to improve his/her academic performance to a satisfactory level (>80).

**f. Tuition and Fees**

- i. According to the 2019 Tuition and Fees site at Arkansas State University website (<http://www.astate.edu/a/finaid/tuition-fees/index.dot>), total cost for graduate school at 12 hours is \$4082. This cost includes a tuition cost of \$3204 with an additional \$878 in additional fees to include the following fees: athletic, student union, infrastructure, technology, library, deferred maintenance, recreation, Arkansas assessment, student activity, yearbook, facilities, and academic excellence fee.

**g. Grading Policies**

- i. Grading policies are determined for each course by the responsible faculty member in accordance with University and program standards. Grades for all courses will be according to the following scale:

A	100-90
B	89-80
C	79-70
F	69.99-Below

Students must read each course syllabus carefully to ensure understanding of course requirements.

**h. Incompletes**

- i. An "I" grade will prevent a student from progressing to the next semester or term unless alternative arrangements are approved by the program. This policy supersedes the general University policy for incomplete grades. In order to proceed to the next semester, any course where the grade of "I" is given, must be completed before the next semester. Students unable to finish an incomplete course, will not be allowed to attend the next semester courses.

**i. Grade Reporting**

- i. Grades are not given out over the phone, by e-mail, or by the clerical staff. University policies for issuing course grades will be followed unless

otherwise specified by the professor in the class syllabus. Most grades will be available through Blackboard.

- ii. Respective course syllabi identify the exact grading requirement for the given course. The individual instructor determines the grading policy for each course, adhering to overall program standards.

**j. Academic Integrity and Dishonesty Policy**

- i. The University policies relating to academic integrity, notably plagiarism and cheating are detailed in the A-State Student Handbook. Students must familiarize themselves with these policies since violation can result in dismissal from the program as well as expulsion from the University.

Students are also encouraged to be aware of and practice adhering to the College of Nursing and Health Professions Honor Code, NATA Code of Ethics, and the Arkansas Athletic Trainers Association Standards. Progression and retention in the Graduate Program in Athletic Training is also dependent upon the adherence to these standards and abilities.

Arkansas State University policies on academic misconduct can be found on page 17 of the 2019-2020 Student Handbook.

**k. Grievance Policy**

- i. Students who feel that their academic rights have been violated may follow and complete the ‘Student Academic Grievance Procedure’ or the ‘Student Rights Grievance Procedure’ found on page 19 of the Student Handbook.

**l. Disability Services/Academic Accommodations**

- i. Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Services to discuss accommodation requests and eligibility requirements. Please contact Disability Services, located within the Student Union, at 870-972-3964 or log on to <https://www.astate.edu/a/disability/> to schedule an appointment. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor’s course roster.

**m. Non-discrimination policy**

- i. The MAT program at Arkansas State University adheres to Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act (29 U.S.C. 621-634), the Americans with Disabilities Act (42 U.S.C. 12101-12213), the Immigration Reform and Control Act (8 U.S.C. 1324), the Civil Rights Act of 1866 (Section 1981) and the Genetic Information Nondiscrimination Act (42 U.S.C. 2000ff) and does not discriminate on the basis of race, color,

religion, national origin, color, gender, pregnancy, age, marital status, veteran status, disability, genetic information.

**n. Professional Behavior**

- i. Athletic Training is a human service profession. One of its central tenets is the value of human dignity. This value is reflected in conduct that demonstrates sensitivity to the physical and psychological well-being of others and honesty in all endeavors. The Athletic Training Program endorses the philosophy and behaviors embodied in the Mission Statement of Arkansas State University, the Athletic Training Foundational Behaviors, and the Code of Ethics of the National Athletic Trainers' Association. The Program expectations of the student's professional behaviors are based on these documents and the University, College, and Program policies and procedures.

No code of ethics or professional standards can address every possible scenario that may arise in the future. However, students are expected to conduct themselves in a manner that is consistent with the following minimal standards:

1. Develop a knowledge of self
  2. Demonstrate good judgment
  3. Conduct themselves in an ethical manner including but not limited to:
    - a. maintenance of confidentiality
    - b. honesty concerning personal, academic, and medical information
  4. Commit to fulfilling professional responsibilities
  5. Demonstrate respect for self and others including but not limited to:
    - a. provisions for the physical safety of others
    - b. respect for the psychological welfare of others
    - c. appropriate classroom behavior
- ii. The Athletic Training Program reserves the right to pursue disciplinary action for any behavior, regardless of where it occurred, that violates these standards. Disciplinary actions include:
1. Professional Behavior Notification
  2. Professional Behavior Probation
  3. Professional Behavior Dismissal

- iii. It is the responsibility of the faculty member who identifies or observes a behavior that is not congruent with program standards or is notified by a Clinical Preceptor of such behavior to meet with the student to discuss the level of sanction.

**o. Professional Behavior Notification**

- i. Definition: Professional Behavior Notification is issued in situations in which the faculty member uses the professional behavior advisement process to inform the student about his or her unacceptable behavior. A pattern of unacceptable behaviors will result in a
  - ii. Process
    - 1. Meet with the student to discuss said breach of professional behavior and possible strategies to improve behavior.
    - 2. Document meeting on the Professional Behavior Advisement Form.
    - 3. Secure signatures from student and faculty on the completed Professional Behavior Advisement Form.
    - 4. Allow student to respond in writing to clarify his or her perception of the situation. This response will be attached to the completed Professional Behavior Advisement Form.
    - 5. Provide an electronic or hard copy of the completed Professional Behavior Advisement Form to the student's faculty mentor.
    - 6. Advise the student of the completed Professional Behavior Advisement Form.
    - 7. Place a hard copy of the completed Professional Behavior Advisement Form in the student's permanent file.
    - 8. Faculty mentor is responsible for monitoring the number of Professional Behavior Advisement Forms resulting in Professional Behavior Notification. More than one Professional Behavior Notification will result in a Professional Behavior Probation being issued by the mentor.

**p. Professional Behavior Probation**

- i. Definition: If a student receives more than one Professional Behavior Notification, the student may be placed on Professional Behavior Probation. If the student's behavior is, in the professional judgment of the student's faculty mentor and the Program Director, of a nature which warrants probation the student will be placed on Professional Behavior Probation. Professional Behavior Probation entails the completion of certain specified activities and/or the ability to demonstrate appropriate change in the observed behaviors as designated in a written contract.

ii. Process

1. Student will be notified of their probationary status with a letter from the Program Director.
2. Student will be required to return a signed confirmation of this notification.
3. Program Director, appropriate faculty member/mentor, and student will discuss possible strategies to improve professional behaviors.
4. Appropriate faculty member/mentor will develop a written contract with the student for remediation.
5. Any subsequent meetings between the faculty member/mentor and the student will be documented.
6. Student may remain on Professional Behavior Probation until completion of the program.

**q. Professional Behavior Dismissal**

- i. Definition: A student may be subject to program dismissal for professional behavior issues due to any of the following conditions:
  1. In the judgment of the student's faculty mentor and the Program Director, the student fails to comply with the terms of the Professional Behavior Probation contract.
  2. The student receives another Professional Behavior Notification while on Professional Behavior Probation.
  3. In the judgment of the student's faculty mentor and the Program Director, the student demonstrates a behavior that is of a serious nature including, but not limited to academic misconduct or threat of physical or emotional harm to another individual.
  4. The student is involuntarily separated from the University for Violations of the Community Standards contained in the Student Handbook.

ii. Process

1. A meeting (either in person or by telephone) will be conducted with the student, the student's faculty mentor, and the Program Director.
2. A student who is dismissed will be notified with a letter from the Program Director.
3. The student will be required to return a signed confirmation of this notification.

**r. Student Conference Record**

- i. It is the responsibility of all students and faculty to monitor their own professional behaviors as well as that of departmental colleagues. Students who observe unprofessional behavior or academic dishonesty on the part of student colleagues in the athletic training program should do the following:
  1. Notify the instructor or faculty member.
  2. The instructor or faculty member will complete the Student Conference Record (Appendix R) if necessary.
  3. The completed form will be submitted to the appropriate advisor or program director. Every attempt will be made to ensure confidentiality.
  4. Upon receipt of a completed form, the faculty member will schedule an interview with each respondent.
  5. The faculty member will place the form in the student's program file. In evaluating the nature of an individual student's problem, the faculty member will evaluate the number of forms submitted on a student, the nature of the submitted reports.
  6. The faculty member will inform the student of the reported problem and meet with the student. The student will have the right to refute the observations/assertions.
  7. The faculty member will synthesize all relevant information and report to the program director to solicit input regarding the appropriate steps for providing assistance to the involved student.
  8. The faculty member will prepare a final report and define the steps to be taken to resolve the problem. A meeting will be held with the involved student to summarize the report and provide an opportunity for assistance. Both the student and faculty member will sign the report. The report will be placed in the students' file. If the student does not agree with the report or the remedial step he/she may begin filing formal grievances as set forth by the University Handbook.
  9. Student may also be referred to services on or off campus such as counseling, medical care, and or academic assistance among others if determined appropriate by the faculty.
  10. The Academic Advisor will monitor progress and provide the program director and core faculty with relevant information regarding the student's progress.



### III. Administration

#### a. Office Hours

- i. The office hours of each faculty member vary. Faculty members will post their office hours outside of the MAT office suite each semester.

#### b. Receipt of Policies and Procedures

- i. Each student must sign the “Receipt of Policies and Procedures” form at least once per academic year. This indicates the student’s knowledge of policy location and acknowledgement of his or her responsibility to read the policies and procedures of the Athletic Training Program.

#### c. Transportation

- i. Students must provide their own transportation to the ASU Jonesboro campus and to clinical education sites. Students should be aware of and follow the University’s parking regulations. See the University web page for regulations. Students are expected to plan their transportation in order to arrive to class, lab or off campus clinical rotations on time.

#### d. Disaster Evacuation

- i. An evacuation plan for various disasters (fire, tornado, and earthquake) is posted on bulletin boards on each floor of the CNHP and in the basement of the Smith Building. Stairs are to be used to exit. Alarm bells and fire extinguishers (maintained by the Physical Plant) are located on each floor.

#### e. Inclement Weather Policy

- i. If the University is open, classes will meet as scheduled. Should the university open late, students should attend the class that would normally be scheduled at the time that the university opens.

#### f. A-State Emergency Procedure

- i. Students can receive A-State’s emergency information via text message. For A-State’s emergency information please log into MyCampus (<https://mycampus.astate.edu>) and click on ‘Emergency Alert’ to register.

