

***MAT***

**Student Handbook**

**Arkansas State University**



Arkansas State University  
College of Nursing and Health Professions  
Jonesboro, Arkansas  
Master of Athletic Training  
2021-2022

Arkansas State University  
Master of Athletic Training  
Jonesboro, Arkansas

## Academic and Clinical Policies

Arkansas State University  
College of Nursing and Health Professions  
Master 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	
a.	Mission.....	6
	i. Arkansas State University.....	6
	ii. College of Nursing.....	6
	iii. MAT program Mission .....	6
II.	Academics and Degree Requirements .....	6
a.	Program Curriculum .....	6
b.	Curriculum Layout.....	7
c.	Course Descriptions .....	7
d.	Admission Requirements .....	7
	i. Bachelor’s Degree.....	7
	ii. Prerequisites Coursework .....	8
	iii. Physical Exam.....	8
	iv. Immunization .....	8
	v. Medical Insurance .....	9
	vi. Criminal Background Check.....	9
	vii. Drug Screen .....	9
	viii. Technical Standards .....	10
e.	Curriculum Policies and Procedures .....	10
	i. Matriculation.....	10
	ii. Unsatisfactory Performance.....	10
	iii. Probation .....	10
	iv. Withdrawal.....	11
	v. Dismissal.....	11
	vi. Readmission.....	12
	vii. Remediation .....	12
	1. Students not on probation .....	12
	2. Students on probation .....	13
f.	Tuition and Fees.....	13
g.	Grading Policies.....	13
h.	Incompletes .....	14
i.	Grade Reporting.....	14
j.	Academic Integrity and Dishonesty policy.....	14
k.	Grievance policy .....	14
l.	Disability Services/Academic Accommodations.....	14
m.	Non-discrimination policy .....	15
n.	Professional Behavior .....	15
o.	Professional Behavior Notification.....	16
p.	Professional Behavior Probation.....	17
q.	Professional Behavior Dismissal .....	17
r.	Student Conference Record .....	18
III.	Administration .....	19
a.	Office Hours.....	19

b.	Receipt of Policies and Procedures .....	19
c.	Transportation .....	19
d.	Disaster Evacuation .....	19
e.	Inclement Weather Policy .....	20
f.	A-State Emergency Procedure .....	20
g.	Cancellation and Changes to Clinical Sites .....	20
h.	Costs of Clinical Education .....	20
i.	Supervision of Clinical Education .....	20
j.	Attendance Policy	
i.	Didactic Classes .....	21
ii.	Clinical Education.....	21
k.	Time commitment of the students to the program .....	22
l.	Course and Instructor Evaluation.....	22
m.	Safety .....	22
n.	A-State Program Laboratory and Clinical Site Policies .....	23
o.	Communicable Disease Policy .....	24
p.	Infection Control.....	24
q.	Smoking/Tobacco Use .....	25
r.	Cell Phones and Electronic Devices .....	25
s.	Social Media Guidelines .....	26
t.	Employment.....	26
u.	MAT Graduation Awards .....	27
i.	Academic Excellence.....	27
ii.	Community Service .....	27
iii.	Professional Service.....	27
iv.	Clinical Excellence .....	27
v.	Scholarships	
i.	Hank Jordan .....	28
ii.	David Puryear .....	28
IV.	Clinical Education.....	28
a.	Preceptor, Clinical Site, and Student Requirements .....	28
b.	Clinical Experience Hours .....	29
c.	Clinical Education Evaluation .....	30
i.	Clinical Education Evaluation Plan .....	30
ii.	Clinical Education Site Visits .....	30
iii.	ATS Evaluation of the Clinical Education Experience.....	31
iv.	Grading for the Clinical Education Experience .....	31
v.	ATS Withdrawal Policy .....	32
d.	Confidentiality Policy .....	33
e.	Therapeutic Equipment Policy.....	34
f.	Communicable Disease Policy .....	34
g.	Liability Insurance .....	35
h.	Sanitation policy .....	35
i.	Radiation exposure policy.....	36

V.	Program Evaluation .....	36
a.	Clinical Experience Documentation .....	36
b.	Athletic Training Student Self-Evaluation.....	36
c.	Preceptor and Clinical Setting Evaluation .....	37
VI.	Appendix.....	38
a.	Organizational Chart.....	39
b.	Notification of Policies .....	40
c.	Student Confidentiality Agreement (HIPPA, FERPA).....	41
d.	Authorization to Release Information.....	42
e.	Consent for Photo/Promotional Release .....	43
f.	Student Conference Record .....	44
g.	Professional Behavior Advisement Form .....	45
h.	NATA Code of Ethics.....	47
i.	Personal Appearance Policy .....	50
j.	Manual Agreement form.....	52