#### g. Cancellation and Changes to Clinical Sites

- i. Occasionally, a site that was selected by a student and confirmed for availability will cancel due to variables outside of the control of the program. If a site cancels, the preceptor or MAT faculty will notify the student. The MAT faculty will attempt to offer a comparable site to the student to replace the canceled site. These placements are made from sites that were offered but were not selected by other students or additional sites can be contacted in order to fill the vacancy.

h. Costs of Clinical Education

- i. Students are required to pay tuition for clinical education as well as all other associated costs including travel to clinical sites. These costs include but are not limited to physical examinations, health insurance, drug screens, background checks, transportation, room and board, and uniforms (if required). Students may have to continue to maintain their permanent living arrangements as well as temporary quarters at the clinical site. It is the student's responsibility to secure his or her own housing if needed. Costs are the responsibility of the student. During off-campus educational experiences, any costs related to emergency services are the responsibility of the student. All costs related to clinical education are the responsibility of the student and discussed elsewhere in this handbook and during orientation.

i. Supervision of Clinical Education

- i. Athletic Training students participating in clinical education are required to practice under the supervision of a BOC Certified and Arkansas Licensed Athletic Trainer Preceptor with a minimum of one year's experience. The MAT is always available for consultation by telephone. The MAT will either perform an onsite visit or phone consultation with all Preceptors' while students are on clinical rotations.

j. Attendance Policy

i. Didactic Classes

1. Students are expected to attend all scheduled classes and will be excused only for those instances deemed "**unusual circumstances occur such as an emergency or illness severe enough to temporarily disable a student.**" Specific requirements are stated in individual course syllabi. In addition, absences caused by illness or emergency, even though excused, may have a negative effect on a student's grade. Excessive absences, even though excused, may make it impossible for a student to progress further in the program. Such cases will be dealt with by the program director.
2. Procedures for notifying faculty of Absence or Tardy:
  - a. Students will notify the faculty members affected prior to class if they expect to be absent or tardy.
  - b. It is expected that students will be able to provide documentation to substantiate absences or tardiness due to illnesses or emergencies.

- c. Students have the right to petition faculty for an excused absence or tardy prior to or after the fact; however, if a student fails to notify the program of the absence or tardy prior to class, the event will remain unexcused unless faculty determine the lack of contact was justifiable and/or unavoidable.
- d. It is the responsibility of the student to contact each faculty member about missed assignments and to follow up in a timely manner.
- e. Students should not send a message about an absence or tardy via another classmate.

ii. Clinical Education

- 1. Each student is allowed one excused absence per clinical education experience. An excused absence is considered a personal illness, illness of an immediate family member, death of a family member, or an absence that is arranged prior to the event with the clinical facility (e.g. doctor's appointment). The Preceptor and MAT must be notified prior to the absence. In case of illness, the student will notify the Preceptor and MAT at the beginning of the workday. If this is not done, the absence will be considered unexcused. All clinical time beyond one excused absence will be made up. This make-up time will be at the discretion of the clinical facility and MAT. This inability to make-up time missed will result in a delay in the student's progression in the program. Tardiness, unexcused absences, or abuse of excused absences will not be tolerated. The MAT and program chair will address any unexcused absence or reoccurrence of tardiness.

k. Time Commitment of Clinical Education

- i. Over the length of this program, students are required to attend class as well as obtain clinical experiences outside of the classroom. These clinical experiences are aligned with the Clinical Experience courses. While on clinical rotations, students are limited to an average of 20 hours per week. Students must obtain special permission to exceed this average by completing the Student Clinical Experience/Hours Volunteer Form.
- ii. If a student routinely exceeds this 20-hour average, that student can be removed from clinical rotations at the discretion of the clinical coordinator to preserve the student's ability and time to address their didactic academic responsibilities and personal interests.

- iii. Students also have the right to obtain an excuse from clinical rotations, for a short time, in order to address personal, academic, or civil responsibilities.

I. Course and Instructor Evaluation

- i. Faculty and students share the responsibility and accountability for the teaching and learning experiences at Arkansas State University. Therefore, students are given the opportunity to provide anonymous written feedback evaluations of individual courses and instructors in the Athletic Training Program at the end of each semester. This feedback is provided to the Program Director for purposes of future course development and individual promotion/tenure decisions.

Students are reminded that the nature of the feedback should reflect their individual perspective of the effectiveness of course and instructional methods. Comments of a more personal nature are inappropriate for this evaluation method.

m. Safety

- i. The Athletic Training Program is dedicated to ensure the safety of the students. Safety is a collaborative effort by the faculty and students. Students must adhere to course policies regarding safety as well as the following issues as related to safety in the classroom and lab.

n. A-State Program Laboratory and Clinical Site Policies

- i. All therapeutic equipment undergoes annual safety inspection by a qualified calibration technician. Students are required to report any machines that are malfunctioning so that the instructor can tag and report the malfunctioning item to the technician. Malfunctioning items are not used until repaired by the technician and approved for use.
- ii. Unsafe behavior both in and out of class/lab will not be tolerated. Students who demonstrate unsafe or disruptive behaviors may be asked to leave the class/lab and may be subject to disciplinary action.
- iii. Students are required to dress in attire, which does not interfere with academic activity. Students should refer to each course syllabus to determine the appropriate attire for a specific academic activity.
- iv. Students must report any unusual medical occurrences that happen in the lab and clinical sessions such as rashes, mottling, difficulty breathing, etc. An Accident Report will be completed. Any occurrences, which result in personal injury, will require follow-up at the Student Health Center.
- v. It is the responsibility of the student to report relevant health information if it results in the student not being able to perform an activity. At the discretion of the faculty member, a written note from a physician may be

required outlining activity precautions and guidelines. Student “practitioners” should ask for consent and be knowledgeable regarding contraindications and precautions for procedures. Student “patients” should be proactive in protecting themselves and others. Courses may require lab consent forms.

- vi. Students are required to keep classroom/lab traffic areas free of personal belongings. Traffic areas also should be clear of unnecessary equipment, supplies, electrical cords, water spills, and so on. Students are expected to clean up their area after a procedure is completed.
- vii. Students will be instructed on the proper storage of lotions, gels, adhesives, and other topical agents to minimize contamination, drying or premature aging of the substance. It is the responsibility of the student to notify the Office of Disability Services and the instructor of allergies or reactions to these products.
- viii. In order to provide an optimal learning environment, which is safe, clean, and comfortable, students are expected to participate in routine lab cleaning procedures following the completion of each lab. The instructor supervises cleaning procedures. Procedures are posted in each of the labs and performed by students at the completion of each lab. The instructor determines lab clean-up assignments. Cleaning solutions are stored in the lab with labels. Center for Disease Control guidelines are utilized regarding the dilution of cleaning material. MSDS forms for hazardous chemicals are available in each lab.
- ix. “Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for blood borne pathogens. Gloves and masks are available for use to clean up any bodily fluids that may contaminate equipment or supplies.

o. Communicable Disease Policy

- i. Students enrolled in the Athletic Training Program must be aware of the possibility of being exposed to communicable diseases. If a student is exposed to a communicable disease in any setting (home, school, community, clinical site) during the period in which they are enrolled in a clinical experience, they must immediately report the exposure to their Preceptor, Coordinator of Clinical Education and Program Director. The Preceptor, Coordinator of Clinical Education or Program Director will consult with the appropriate health care professional(s) and determine what action should be taken. The student will be excused immediately from their clinical experience until the current state of the student’s health is determined.

When a student is exposed to a communicable disease, they must consult with a physician or nurse practitioner before continuing in their clinical experience. The outcome of the consultation will determine when the student may return to their clinical experience and the student must bring documentation from the physician or nurse practitioner to the Preceptor and Coordinator of Clinical Education.

p. Infection Control

This policy can be found within the Faculty and Staff Handbook appendix E.

i. ADMISSIONS

1. *The HIV/HBV (Human Immunodeficiency Virus/ Hepatitis B Virus) or any significant blood borne pathogen status of an applicant should not enter into the application process. Applicants applying for healthcare programs should, however, be informed that certain diseases may necessitate either a modification of their program, or in the extreme may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.*

ii. RETENTION

1. *If it is determined that a student is sero-positive for HIV/HBV, or any other significant blood borne pathogen, or is clinically manifesting symptoms of a related disease process, that student should receive counseling about personal health care concerns and about interaction with others, especially clients. The student should be counseled by a designated faculty member in his/her respective program. The function of the designated faculty member is to counsel the student as to whether the program of education should be modified, another educational program considered, or in the extreme, whether the student should be dismissed from a program because of the inability to perform procedures and/or tasks crucial to the educational program. When considering the possibility of modifying clinical experiences or whether to dismiss, the designated faculty member will request that the Infection Control Committee convene to consider the specific student situation.*

iii. Counseling

1. *It is the responsibility of the programs to provide counseling to a student/faculty/staff member who is determined to be sero-positive for HIV/HBV, or any significant bloodborne pathogen, or who manifests symptoms of a related disease process. The counselor interaction with the student/faculty/staff member should be reported*

*to the Infection Control Committee only when the person's health status necessitates a modification in the clinical program or dismissal. It will be the responsibility of the counselor to verify that the student is aware of options for testing, counseling and health care. In addition, the counselor will verify that the student has been provided with specific information that relates to client contact.*

q. Smoking/Tobacco Use

- i. Smoking is prohibited at Arkansas State University. Tobacco use during clinical rotations are not allowed and students must adhere to the rules of the institution to which they are assigned.

r. Cell phone and Electronic Devices

Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member and/or clinical site. Taking unauthorized photographs in clinical settings is strictly prohibited, as use of any personal electronic device to store/ enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA).

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Personal texting in class is prohibited. Using devices to screen capture or cheat on tests and papers is a violation of the Honor Code.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the department chair. Students are expected to conduct themselves in a manner which promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.

s. Social Media Guidelines

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, Twitter, Instagram, Snap Chat, or You Tube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and

Accountability Act of 1996 (HIPPA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site (s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

t. Employment

- i. While the faculty recognizes the importance of employment for the student's financial welfare, the student's primary responsibility is to his or her academic career. This responsibility includes a priority given to appropriate and timely class attendance and completion of course assignments. Employment responsibilities are to be considered secondary. Employment in settings involving athletic health care may constitute a violation of CAATE and/or professional practice standards. The student is responsible for ensuring employment responsibilities are in accordance with academic and professional policies to avoid professional behavior sanctions.

u. MAT Graduation Awards

i. *Academic Excellence*

1. Eligibility: Graduating MAT students
2. Selection Committee: AT Program Awards Committee
3. Criteria: Highest GPA in AT Program Professional Phase coursework.
4. Award Announcement: May MAT Celebration Ceremony

ii. *Community Service*

1. Eligibility: Graduating MAT students
2. Selection Committee: AT Program Awards Committee



3. Criteria: Significant participation in community service through entire academic career. Nominated by students (including self), faculty or staff.
4. Award Announcement: May MAT Celebration Ceremony

*iii. Professional Service*

1. Eligibility: Graduating MAT students
2. Selection Committee: AT Program Awards Committee
3. Criteria: Significant participation in service to the profession through entire academic career. Nominated by faculty or staff.
4. Award Announcement: May MAT Celebration Ceremony

*iv. Clinical Excellence*

1. Eligibility: Graduating MAT students
2. Selection Committee: AT Program Awards Committee
3. Criteria: Excellence in clinical performance. Nominated by faculty, staff or preceptor.
4. Award Announcement: May MAT Celebration Ceremony

v. Scholarships

i. Hank Jordan Scholarship

1. The Hank Jordan Scholarship is for athletic training student admitted into the MAT program with the highest GPA.

## **IV. Clinical Education**

a. Preceptor, Clinical Site, and Student Requirements

- i. Preceptor qualifications require that the preceptor candidate possess the following credentials:
  1. Person must be a certified athletic trainer in good standing with the Board of Certification (BOC) or a licensed physician.
  2. Possess a state license to practice athletic training or medicine and be in good standing with the state regulatory agency.
  3. Complete the annual preceptor-training course provided by the MAT program.
  4. Have contemporary expertise in their field.

ii. The requirements for a site to be awarded the permission of having students acquire experience at said location must adhere to the following requirements:

1. The clinical site must provide MAT students with the ability to include practice opportunities with one of the following client/patient populations:

- a. Pediatric, adult, or elderly patients.
- b. Male and female patients.
- c. Patients of varying socioeconomic status.
- d. Patients of varying levels of activity or athletic ability such as recreational sports, individual or team sports, low or high intensity activities.
- e. Non-sport activities such as industrial, military, performing arts or leisure activities.

2. Sites must also provide policies that address the following concerns:

- a. Complete and submit the affiliation agreement form
- b. Have a blood-borne pathogen exposure plan in place.
- c. Proof of calibration and maintenance of equipment (including modalities) according to manufacturer guidelines.
- d. Communicable and infectious disease transmission policy.
- e. Radiation exposure policy (if applicable)
- f. Patient encounter sanitation policy
- g. Venue-specific training expectations and critical incident policy response procedure (EAP)
- h. Documentation policies and procedures

iii. Student

1. MAT student must complete and submit the following information to the program director in order to qualify for clinical rotations:

- a. Proof of completion of emergency cardiac care training (CPR/AED card).
- b. Proof of completion of blood-borne pathogen protection and exposure plan training.
- c. Immunization record on file with the program director.

d. Completion of privacy training (FERPA and HIPAA).

2. During their clinical experiences, all students are to wear their university issued MAT badge. This badge must be visible at all times and be readily seen by either preceptors or the patient population.

b. CAATE Terminology

To ensure proper communication between all entities of the Arkansas State University Athletic Training Program, the Commission on Accreditation of Athletic Training Education (CAATE) definitions is listed in the following table.

Academic plan: The document that encompasses all aspects of the student's classroom, laboratory, and clinical experiences. Also called a specimen program or curriculum plan.
Academic year: Two academic semesters, Fall and Spring as well as Summer courses.
Affiliation agreement: formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. This agreement defines the roles and responsibilities of the host site, the affiliate, and the student. Same as the memorandum of understanding.
Appropriate administrative authority: Individuals identified by the host institution and, when applicable, the affiliate who have been authorized to enter an agreement on behalf of the institution or affiliate. The individuals having appropriate administrative authority may vary based on the nature of the agreement.
Assessment plan: See Comprehensive Assessment Plan
Clinical education: The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor.
Clinical site: A physical area where clinical education occurs.
Communicable disease: A contagion that may be directly transmitted from person-to person or by a person from an inert surface.
Comprehensive Assessment Plan: The process of identifying program outcomes, collecting relevant data, and analyzing those data, then making a judgment on the efficacy of the program in meeting its goals and objectives. When applicable, remedial or corrective changes are made in the program.
Course/coursework: Courses involve classroom (didactic), laboratory, and clinical learning experience.
Curricular Plan: See Academic Plan
Degree: The award conferred by the college or university that indicates the level of education (baccalaureate or masters) that the student has successfully completed in athletic training.
Direct patient care: The application of athletic training knowledge, skills, and clinical abilities on an actual patient.
Distant learning site: Classroom and laboratory instruction accomplished with electronic media with the primary instructor at one institution interacting with students at other locations. Instruction may be via the internet, telecommunication, video link, or other electronic media. Distance education does not include clinical education or the participation in clinical experiences.

Emergency Action Plan: A venue-specific "blueprint" used for the management of medical emergencies. <a href="http://www.nata.org/sites/default/files/EmergencyPlanningInAthletics.pdf">http://www.nata.org/sites/default/files/EmergencyPlanningInAthletics.pdf</a>
Faculty: An individual who has full faculty status, rights, responsibilities, privileges, and full college voting rights as defined by institution policy and that are consistent with similar positions at the institution necessary to provide appropriate program representation in institutional decisions.
Fees: Institutional charges incurred by the student other than tuition and excluding room and board.
Goals: The primary or desired results needed to meet an outcome. These are usually larger and longer term than objectives.
Health Care Professional: Chiropractor, Dentist, Registered Dietician, Emergency Medical Technician, Nurse Practitioner, Nutritionist, Paramedic, Occupational Therapist, Optometrist, Orthodontist, Pharmacist, Physical Therapist, Physician Assistant, Podiatrist, Prosthetist, Psychologist, Registered Nurse or Social Worker who hold a current active state or national practice credential and/or certification in the discipline and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty. Higher education accrediting agency: An organization that evaluates post-secondary educational institutions.
Infectious disease: A disease caused by microorganisms entering the body. An infectious disease may or may not be contagious.
Laboratory: A setting where students practice skills on a simulated patient (i.e., role-playing) in a controlled environment.
Major: The designation as a major must be consistent with institutional and system wide requirements. Institutional documents (e.g., catalog, web pages) must list athletic training as a major.
Medical director: The physician who serves as a resource regarding the program's medical content. There is no requirement that the medical director participates in the clinical delivery of the program.
Memorandum of understanding (MOU): Similar to an affiliation agreement, but tends not to include legally binding language or intent.
Monetary remuneration: Direct cash payment received by students for athletic training services and/or time.
Objectives: Sub-goals required meeting the larger goal. Generally, objectives are more focused and shorter-term than the overriding goal.
Official publication: An institutional document (printed or electronic) that has been approved by the appropriate institutional personnel.
Outcome (program): The quantification of the program's ability to meet its published mission. The outcome is generally formed by multiple goals and objectives. For example, based on the evaluation of the goals associated with the outcomes, each outcome may be measured as "met," "partially met," or "not met."
Outcome assessment instruments: A collection of documents used to measure the program's progress towards meeting its published outcomes. Examples of outcomes assessment instruments include course evaluation forms, employer surveys, alumni surveys, student evaluation forms, preceptor evaluation forms, and so on.

Physician: A medical doctor (MD) or doctor of osteopathic medicine (DO) who possesses the appropriate state licensure.
Pre-professional student: A student who is not formally admitted into the program. Pre-professional students may be required to participate in non-patient activities as described by the term Directed Observation Athletic Training
Preceptor: A certified/licensed profession who teaches and evaluates students in a clinical setting using an actual patient base.
Professional development: Continuing education opportunities and professional enhancement, typically is offered through the participation in symposia, conferences, and in-services that allow for the continuation of eligibility for professional credentials.
Program Director: The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the implementation, delivery, and administration of the AT program.
Release time (reassigned workload): A reduction in the base teaching load to allow for the administrative functions associated with functioning as the Program Director and/or clinical coordinator.
Retention: Matriculating through the AT program culminating in graduation.
Retention rate: A time-based measure of the number of students who are enrolled at the start of the period being studied (e.g., 1 year, 4 years) versus those enrolled at the end of the period. Retention rate is calculated as: $\text{number at end}/\text{number at start} * 100$
Secondary selective admissions process: A formal admission process used for acceptance into the AT major following acceptance into the institution. "Secondary selective admissions" is optional and determined by the program.
Similar academic institution (Synonym: Peer institution): Institutions of comparable size, academic mission, and other criteria used for comparing metrics. Many institutions publish a list of peer institutions.
Sponsoring institution: The college or university that offers the academic program and awards the degree associated with the athletic training program.
Stakeholder: Those who are affected by the program's outcomes. Examples include the public, employers, the Board of Certification, Inc., and alumni.
Team physician: The physician (MD or DO) responsible for the provision of health care services for the student athlete. S/he may also be the medical director; however, this is not required by the Standards.
Technical standards: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.

c. Clinical Experience Hours

- i. Students are required to spend an average of 20 hours a week at their clinical site with their preceptor during the length of each clinical rotation. The MAT program will track the students' hours, patient interactions through the ATrack website and mobile app, or complete the Athletic Training Student Clinical Hours Record found in Appendix V.

- ii. Student requesting to spend more than 20 hours at a clinical site per week must complete the ATS voluntary form found in Appendix W.

d. Clinical Education Evaluation

i. *Clinical Education Evaluation Plan*

1. The Preceptor will evaluate students at the clinical site with written reports at the midpoint (formative) and end (summative) of each clinical education experience.
2. The evaluation tools were designed to provide a uniform and consistent instrument to measure ATS performance for all levels of clinical education experience.

ii. *Clinical Education Site Visits*

1. The CCE will conduct at least two visits per full semester clinical education rotation for each student.
2. The CCE and/or representative is responsible for the following:
3. The Preceptor is responsible for:
  - a. Approval of the ATS clinical experience hours on A-Track, including the date, time and nature of the experience.
  - b. Completion of the mid-rotation evaluation form of the ATS performance PRIOR to the arrival of the CCE or representative using A-Track.
  - c. Meeting with the CCE or representative to discuss:
    - i. The strengths and weaknesses of the ATS performance.
4. The thoroughness and effectiveness of the ATS academic preparation for the clinical education experience.
5. The ATS is responsible for:
  - a. Informal assessment of their clinical learning experience PRIOR to the CCE or representative's arrival.
  - b. Meeting with the CCE to discuss:
    - i. Types of learning experiences (diagnosis seen, treatment techniques observed and practiced, evaluation techniques observed and practiced, and other specific learning experiences, populations treated).
    - ii. Type and frequency of interaction with the Preceptor.
    - iii. Their own performance (strengths versus weaknesses).

- c. If problem(s) are determined, the CCE should discuss possible solution(s) to the problem(s) with the Preceptor and the ATS.

*iii. ATS Evaluation of the Clinical Education Experience*

1. ATS evaluation of the clinical education experience is used to assist the development of the clinical educational site, and to provide information for other students.
2. The evaluation form is to be completed by each ATS during the final weeks of each clinical education experience.
3. The evaluation forms are completed on A-Track and can be accessed by the CCE; a second copy is e-mailed to the Preceptor at the affiliated site.