## **I. Introduction**

### **a. Mission Statements**

#### **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.

## **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

Summer 1		
AT 5103	Emergency Management of Injury and Illness	3 credits
AT 5203	Athletic Training Techniques	3 credits
Fall 1		
AT 5503	Clinical Education in AT I	3 credits
AT 5303	Gross Anatomy	3 credits
AT 5606	Orthopedic Assessment	6 credits
AT 5804	Pharmacology & Nutritional considerations in athletic training	4 credits
Spring 1		
AT 5513	Clinical Education in AT II	3 credits
AT 5713	Therapeutic Interventions II: Therapeutic Exercise	3 credits
AT 5703	Therapeutic Interventions I: Therapeutic Modalities	3 credits
AT 6103	Medical Assessment	3 credits
Summer 2		
AT 6803	Psychology of Sport and Injury	3 credits
AT 5403	Principles of Evidence Based Practice	3 credits
Fall 2		
AT 6506	Clinical Education in AT III	6 credits
AT 6403	Athletic Training & Healthcare Administration	3 credits
AT 6802	Seminar in Athletic Training	2 credits
AT 5723	Ther. Interventions III: Ther. Rehabilitation & Manual Therapies	3 credits
Spring 2		
AT 6514	Clinical Education in AT IV	4 credits
AT 6812	Athletic Training Capstone Project	2 credits
AT 6903	Clinical Decision Making in AT	3 credits
Total		63 credits

## c. 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)
  - h. Exercise Physiology (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. 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. 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. 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 D and E). Students must also complete and submit a TB skin test (Appendix I).



- a. The MAT program does not require students to receive the COVID-19 immunization shot nor require that students prove that they have received it. The program supports students that have had or plan to receive the vaccination.

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.
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.

**d. 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/withdrawal/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 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 70% 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 (>70).

## 2. *Students on probation*

- a. When a student has a class average below 80%, 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).

## e. **Tuition and Fees**

- i. According to the 2021-22 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 \$4273. This cost includes a tuition cost of \$3324 with and 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.

## f. **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	89.45-100%
B	79.45-89.44%
C	69.45-79.44%
F	69.44% or below

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

**g. 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.

**h. 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.

**i. 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 2021-2022 Student Handbook.

**j. 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.

**k. 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.

### **l. 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.

### **m. 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
  - d. restricting oneself from engaging in inappropriate sexual or romantic personal relationships with patients under their care.
- 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.

**n. 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
  - 6. Advisement Form to the student's faculty mentor.
  - 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.

**o. 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.

**p. 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.

**q. 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 S) 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 will list their office hours either outside of their office or in a course syllabi.

#### 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 Clinical Coordinator 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, liability insurance, 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 **or a** licensed physician. 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. 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 the students to the program

- 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. Time in the classroom will vary but should range between nine to fourteen hours a week. Students should also expect another 15 to 30 hours a week to devote to homework and studying. While on clinical rotations, students are limited to an average of 20 hours per week.
- 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.

l. 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 encouraged 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. The instructor determines lab clean-up assignments. 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 (school, community, clinical site) during the period in which they are enrolled in a clinical experience, they must report the exposure to their Preceptor. The Preceptor, 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.

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).

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 Program Director. 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 (HIPAA) 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: MAT Graduation Celebration Ceremony or the Convocation of Scholars event

*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: MAT Graduation Celebration Ceremony or the Convocation of Scholars event

*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: MAT Graduation Celebration Ceremony or the Convocation of Scholars event

*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: MAT Graduation Celebration Ceremony or the Convocation of Scholars event

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.

ii. David Puryear Scholarship

1. The David Puryear Scholarship is for the athletic training student majoring in Athletic Training with the second 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. Clinical Experience Hours

- i. Students are required to average of 20 hours a week at their clinical site or less 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.
- ii. Student requesting to average more than 20 hours at a clinical site per week must complete the ATS voluntary form found in Appendix U. Approval of request will be at the discretion of the clinical coordinator or the program director.

c. Clinical Education Evaluation

i. *Clinical Education Evaluation Plan*

1. The Preceptor will evaluate students at the clinical site-through the ATrack website at the midpoint (formative) and end (summative) of each major 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 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 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 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 of “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.

d. 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.

e. 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 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).

f. 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 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 or other known contagious 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 PD or CEC 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.

g. 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 could result in dismissal from the program. Proof of liability and health insurance must be completed by the first day of the first 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.

h. 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

i. 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 no more than 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.