*iv. Grading for the Clinical Education Experience*

1. The grading for the clinical education courses are based upon a letter system. To obtain credit for the course, the ATS must complete the following:
2. All of the objectives for the course as described in the Clinical Practicum course syllabus.
  - a. Through A-Track, complete all required clinical education forms.
    - i. The student will also evaluate the clinical education experience, the clinical site, and the Preceptor using A-Track. These evaluations will be shared at the time of the final evaluation.
    - ii. If the student is not performing at a satisfactory level at any time during the clinical education experience, the Preceptor and the CCE will work together to determine the problem(s) and propose solutions to remedy the situation.
    - iii. If the student continues to perform at an unsatisfactory level at the time of the final evaluation, the CCE and the PD will determine if the student should receive credit for the Clinical Practicum course.
    - iv. Failure to receive credit in the Clinical Practicum course will result in the student receiving one of the following grades: “W” (withdraw), “I” (incomplete),

or “F” (fail) based on the decision of the CCE and the PD.

- v. If the student receives a “W” or an “I” grade, the student will meet with the CCE and the PD to determine the most appropriate form of remediation. Remediation must be completed prior to the student starting the next full-time Clinical Practicum course. Successful completion of all full-time clinical education experiences is required for students to be eligible for graduation with a MAT degree.
- vi. A grade or “F” will result in failure of the course. Refer to the policy on failure of a course in the AT Program in the Academic Section of the AT Program Handbook for further details. The student's record will be reviewed for appropriate action by the Athletic Training faculty.

v. *ATS Withdrawal Policy*

ATS withdrawal from a clinical educational site may occur for the following reasons:

1. Unsatisfactory student clinical performance:

- a. According to the clinical education site, the ATS behaves or exhibits characteristics that are detrimental to the clinical site in carrying out its health care responsibilities. If the CCE is not available the request should be made to the PD. The PD and/or CCE will respond to the request within two working days.

2. Unsatisfactory clinical education experience:

- a. If the clinical educational experience does not meet the needs of the ATS, does not meet CAATE standards, or there is knowledge of unsafe or unethical patient care at the affiliated site, the ATS will be withdrawn. The CCE will contact the PD and will discuss the rationale for the necessity of student withdrawal from the affiliated site. The CCE will contact the Preceptor and will discuss the rationale for the necessity of ATS withdrawal from the affiliated site.



3. Unsatisfactory student academic performance:

- a. If the academic progress being made by the ATS is unsatisfactory, the ATS will be withdrawn from their clinical practicum rotation.
- b. The CCE will contact the Preceptor and will discuss the rationale for the necessity of ATS withdrawal from the affiliated site.

e. Confidentiality Policy

- i. The Athletic Training Program at Arkansas State University understands the federal regulations addressing patient/healthcare confidentiality, the Health Insurance Portability and Accountability Act (HIPAA). Students and faculty receive HIPAA training as part of their annual updates and as specified by the agencies in which they practice. Records of the training are maintained on file in the clinical coordinator's office.

1. Student Policy

- a. An athletic training student will hold in confidence all personal athlete/patient information and agency information entrusted to him/her.
- b. Confidential clinical information and research data (written or oral) given to an athletic training student is considered privileged within the content of the learning site and the enrolled course.
- c. An athletic training student will limit his/her discussion of athletes/patients to structured learning situations such as conferences and clinical education experiences. At no time are athletes/patients to be discussed at/on social media, clinical or university dining facilities, elevators, dormitories, and/or other public settings.
- d. An athletic training student will respect the rights of colleagues/classmates and athletes/patients to keep personal information and papers confidential.
- e. Failure to comply with the above policy represents unethical conduct for an athletic training student and may result in failure in the clinical practice course in which the incident occurs and/or dismissal from the athletic training program.

f. Therapeutic Equipment Policy

- i. Each clinical education site has or may acquire therapeutic equipment to be utilized as part the treatment protocol for the specific patient population. As

stated above an athletic training student may not perform a particular skill (i.e. therapeutic modalities) on a patient prior to being formally assessed by the course instructor, however, it is under the preceptor's discretion, in limited situations, to ask the athletic training student to perform a skill prior to formal instructor assessment. This circumstance will require the preceptor to provide direct instruction and supervision of the student regarding that skill. (Example: The preceptor tells the student how to perform the skill, what precautions should be reported, and observes and assists as the student performs the skill). Furthermore, each clinical site must follow the manufacturer's recommendation or federal, state, or local ordinance regarding specific therapeutic equipment calibrations and maintenance. A therapeutic equipment calibration chart will be disturbed and collected annually from each clinical site showing that the clinical site is following these recommendations. If a clinical site fails to follow these recommendations than an athletic training student cannot engage in or utilize any of the specific therapeutic equipment. Further a clinical site may be in jeopardy of not being assigned athletic training students if it has been determined that the recommendations have not or are not being followed (i.e. the clinical site has not turned in therapeutic calibration chart).

g. Communicable Disease Policy

- i. It has been documented that athletic trainers and other allied health care professionals are susceptible to sustaining injuries and contracting diseases while at the workplace. Certified athletic trainers and athletic training students (ATS) are also prone to several communicable diseases while providing services during athletic endeavors. Specific guidelines have been set forth by the Centers for Disease Control and Prevention (CDC) for effective exposure management procedures for several communicable diseases. The Master of Athletic Training Program (MAT) at Arkansas State University is dedicated to protecting the health and safety of all athletes and ATS while ensuring prompt diagnosis and management of communicable diseases.

Based on the recommendations of the CDC, A-States MAT has outlined specific management procedures and restrictions that have been implemented according to the severity of a particular disease. If an ATS is exposed to and contracts a communicable disease, he/she will be required to seek immediate care for each condition or disease present. Some diseases warrant immediate exclusion from the health care facility (i.e. athletic training center, etc.) and from health care activities outside the athletic training center. The following is a list of the communicable diseases that would be considered exclusionary: diphtheria, measles, meningococcal infections, mumps, pertussis, rubella, tuberculosis, and varicella. Other communicable diseases do not warrant immediate exclusion of the ATS

from the athletic training center, however, it may warrant immediate restriction of that ATS from direct contact with a patient (semi-exclusionary). The following is a list of the communicable diseases that would be considered semi-exclusionary: conjunctivitis, acute stages of diarrheal or gastrointestinal diseases, herpes simplex, pediculosis, scabies, staphylococcus aureus infection, streptococcal infection, parvovirus, and viral respiratory infections.

If an ATS is believed to have contracted one of the aforementioned diseases, they should report the situation immediately to their assigned preceptor. Upon notifying the preceptor, the ATS and/or preceptor should then communicate with the MAT Program Director or Clinical Education Coordinator and together determine the most effective treatment and care of the potential disease. The ATS is required to seek immediate medical attention from a physician, nurse practitioner (NP) or Physician Assistant (PA) of their choice. The physician or NP will diagnose and determine limitations of patient contact for the ATS based on the recommendations by the CDC. The ATS will not be allowed to return to full-time clinical status until a MD/DO, NP, or PA has released the student with written and/or verbal documentation. None of the information regarding the student's condition or disease will be released in order to maintain confidentiality.

#### h. Liability Insurance

- i. Students must show verification of health insurance and personal liability (malpractice) coverage. Failure to have this coverage will bar students from clinical sites for clinical education, which would result in dismissal from the program. Proof of liability and health insurance must be completed by the first day of the fall semester and must remain current throughout the program. The University offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of A-State students and students enrolled in other universities across the state. Health insurance is required during clinical educational experiences.

#### i. Sanitation policy

- i. Prior to the interaction of a student and a patient/athlete, the MAT student must ensure that their hands are clean of any dirt, cuts, body fluids by disinfecting their hands with either soap or antibacterial solution.
- ii. Following a patient/athlete encounter, the student must wash their hands before proceeding to the next patient encounter or activity

#### j. Radiation Policy

- i. If while on clinical experience rotations there is the potential that a student is exposed to radiation, it is the responsibility of the preceptor to educate the student about this exposure and protect the student from that rotation.

## V. Program Evaluation

*The MAT program uses the ATRACK system to monitor student hours, evaluations, locations, progress towards autonomy, preceptor evaluations, and student evaluations.*

### a. Clinical Experience Documentation

#### i. *Clinical Hours*

1. Students will be required to record their clinical hours every week. Students should record hours each day to the nearest 15 minutes as a decimal point. (15 hours and 30 minutes = 15.5 minutes)
2. Hours form will be recorded from Monday through Sunday. These credits are part of the student's Clinical Practice Course grade.
3. Students are expected to average 20 hours per week over a two-week time frame. This takes into account one week where a student may get several hours of clinical education/experience and another week where a student's time may be limited due to athletic team schedules.

#### ii. *Direct Patient Contact*

1. Student will be required to document direct patient contact exposure. This includes direct patient care within the scope of practice (i.e. hand-on experiences).
2. Students are also required to record total number of (DPC) daily following each clinical experience and their role in each of these patient contacts. The role options are as follows:
  - a. Observer
  - b. Assist Preceptor
  - c. Sole provider

### b. Athletic Training Student Self-Evaluation

- i. At the conclusion of each Clinical Education course, the athletic training students will complete a self-evaluation. Following the completion of this evaluation, the student and clinical coordinator will have a meeting to discuss the clinical rotations, preceptors, and student identified performance of the past semester.

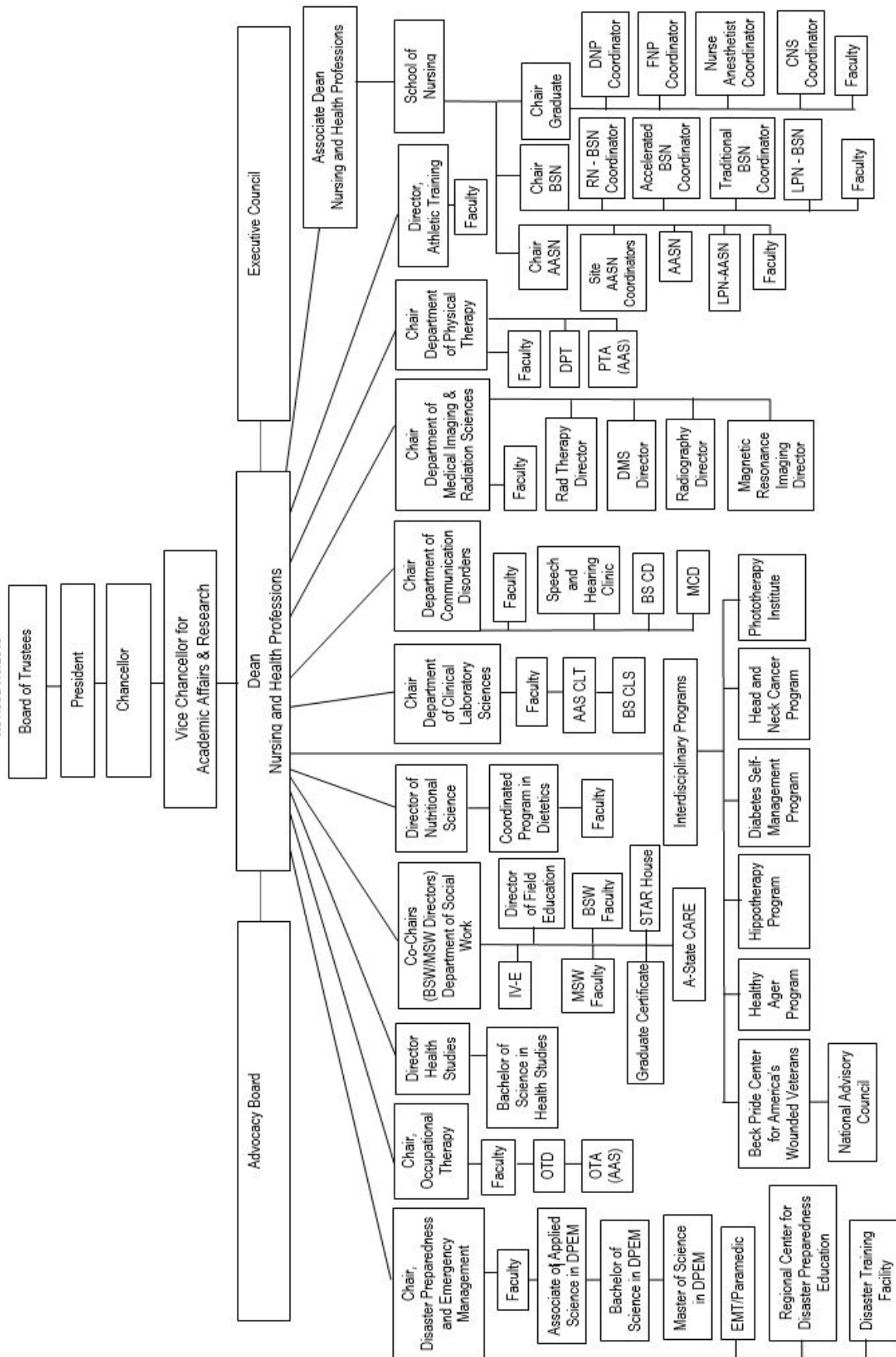
c. Preceptor and Clinical Setting Evaluation

- i. At the completion of each clinical education experience, students will evaluate the preceptor and the clinical site to which they were assigned. These will be turned in to the clinical coordinator who will keep the evaluations in a private file. At the end of each academic year, preceptors will be provided a summary of the student and ATP evaluations to assist them in making improvements to the overall clinical education experience. Results of all evaluations will be recorded in spreadsheets to provide feedback to the ATP as to the quality of the preceptor and the clinical sites being utilized by the ATP, and to help determine areas needing improvement.

**VI. Appendix**

- a. Organizational Chart
- b. Notification of Policies
- c. Student Confidentiality Agreement
- d. Authorization to Release Information
- e. Hepatitis B Vaccination Report
- f. Measles, Mumps, Rubella Immunity Report
- g. Student Health Report
- h. Personal Health History
- i. Physical Exam
- j. TB Skin Test Immunity Report
- k. Technical Standards Policy
- l. Technical Standards
- m. Technical Standards Certification Statement
- n. Criminal Background Check
- o. Drug Screening Policy
- p. Consent for Photo/Promotional Release
- q. Professional Behavior Advisement Form
- r. NATA Code of Ethics
- s. Affiliation Agreement
- t. Student Conference Record
- u. Athletic Training Student Clinical Hours Record
- v. ATS volunteer form
- w. Manual agreement form

College of Nursing and Health Professions  
Organizational Chart  
Revised 7/8/2019





## Notification of Policies

I have attended an orientation session regarding the Athletic Training Program Handbook. I understand it is available to view on the program website.

I recognize it is my responsibility to be familiar with these policies. If questions or problems arise about these policies, I can and will contact my preceptor or a faculty member.

I understand that parts of this handbook may be modified and I need to be cognizant of those changes.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Please check appropriate class:

\_\_\_\_\_ First year

\_\_\_\_\_ Second year

Please return this form to:

Masters of Athletic Training Program  
Arkansas State University  
PO Box 910.  
State University, AR. 72467





## **Student Confidentiality Agreement HIPPA & FERPA Agreement**

I agree to abide by the Athletic Training Program at Arkansas State University by the Program handbook, NATA code of ethics, Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA) as they relate to maintaining the confidentiality of all information. I understand that the Athletic Training Program reminds its students of their confidentiality obligation on a periodic basis to help ensure compliance.

I agree to maintain confidentiality of all academic and medical information that is considered by the Athletic Training Program to be private and confidential. This information can pertain to MAT student academic, health, or application materials or any other information names as confidential by the MAT administration.

I further agree to maintain the confidentiality of any information pertaining to any athletes/patients that I am exposed to during my clinical experience rotations. I understand that by doing so, I am violating HIPPA law and risk expulsion from the program.

I agree not to reveal, disclose or otherwise allow any other person(s) to gain access, directly or indirectly, to confidential information.

I understand that I will be subject to disciplinary action if I violate this Confidentiality Agreement. Disciplinary action may include dismissal from the Athletic Training Program.

By my signature below, I commit to maintaining confidentiality.

Print name: \_\_\_\_\_

ASU ID number: \_\_\_\_\_

Signature: \_\_\_\_\_

First year: \_\_\_\_\_

Second year: \_\_\_\_\_



### AUTHORIZATION TO RELEASE INFORMATION

I am scheduled for clinical experiences outside of Arkansas State University. The institutions where I am scheduled to complete my clinical education require that the Arkansas State University Athletic Training Program release my phone number, social security number, immunization and PPD records, the results of my criminal background check, documentation of my HIPAA and OSHA education attendance before I begin clinical training.

Therefore, I authorize the Arkansas State University Athletic Training Program to release my phone number, social security number, immunization and PPD records, background check, and attendance records for HIPAA and OSHA education to the institutions where I am scheduled for clinical education.

This permission extends for the duration of my enrollment as a student at the Arkansas State University Athletic Training Program. I understand that I may withdraw this permission by notifying the Athletic Training Program's Clinical Coordinator in writing. However, withdrawal of this authorization will not affect information that has already been released.

I understand that withdrawing my permission may prevent my placement at outside clinical sites and prevent my completion of the Arkansas State University Athletic Training Program.

I understand that the information disclosed pursuant to this authorization, may be subject to re-disclosure by the recipient institutions and may no longer be protected by federal regulations.

---

Student Signature

---

Date

---

Printed Student Name



## HEPATITIS B VACCINATION REPORT

Student Name (PLEASE PRINT): \_\_\_\_\_

Please have your physician's office fill out the following or attach documentation.

\_\_\_\_\_

Date 1st	Dose Date 2nd	Dose Date 3rd Dose
----------	---------------	--------------------

\_\_\_\_\_

Nurse's or Physician's Signature	Date
----------------------------------	------

Physician or Clinic Address: \_\_\_\_\_

\_\_\_\_\_

Physician or Clinic Phone Number: \_\_\_\_\_

\_\_\_\_\_

### REFUSAL FOR HEPATITIS B VACCINE

I understand that due to my occupation's exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I decline getting the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

\_\_\_\_\_

Signature of Person Refusing	Date
------------------------------	------

\_\_\_\_\_

Signature of Person Witnessing	Date
--------------------------------	------



## MEASLES, MUMPS AND RUBELLA (MMR) IMMUNITY REPORT

Student Name (PLEASE PRINT) \_\_\_\_\_

If received the MMR vaccine, complete SECTION A and leave SECTION B blank.

If did not receive the MMR vaccine, complete SECTION B and leave SECTION A blank.

<b>Section A: MMR Vaccination</b> (must have both doses)		
_____	_____	
Date First Dose	Date Second Dose	
	(must be at least 28 days after first dose)	
<b>Section B(1): Rubella Immunity Report</b> (check the one that is proof)		
A history of the disease will not be acceptable		
_____ Documented Rubella Vaccination		
_____	_____	
Vaccine	Date	
_____ Documented Rubella Immunity: Laboratory evidence of immunity will be accepted as follows: Serology by HAI to measles of 1:16 or positive immunofluorescence to Measles Virion of 1:8 or higher.		
_____	_____	_____
Test type	Date	Reaction
<b>Section B(2): Rubeola Immunity Report</b> (check the one that is proof)		
_____ Born before 1/1/1957		
_____ Documented Rubeola Vaccination		
_____	_____	
Vaccine	Date	
_____ Documented Rubeola Immunity		
_____	_____	_____
Test Type	Date	Reaction

\_\_\_\_\_  
Nurse or Physicians Signature

\_\_\_\_\_  
Date

Physician or Clinical Address: \_\_\_\_\_

Physician or Clinic Phone Number: \_\_\_\_\_



**ARKANSAS STATE  
UNIVERSITY  
STUDENT HEALTH RECORD**

**INSTRUCTIONS: PLEASE PRINT--USE PEN OR TYPE. PLEASE READ CAREFULLY!**

A Student Health Record is required for all students enrolled in the Athletic Training Program. This will become part of your confidential health record while enrolled at Arkansas State University and will be kept in your clinical education folder.

This information is desired in the event you should experience any health problems while you are a student and to fulfill the health and safety requirements of our clinical education sites. It has no bearing on your academic work. Therefore, do not hesitate to record all previous or present illnesses or symptoms.

- Please complete the *Personal Health History* form **yourself**.
- Have a physician complete the *Physical Examination* form. **Note: Be sure both sides are completed and the signature is given.**
- Have your **physician fill out and sign** forms for TB, MMR, and Hepatitis B **or attach proof** of immunization or lab evidence of immunity
- The *Technical Standards Certification Statement* also requires a **physician signature**.
- If you have not started and are planning to start, or have started the Hep B vaccination series, you only need to fill out the *Hep B Vaccination* form for the vaccinations you have already received. Please turn in documentation as you receive further vaccinations.
- Fill out the *Refusal of Hepatitis B Vaccine* form **if you choose not to get vaccinated for Hepatitis B**. This may eliminate the possibility of your being assigned to clinical education sites that require this vaccination.
- Complete the *Health Insurance Report* form, including a copy of the front and back of your insurance card.
- Make copies of all of these forms and place the originals in your Clinical Education Handbook. You will need your originals to make copies for your clinical sites. (The Clinical Education Team will not be making copies of these forms for you for your clinicals.) **Never give a clinical site your originals.**

**PLEASE RETURN THE COPIES OF THE FORMS TO:**

Clinical Coordinator  
Master of Athletic Training Program  
Arkansas State University  
P.O. Box 910  
State University, AR. 72467



**PERSONAL HEALTH HISTORY**  
(Completed by the student)

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

Student Id # \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

If there is a family history of any of the following disease(s) please check:

\_\_\_ Diabetes      \_\_\_ Cancer      \_\_\_ Seizures      \_\_\_ Heart trouble

\_\_\_ High blood pressure      \_\_\_ Blood disease

Describe any serious illness, injury, or operation you have had (in chronologic order) giving nature of condition, hospital name and location, date and any persistent after effects:

\_\_\_\_\_

Are you sensitive/allergic to any medication or other substance?