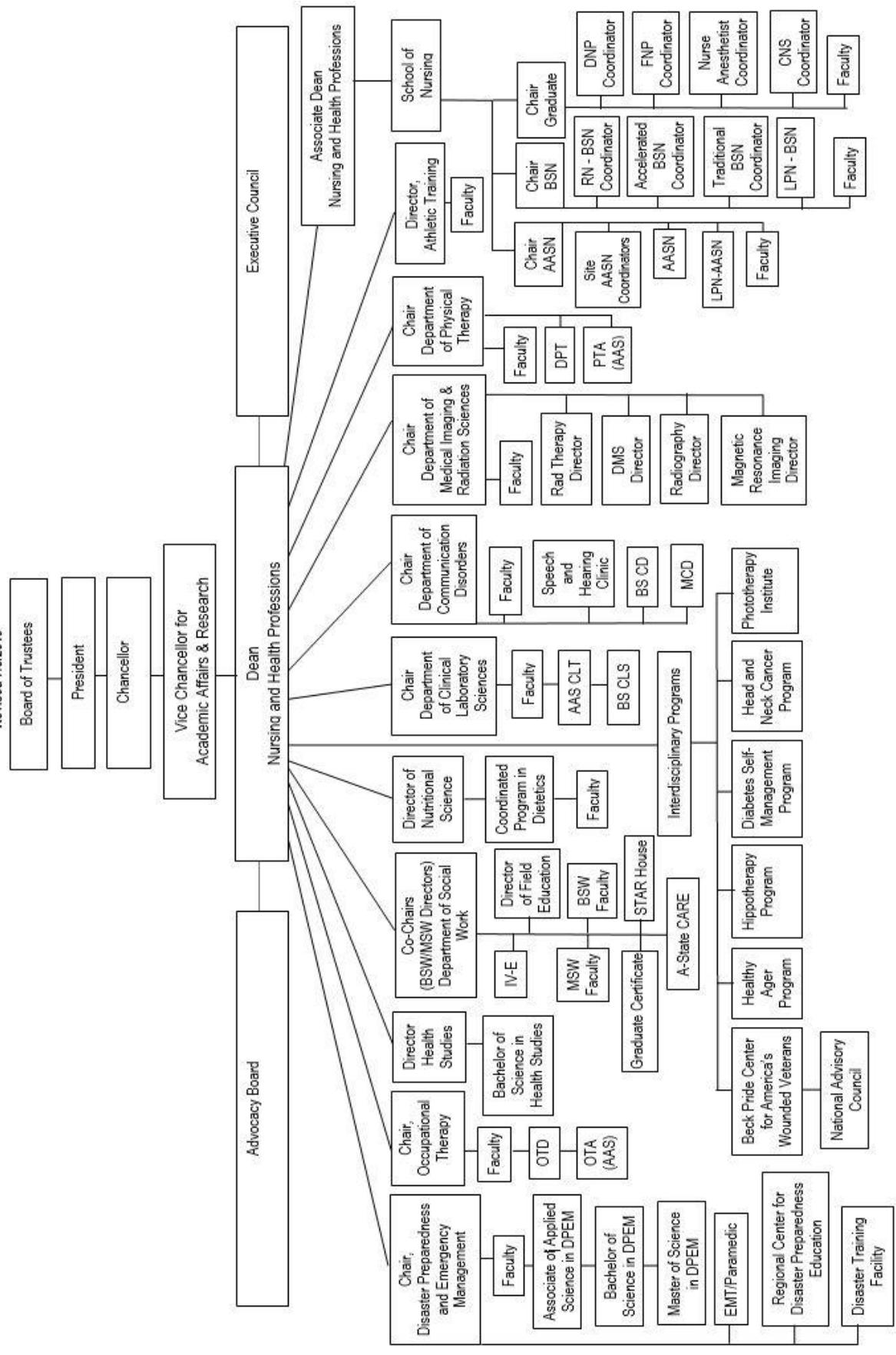
c. Preceptor and Clinical Setting Evaluation

- 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 submitted through the A-Track website to the CEC 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.

## **VI. Appendix**

- a. Organizational Chart
- b. Notification of Policies
- c. Student Confidentiality Agreement
- d. Authorization to Release Information
- e. Consent for Photo/Promotional Release
- f. Student Conference Record
- g. Professional Behavior Advisement Form
- h. NATA Code of Ethics
- i. Professional Appearance
- j. 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



## **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 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, radio, television, the World Wide Web, and other news and educational media, the information and recordings identified in above.

I further expressly release ASU 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.



### **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.



## **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: \_\_\_\_\_