\_\_\_\_\_

Please list any medications or special forms of therapy you use regularly:

\_\_\_\_\_

\_\_\_\_\_

Give date of last immunization against:

Diphtheria \_\_\_\_\_

Tetanus toxoid \_\_\_\_\_

Smallpox \_\_\_\_\_

Polio \_\_\_\_\_

Have you had either the clinical illness or immunization against: (If yes, include date in the appropriate box):

Disease	Immunization Date Dose #1	Immunization Date Dose #2	Immunization Date Dose #3	Illness Date	Lab Test Proving Immunity Date
Regular Measles (Rubeola) (MMR)					
Hard Measles (Rubella) (MMR)					
Mumps (MMR)					
Chicken Pox					
Hepatitis B					

Are you now being treated for any conditions? Yes \_\_\_\_ No \_\_\_\_ if so, what?

---



---

Describe any condition or diagnosis which may require accommodations during clinical experiences due to a physical, psychological or learning disability:

---



---



---

Student Name (PLEASE PRINT)

---

Student's Signature

Date

---



**ARKANSAS STATE  
UNIVERSITY  
PHYSICAL EXAM  
(Completed by a physician)**

Students Name: \_\_\_\_\_ Date: \_\_\_\_\_

Gender	Height	Weight	Pulse	Blood Pressure

Has student been your patient: \_\_\_ > 1 year      \_\_\_ < 1 year      \_\_\_ this is first visit

History: Are you aware of any serious illnesses or injuries? If so please describe:

\_\_\_\_\_

\_\_\_\_\_

Are there abnormalities of the following system? Describe fully. Use additional sheet if needed.

	NO YES		NO YES
1. SHEENT	___ ___	5. Genitourinary	___ ___
2. Respiratory	___ ___	6. Musculoskeletal	___ ___
3. Cardiovascular	___ ___	7. Metabolic/Endocrine	___ ___
4. Gastrointestinal	___ ___	8. Neurological	___ ___

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

To your knowledge is this person now under treatment for any medical or psychological condition?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please comment: \_\_\_\_\_

\_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician's Name \_\_\_\_\_ Telephone \_\_\_\_\_

(PLEASE PRINT)

**PHYSICIAN MUST ALSO SIGN THE TECHNICAL STANDARDS CERTIFICATION STATEMENT**





**ARKANSAS STATE  
UNIVERSITY  
TB SKIN TEST IMMUNITY REPORT**

Student Name (PLEASE PRINT) \_\_\_\_\_

PLEASE NOTE: THIS TEST CANNOT BE THE SELF-READ "TINE" TEST. IT MUST BE AN INTRADURAL TYPE TEST.

TUBERCULIN SKIN TEST TYPE: \_\_\_\_\_

**STEP 1:**

Date Given: \_\_\_\_\_

Date Read: \_\_\_\_\_ Reaction: \_\_\_\_\_

\_\_\_\_\_  
Nurse's or Physician's Signature

\_\_\_\_\_  
Date

**STEP 2: (THIS TEST MUST BE GIVEN AT LEAST 2 WEEKS AFTER THE FIRST TEST.)**

Date Given: \_\_\_\_\_

Date Read: \_\_\_\_\_ Reaction: \_\_\_\_\_

\_\_\_\_\_  
Nurse's or Physician's Signature

\_\_\_\_\_  
Date

Physician or Clinic Address:

\_\_\_\_\_  
\_\_\_\_\_

Physician or Clinic Phone Number: \_\_\_\_\_

Please Return To:

Clinical Coordinator  
Athletic Training Program  
P.O. Box 910  
State University, AR. 72467



## TECHNICAL STANDARDS POLICY FOR ATHLETIC TRAINING STUDENTS

Athletic Training Students must be able to perform certain mental, physical, and other tasks that are essential in providing care for their patients. These requirements are outlined in the Program's *Technical Standards for Athletic Training Students*.

**After** being admitted to the program, Athletic Training students must submit a signed certification statement stating that they believe that they can meet these standards with or without accommodation. A licensed healthcare provider of the student's choosing who also signs a statement on the form (Physician, PA, or Advanced Nurse Practitioner) also confirms the student's statement through a physical examination.

The certification form must be on file before beginning the courses or clinical experiences of program. If a student believes they may require accommodation(s) in order to meet these requirements, they must have their need for accommodation validated through the Arkansas State University's Disability Services Office. The office can be contacted at:

Disability Services  
Student Union 2181  
P.O. Box 360  
State University, AR. 72467

Website: <https://www.astate.edu/disability/>  
Telephone: 870-972-3964  
Fax: 870-972-3351

Accommodation may not be possible in some cases.

1. Any student who cannot meet each of the Technical Standards with or without accommodation cannot be enrolled in the Athletic Training Education Program.
2. Students requesting accommodations must have their need for accommodation validated through the Office of Disability Services.
3. Requests for accommodation are not used prejudicially against students.
4. Students are responsible for informing their instructors about needs for accommodation for classroom or clinical education courses.
5. Accommodation requests must be made in a timely fashion in order to permit adequate time to arrange the accommodation. It may not be possible to provide some accommodations on short notice.



## **TECHNICAL STANDARDS FOR ADMISSION ATHLETIC TRAINING EDUCATION PROGRAM**

*Taken/adapted from the NATA Education Council Guidelines*

### **Part I: History and Rationale**

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 (“ADA” or “the Act”), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 “prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are „otherwise qualified“ to participate in those programs.” With respect to postsecondary educational services, an “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity.”

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their requests for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of "public accommodation," including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In applying Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualifications could lawfully be considered “technical standard(s) for admission.”

Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability, if the institution can reasonably modify its program or facilities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

### **Part II: Use of Guidelines**

The following guidelines embody the physical, cognitive, and attitudinal abilities an Entry-Level Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical

activity. The guidelines serve to recognize abilities essential to the development of these Entry-Level abilities. Further, the guidelines reflect the necessary and required skills and abilities identified for the Entry-Level Athletic Trainer as detailed in the NATA Athletic Training Educational Competencies and the BOC, Inc., Role Delineation Study.

Institutions and programs should use these Guidelines as a reference point in the development of specific requirements, "technical standards," for admission to, and completion of, their educational program. Requirements should be objective, measurable, and should be applied to student admission to the program. Institutions and programs should provide their students with the applicable technical standards in a timely fashion. This could be prior to admission to the institution (for those programs that admit students directly to the program) or soon after the student has entered the institution (for those programs that admit students through a secondary admission process).

While technical standards should be applied to student admission to the institution and/or program, some programs may, additionally, apply technical standards as the student moves through the program, and/or use technical standards as a measure of the student's attainment of criteria for graduation. Entry-Level Athletic Training Education Programs must contact and work with their institution's ADA Compliance Officer, Office of Affirmative Action, or appropriate institutional office in the development and implementation of technical standards specific to their institution. This document is only intended as a guide or reference point for the development and implementation of technical standards. The ADA Compliance Officer (or appropriate person) at your institution is a valuable resource in the development and implementation of technical standards. It is strongly encouraged that programs not develop and implement technical standards without this important advice and counsel.

### **A-State Disability Services**

Students must meet the essential requirements in every aspect of the program and function effectively and efficiently in this field of study. However, A-State does not discriminate against students with disabilities. This program will work with Disability Services to ensure that the selection process is fair and accessible. Students with disabilities/impairments will be encouraged to register with A-State Disability Services. The registration process includes but is not limited to: filling out application, submitting sufficient documentation of disability/impairment, an intake session where accommodations are discussed and chosen, letters sent out to professors regarding accommodations granted, and students communicating with professors regarding accommodations as needed. In addition, the program will work with Disability Services to make sure that appropriate and reasonable accommodations are made.

### **Technical Standards for Admission into the Entry-Level Athletic Training program at Arkansas State University**

The Master of Athletic Training Educational Program (MAT) at Arkansas State University is a rigorous and intensive program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the MAT establish the essential qualities considered

necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). All students admitted to the MAT program must meet the following abilities and expectation. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodations, the student will not be admitted into the program.

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

Candidates for selection to the Athletic Training Education Program must demonstrate:

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

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

Arkansas State University's Disability Services will evaluate a student who states he/she could meet the programs technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

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

---

Signature of Applicant

---

Date

Alternative statement for students requesting accommodations.

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

---

Signature of Applicant

---

Date



## CRIMINAL BACKGROUND CHECK

# Arkansas State University

## Admissions

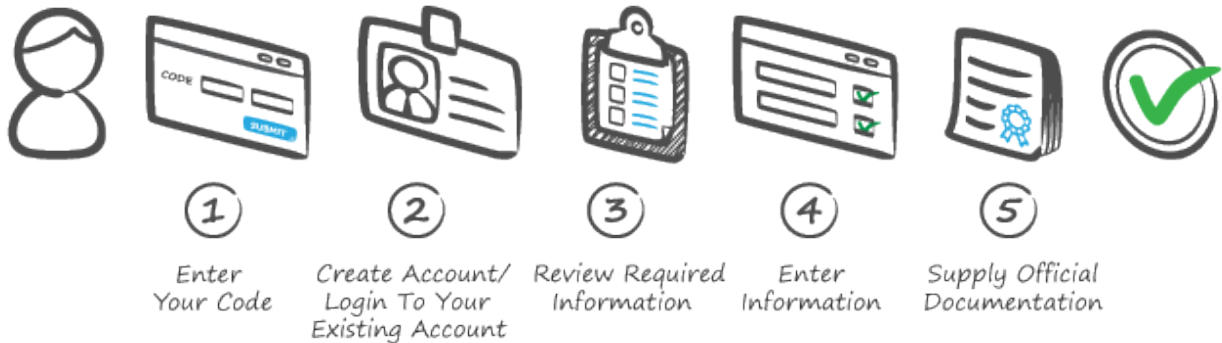
Required Qualifications for Your Program

**TIME  
SENSITIVE**  
DO NOT DELAY

### ATTENTION Students:

We've partnered with Verified Credentials, Inc. to help you supply the required qualifications for your program. To get started, carefully follow the instruction below:

### How it Works:



**IMPORTANT** – Use the CODE below to get started:

Program:	Code:
Background Check - Admissions	CCMMJ-26642

**GET STARTED NOW** at:

<https://scholar.verifiedcredentials.com/arkansasstate>

**For Best Results - Use a laptop or desktop computer to complete this process.**



## DRUG SCREENING POLICY

# Arkansas State University

## All Clinical Rotations

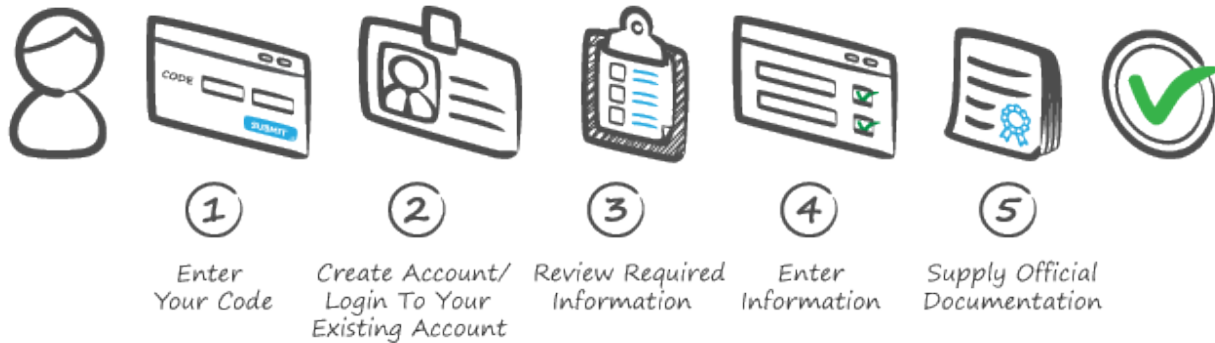
Required Qualifications for Your Program

**ATTENTION Students:**

**TIME  
SENSITIVE**  
DO NOT DELAY

We've partnered with Verified Credentials, Inc. to help you supply the required qualifications for your program. To get started, carefully follow the instructions below:

### How it Works:



**IMPORTANT** – Use the CODE that matches your phase:

Program:	Code:
Drug Screen Only - All Clinical Rotations	HHGCT-44273
Drug Screen Retest - All Clinical Rotations	TVBCW-82298

**GET STARTED NOW** at:

<http://scholar.verifiedcredentials.com/arkansasstate>

**For Best Results - Use a laptop or desktop computer to complete this process.**



## Qualified First Account Setup

New students should use the link and code found on the letter provided. If after reviewing these instructions you continue to have questions or experience difficulty, please contact the Verified Credentials Client Services team at [clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com) or 1.800.938.6090. \*\*If you already have a QualifiedFirst (QF) account and need to use an additional code, log into your QF account and enter the code where it says “Have a code” and click Go. If you forgot your password, click *Forgot Password?* at the login page and follow the instructions. Contact Client Services if you need further assistance.



Background Information Center

# Welcome

to **QualifiedFirst®** by Verified Credentials, Inc.

Your school has partnered with Verified Credentials to help you complete your program requirements.

## Get Started Here!

①

Enter Your Code

②

Create Account

③

Review Required Information

④

Enter Information

⑤

Supply Official Documentation

**First Time Users:**

Enter your code and register...


Code:  -

**Get Started!**

[Can't Remember Your Code?](#)

New students- enter the code within the First Time Users box and click “Get Started!” You will go through the next three steps to create your new QualifiedFirst account. Please double check all information entered as this demographic information will be used to process your background check and/or order your drug screen.

**QualifiedFirst**<sup>®</sup>  
by VERIFIED CREDENTIALS
[Customer Support](#)



### Create a New Account

Registration is easy and only takes three steps.  
To create a new account, please complete all fields below.

**Already Have an Account?**

Log In

1

### Personal Information

Please start by entering in your name and contact information below.

First Name:  ★

Middle Name:

Last Name:  ★

Country: United States ▼ ★

Address Line 1:  ★

City:  ★

State: Please Select ▼ ★

Zip Code:  ★

Primary Phone: Mobile ▼  ★

E-mail:  ★

Confirm E-mail:  ★

Choose a method to receive notifications regarding your account:

Notification Preference:  Text Message (Recommended)  Email  Both [Why do you need this?](#)

2

### Create Username / Password

Choose a Username and a Password and answers to two security questions which will be used for password recovery.

Username:  ★

Password:  ★

Confirm Password:  ★

1st Secret Question: Please Select ▼ ★

Answer:  ★

2nd Secret Question: Please Select ▼ ★

Answer:  ★

**\*\*You will need to remember your login for accessing your QF account in the future.**

3

### Terms of Use

Please accept the QualifiedFirst® Terms of Use Agreement.

I HAVE READ AND AGREE TO THE FOREGOING TERMS OF USE

**NOTICE:** Canceling and declining the Terms of Use will result in denial of your access to the QualifiedFirst® Service.

★ - Required fields



Your privacy and security are of utmost importance to us. We don't pass this information on to third parties. See our [Privacy Policy](#) for complete information.

Cancel

Sign In



Once you have created your account, you will be prompted for payment (Credit card, debit card or PayPal). Next, your background check will be initiated (if applicable) and you will be emailed instructions on drug testing (if applicable). If you do not see the drug screen email within 10-15 minutes of using and paying for the code, please check junk and spam folders as it may have redirected. The testing information can also be found on the Home tab of your QualifiedFirst account.

When your background check and/or drug screen completes, you will receive a notification via email or text (whichever you selected when setting up your profile) alerting you to log into QualifiedFirst and review the report. Once logged in, you will be asked to confirm the accuracy of the report and provide permission to send the report to Arkansas State University. They will NOT receive your report without you completing these steps. Samples of each notification type are below.

*Email example-*

Hi (Name),

Your background report is now complete **and ready for you to review!**

**IMPORTANT NEXT STEP:**

You **MUST** log back into your QualifiedFirst account to review your Background report.  
<http://qualifiedfirst.verifiedcredentials.com>

Thank you for being a QualifiedFirst customer!

QualifiedFirst Support Team

When logged into QualifiedFirst, you will also see the following notification with link to approve the report.



The page where you must review the report for accuracy will have the below messaging and options.

**IMPORTANT NEXT STEPS:**

1. Review and Confirm

(A copy of your pdf report will be available for review)

Does everything in your report look okay?

o YES, I have reviewed my background check and everything in it is accurate.

o NO

2. A Message from Arkansas State University

Arkansas State University would like you to send them a copy of your report.

Please reply with your decision. Select from the following choices:

o YES, I want to send this report to Arkansas State University now.

o NO, and I authorize QualifiedFirst to let Arkansas State University know that I won't be sending a copy of my report.

Click the Finished or Send Report button to complete.

## Helpful Hints for Successful Completion of Requirements

Keep an eye out for the email that will contain your drug testing information. Your drug screen email will be received from [clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com). If you do not see the email within 10-15 minutes of using the code, please check junk and spam folders. If you still do not see it, you can also find it on the Home tab of your QF account. You **MUST** provide your specimen by the date listed within the email.

If the identified Quest testing site is not the most convenient for you, you may use the link within the drug testing email to search for an alternate collection location. Find this line within the email to complete- "If you wish to search for additional collection locations, you may do so by clicking here." You must use the link for an alternate approved testing facility.



## CONSENT FOR PHOTO/PROMOTIONAL RELEASE

For adequate consideration, the receipt and sufficiency of which is hereby acknowledged, I, the undersigned, authorize Arkansas State University and its affiliates, as well as its trustees, directors, officers, agents, and employees (hereinafter collectively referred to as ASU), and/or ASU authorized representatives of magazines, newspapers, periodicals, radio, television, Web and other news and educational media:

1. To obtain my background information, whether general or educational;
2. To record my participation and/or appearance in or at any event, location and the like on videotape, audio tape, film, photograph electronic imagery or any other medium; and/or
3. To use my name, likeness, and/or voice in connection with the information and recordings identified above.

I also authorize ASU, and/or ASU authorized representatives of social medial, magazines, newspapers, periodicals, radio, television, Web and other news and educational media to duplicate, distribute, use and/or publish, in whole or in part, without restrictions or limitations, and in all mediums, including, but not limited to, magazines, newspapers, periodicals, raid, television, the World Wide Web, and other news and educational media, the information and recordings identified in above.

I further expressly release A-State and the authorized representatives of magazines, newspapers, periodicals, radio, television, Web and other news and educational media from any and all claims, demands, liabilities, actions, causes of action, suits, and costs whatsoever that I/we may have against any of them in connection with the recording, duplication, distribution, use, and/or publication of the information and/or recordings identified above.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date



**STUDENT CONFERENCE RECORD**

Student Conference Record

Student: (Name here)

Date: (Date here)

Re: (Purpose of meeting here)

---

Possible Topics:

1. Courses (Content, instructors, grades, special problems)
2. Directed Experience (Assignments, instruction, classroom/clinic behavior)
3. Specific Problems
4. Students strengths and weaknesses
5. Student Input
6. Faculty Input
7. Conclusions / Comments

(Eliminate non-applicable sections and enter data under applicable section)

---

Student / Date

Faculty / Date



## PROFESSIONAL BEHAVIOR ADVISEMENT FORM

**Student Name:** \_\_\_\_\_ **Date of Meeting:** \_\_\_\_\_

**Class Year:**             First Year             Second Year

**Reporter Name:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

**Reporter Role:**  Mentor  Faculty  Student  Preceptor  Other \_\_\_\_\_

**Student Does Not Meet the Minimal Standard: (check all that apply)**

### Foundational Behaviors of Professional Practice

- Primacy of Patient
  - Recognize conflicts that impact a patients' health and wellbeing
  - Advocate for a patients needs
  - Provide best health care available to patients
- Teamed Approach to Practice
  - Understand the scope of practice of other health professionals
  - Understand and abide by scope of practice for athletic training professionals
  - Demonstrate the ability to work well with others
- Legal Practice
  - Function as a law abiding allied health care professionals
  - Follow documented policies and procedures
- Ethical Practice
  - Abide by the NATA Code of Ethics
  - Understand the consequences of violating the NATA Code of Ethics
- Advancing Knowledge
  - Use evidence based practice to deliver competent care
  - Disseminate your knowledge of athletic training to others in a positive manner
- Cultural Competence
  - Consistently demonstrate professional knowledge, attitudes, and behaviors.
  - Demonstrate the ability to work with diverse patient populations
- Professionalism
  - Advocate for the profession
  - Demonstrate honesty and integrity
  - Exhibit compassion and empathy
  - Demonstrate effective interpersonal communication skills

### Additional Professional Behaviors

- Demonstrate good judgment

- Conduct oneself in an ethical manner including but not limited to:
  - Maintenance of confidentiality
  - Honesty concerning personal, academic, and medical information
- Commit to fulfilling professional responsibilities
- Demonstrate respect for self and others including but not limited to:
  - Provisions for the physical safety of others
  - Respect for the psychological welfare of others

**Description of Unacceptable Behavior(s):**

---

---

---

---

---

**Level of Sanction:**

- No Sanction
- Professional Behavior Notification #1 \_\_\_ #2
- Professional Behavior Probation
- Dismissal

**Student Perception/Response:**

---

---

---

---

---

**Comments/Strategy for Improvement:**

---

---

---

---

---

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**NATA Code of Ethics**  
September 2005, Revised 2016

## **Preamble**

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

### **1. Members Shall Practice with Compassion, Respecting the Rights, Welfare, and Dignity of Others**

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

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

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

### **2. Members Shall Comply With the Laws and Regulations Governing the Practice of Athletic Training, National Athletic Trainers' Association (NATA) Membership Standards, and the NATA Code of Ethics**

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

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

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

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

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

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

### **3. Members Shall Maintain and Promote High Standards in Their Provision of Services**

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

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

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

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

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

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

**4. Members Shall Not Engage in Conduct That Could Be Construed as a Conflict of Interest, Reflects Negatively on the Athletic Training Profession, or Jeopardizes a Patient's Health and Well-Being.**

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

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

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

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

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



Arkansas State University  
 College of Nursing and Health Professions (CNHP)  
 State University, AR 72467-0910  
 Jonesboro, AR  
 Phone: (870) 972-3112

### **AFFILIATION AGREEMENT**

This agreement is between the Arkansas State University – Jonesboro, acting by and through its College of Nursing and Health Professions, hereinafter referred to as “College”, and **Legal Name of Site, address, city, state, zip**, hereinafter referred to as "Facility."

It is understood that the participating institutions will cooperate in the conduct of educational activities as described below:

#### **THE COLLEGE AND FACILITY JOINTLY AGREE THAT**

1. There will be no discrimination against a student or faculty member because of race, color, gender, religion, age, national origin, or handicap in any aspect of this program.
2. The determination of the number of students to be assigned to the Facility shall be a joint decision based on available staff, space and necessary learning experiences in the Facility.
3. In the event an accident or incident occurs during the student’s participation in educational activities from which the facility might reasonably anticipate litigation, the facility and the student involved will prepare a written incident or accident report to be submitted to the appropriate department of the College and appropriate department of the Facility.
4. There will be on-going, open communication between the College and the Facility to ensure understanding of the expectations and roles of both institutions in providing education for students.
5. The ultimate responsibility for client care is retained by the Facility.

#### **THE COLLEGE AGREES TO**

1. Maintain university accreditation by the North Central Association of Colleges and Schools and individual programs shall seek and maintain approval and/or accreditation by appropriate program approving bodies;

2. Be responsible for organizing and administering the program of education for students, standards of education, selection of faculty, the term of instruction, course content and students' experience, methods and hours of instruction, assignments, supervision and evaluation of students.
3. Disseminate all shared regulations, policies and procedures of the Facility to students and faculty engaged in the educational program.
4. Require students to carry professional liability insurance of at least \$1,000,000 each incident and \$3,000,000 aggregate against any claim or injury.
5. Accept the responsibility of assisting in the orientation of appropriate Facility personnel to the goals, objectives and educational methods of each educational program.
6. Require students to be vaccinated for Hepatitis B (or a signed release if a student declines that vaccination) and complete all other immunizations required by the facility.

#### THE FACILITY AGREES TO

1. Be responsible for the organization, administration, staffing, operating and financing of its services and the maintenance of standards accepted for efficient management by the appropriate accrediting body, and operated in accordance with acceptable health care standards;
2. Provide appropriate personnel to serve as preceptors for students in the programs of the College of Nursing and Health Professions as applicable.
3. Provide the use of appropriate services, facilities and equipment as needed by the educational programs.
4. Assume no professional or financial liability for injury to students or faculty members except that which might be accrued as rights as a member of the public; the Facility will make emergency treatment available to students and faculty for injuries and illnesses which may occur at the Facility at the time that such students and faculty are participating in the clinical education program.
5. Suspend the participation of any student and/or faculty member in the educational program conducted pursuant to the Agreement if it finds the student's and/or faculty's participation is not in the best interest of the student, faculty or Facility. The Facility will notify the College department as soon as possible.
6. Accept from the College the number of students that qualified staff, time and space permit.
7. Assist in the orientation of faculty/students to policies, programs and procedures, including immunizations requirements.
8. Devise ways for coordination so that all programs may have maximum benefit of learning experiences, where multiple educational programs exist.

- 9. Be responsible for informing personnel regarding the rights and privileges of the College's students and faculty.
- 10. Establish and make accessible to the College's faculty and students specific space in the Facility for conferences and small reference libraries near the treatment area, when deemed necessary for the educational program.

This agreement will be reviewed by each party annually or when requested by either party and shall be in effect for a period of three years from the date of its execution unless cancelled by either party with not less than 30 days' notice; however, in the case of such termination, degree candidates who have begun a program shall be allowed to complete their requirements.

It is understood that this working agreement shall be interdependent. The Facility and the College will derive the greatest benefits by promoting the interest of the educational program and of health care thereby rendering the best service to the public.

“Force Majeure” Clause,

Neither party shall be considered in default in the performance of its obligations under this Agreement if such performance is prevented or delayed by Force Majeure. “Force Majeure” shall be understood to be any cause which is beyond the reasonable control of the party affected and which is forthwith, by notice from the party affected, brought to the attention of the other party, including but not limited to war, hostilities, revolution, civil commotion, strike, lockout, epidemic, accident, fire, wind or flood because of any law, order, proclamation, ruling, regulation or ordinance of any government or subdivision of government or because of any act of God.

NAME OF SITE: \_\_\_\_\_

Site Administrator (AD, president, chancellor, etc.)	Date
--	------

Clinic or business the preceptor employs (if not the site administration)	Date
--	------

Preceptor administrator (if not site administrator)	Date
---	------

Dr. Alan Utter, PhD Vice Chancellor and Provost Academic Affairs and Research	Date
---	------

Susan Hanrahan, PhD Dean College of Nursing and Health Profession	Date
---	------

### Athletic Training Student Clinical Hours Record

Directions: Please record all clinical experience hours accurately. Have your assigned Preceptor sign off on your hours each month and have your Preceptor make comments as needed. Work Study hours CANNOT count for clinical education/experience hours.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_ Clinical Education Course: \_\_\_\_\_

Primary clinical exposure: \_\_\_\_\_ Semester Total Hours: \_\_\_\_\_

Month: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Week 1								
Clinical Exposure								
Week 2								
Clinical Exposure								
Week 3								
Clinical Exposure								
Week 4								
Clinical Exposure								
Week 5								
Clinical Exposure								

Student Signature: \_\_\_\_\_

Monthly Total: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_



### Student Clinical Experience/Hours Volunteer Form

I, \_\_\_\_\_ am requesting to gain clinical experience beyond the required allotment required as part of my clinical education in the Master of Athletic Training program at Arkansas State University. I assure that I am not requesting this additional experience under duress from the Preceptor, or Clinical Coordinator but choose to participate in voluntary clinical rotations on my own accord.

I assure that my academic experience will not be compromised by volunteering, I will adhere to the limitations of my capabilities as determined by my status and progression position within the MAT program, and the limitations placed upon me by the Clinical Coordinator and Preceptor.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_





## **PROFESSIONAL APPEARANCE POLICY**

Athletic Training Students (ATS) are expected to display the type of personal appearance and attire reflective of professionalism and consistent with other health care professions. The attire must reflect consideration of image, safety, infection control and appropriateness for the activities to be performed in the clinical practicum in athletic training or a health care discipline. Unless otherwise defined in this policy, the athletic training student Professional Appearance Policy will be generally considered basic business casual. This policy is in effect during all aspects of the clinical education component.

During all clinical rotations and experiences, the Master of Athletic Training Student at Arkansas State University must follow the following dress code. Clothing needs to allow the ATS to perform the duties necessary to learn the skills of an entry-level athletic trainer and remain seen as a healthcare professional. Any exceptions to these rules must be approved by the Clinical Education Coordinator.

### **Identification Badge**

- Athletic Training Students are required to wear their identification badge at all times during clinical experiences. It is not to be covered by a shirt, sweater or jacket.

### **Basic Business Casual**

Basic business casual does not mean sloppy or baggy. Clothing should fit appropriately, be clean, pressed or wrinkle free and without holes or frayed areas. Basic business casual provides more varied and comfortable options but dress shall be suitable for clinical practicum activities, safe, and not extreme in style. Attire should allow for freedom of movement while in keeping with principles of modesty and propriety.

- Khaki (style) pants or shorts (which come to at least mid-thigh/finger-tip length).
- Collared shirts must be tucked in, except for shirts tailored to be un-tucked. Un-tucked shirts should not expose the belly or back during normal movements, nor should shirts expose the chest area.
- During outdoor practices, students are permitted to wear tee-shirts, as approved by their preceptors. These tee-shirts must have the logo of Arkansas State University or the host clinical site **ONLY**. No other logos will be permitted. Tee-shirt should also be tucked in.
- Events: The Athletic Training Students must wear collared shirts (tucked in) and khaki pants or shorts to all sporting events, unless instructed otherwise by their Preceptors.

The following clothing is considered **not suitable** to wear:

- Tight leggings, (i.e. spandex, yoga pants)
- Denim pants
- Clothing which is too revealing, suggestive, or tight fitting is not acceptable (i.e. halter, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps).
- Length of shorts should be no less than mid-way down the thigh.
- Clothing with symbols, phrases, or slogans representing/advertising gangs, sexism, tobacco, alcohol products, or controlled substances or representing another university.
- Clothing that exposes the stomach or other areas of the body inappropriately.
- Hats/caps are acceptable in outdoor work place settings only. Head covers for religious reasons are exempted. Head rags are not acceptable at any time in the work place.

### **Grooming Guidelines**

Personal cleanliness/hygiene will reflect professional standards (clean and neat) to include at least:

- Free of unpleasant body odors or breath.
- Hair is to be clean, neatly arranged and does not interfere with clinical practicum functions. Hair should not be extreme in color or styling.
- Face is shaved or mustache/beards/sideburns, etc., if worn, are to be neatly trimmed, clean, and appropriate for business appearance.
- Since some patients may be allergic to specific fragrances and/or aromas, health care facilities promote a “Fragrant Free Environment.” In an effort to support this type of environment, no strongly scented personal products shall be worn (i.e., cologne, aftershave, hair spray, perfume, deodorants) for the clinical practicum and should reflect a concern for professionalism, safety, infection control precautions, and the athlete/patients’ clinical conditions.
- Cosmetics in moderation are acceptable.
- Selection of jewelry for the clinical practicum should reflect a concern for professionalism, safety and infection control precautions. Women should limit earrings to one/two per ear and men should remove all earrings.
- Excessive tattoos or non-ear piercings should be kept out of sight during the clinical practicum work hours.
- Men and women fingernails should be short and clean. In conservative industries, women’s nails usually extend no longer than about ¼” beyond the fingertip. Please note in hospital settings that OSHA policies, for the purpose of infection control, do not allow acrylic nails. Therefore, acrylic nails are not permitted.

## AGREEMENT

This handbook for the master of athletic training program was presented to me during the student orientation. I have reviewed this manual in entirety and I understand and agree to its policies, forms, and student expectations. By signing this form, I agree that I have read this manual and will adhere to the policies and student expectations contained within.

---

**Student Signature**

---

**Date**

School Address: \_\_\_\_\_  
\_\_\_\_\_

---

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_