Idaho State University
Professional Master of Science in
Athletic Training Program

Athletic Training
Student Handbook

Idaho State University Sport Science & Physical Education Department
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Revised 06/19
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Note: The Athletic Training faculty reserve the right to make necessary changes with regard to the Athletic Training Student Handbook. Students will be notified of any changes or additions. The Athletic Training Program Director will make final decisions in disputes over interpretations. Current handbook has been review by ISU Legal Counsel.
SECTION 1: General Program Information

DISCLAIMER

This handbook was created to inform the Athletic Training Student of policies and procedures of the Master of Science in Athletic Training Program at Idaho State University. The overall intent of this handbook is to ensure a quality educational experience for every student, and to ensure safe and efficient operation of all Athletic Training facilities. To achieve the goals of the educational program, every student must be thoroughly familiar with the policies and procedures listed herein. If you feel that a particular policy needs to be reviewed you should bring it to the attention of the Program Director of the Master of Science in Athletic Training. Policies and procedures can be modified, but not ignored.

The information in this handbook is not all-inclusive. This handbook should be used as a guide throughout your progression in the Master of Science in Athletic Training Program. As needed, the handbook will evolve as policies and procedures are modified, added, or deleted. Any alterations to the handbook will be made available to all students, staff, and Preceptors.

INTRODUCTION

Welcome to the Idaho State University Professional Master of Science in Athletic Training Program. This handbook has been designed to assist you in your endeavors as an Athletic Training Student. The purpose of the handbook is to provide you with program and university policies. Our program has been awarded accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) and with this respect, great expectations must be met. Many changes in athletic training have occurred in the past few years and many more are on the way. It is the goal to take this program to a high level and to create one of the best and most effective programs not only at Idaho State University, but in the nation. In order to achieve this lofty goal, the faculty, staff, and athletic training students must strive for excellence in all their words and actions, working together to accomplish this objective. This handbook should be read several times throughout the year so that you will continue to become familiar with the roles and responsibilities you have accepted as an athletic training student.

We look forward to working with each of you as you strive to succeed in what we believe to be one of the finest career choices you can make.

Dani Moffit, PhD, LAT, ATC  Karla Judge, DAT, LAT, ATC
Program Director  Coordinator of Clinical Education
HISTORICAL OVERVIEW OF THE PROGRAM

The Master of Science in Athletic Training (MSAT) Program at Idaho State University was a work in progress that commenced almost eight years prior to being granted Idaho State Board of Education approval at its April 19, 2012 meeting. The search for a Program Director began immediately in anticipation for an initial cohort to begin in the summer of 2013.

The first cohort of MSAT students began in June, 2013. Application for initial accreditation was submitted on July 1, 2014. Initial accreditation was awarded in January, 2015 by the CAATE.

PROGRAM MISSION STATEMENT

The Professional Master of Science in Athletic Training at Idaho State University has been designed to:

- Develop competent athletic training students who qualify to sit for the Board of Certification (BOC) examination.
- Teach ethical reasoning abilities and interpersonal skills to students that will work with the physically active population.
- Teach the basic knowledge required to be successful in the field of athletic training through didactic and clinical course work.
- Produce clinicians who display sound decision-making and good judgments through critical thinking and analysis of salient facts.
- Encourage students to assume a leadership role in their professional careers.

PROGRAM STUDENT OUTCOMES AND OBJECTIVES

OUTCOME 1: To provide high quality educational experiences both clinically and didactically, preparing students for success on the Board of Certification’s (BOC) national certifying exam

Objectives for Outcome 1

1.1 Mastery of Knowledge, Skills, and Abilities found in the Educational Competencies and Clinical Proficiencies within the Athletic Training program curriculum

1.2 Understanding of the role of the BOC, Commission on Accreditation of Athletic Training Education (CAATE), and National Athletic Trainers’ Association (NATA)

1.3 Quality clinical experiences (both genders) through upper and lower extremity, general medical, non-athletic populations, and equipment intensive clinical settings

1.4 Learning opportunities that integrate the classroom, laboratory, and practicum experiences into the clinical setting

1.5 Innovative classroom, laboratory, and practicum experiences to improve learning through the use of various technology and instruction tools

1.6 Future AT program needs measured via assessments (e.g., alumni and employer surveys, Advisory Board meetings, student surveys)
OUTCOME 2: *To prepare graduates that practice with cultural competence and professional integrity*

**Objectives for Outcome 2**

2.1 Expectation of adherence to and review the NATA and Idaho State Board of Medicine Codes of Ethics

2.2 Expectation of adherence to and review the Idaho State University Athletic Training Student Handbook

2.3 Preparation of Athletic Training Students to work in diverse settings with diverse populations

2.4 Provide opportunities for the Athletic Training Student to communicate appropriately with regard to age, activity level, gender, race, ethnic, linguistic, socioeconomic, and special needs background

2.4 Emphasize the importance and benefits associated with NATA membership and becoming an active member in the NATA and/or other allied health care associations

2.5 Encourage and facilitate efforts of the Athletic Training Students to attend national, regional, state, or local continuing education symposiums, workshops, or meetings

2.6 Promote and encourage teaching opportunities and service orientation for Athletic Training Students

OUTCOME 3: *To promote the use of Evidence Based Practice for delivery of patient care*

**Objectives for Outcome 3**

3.1 Promote and encourage the growth of research skills in Athletic Training Students for education preparation

3.2 Expose Athletic Training Students to current practices during classroom and clinical sessions

3.3 Emphasize the ongoing importance of reading, studying, and applying research in the athletic training field

OUTCOME 4: *To prepare graduates for employment in both traditional as well as non-traditional work environments associated with athletic health care*

**Objectives for Outcome 4**

4.1 Provide Athletic Training Students with diverse athletic training experiences

4.2 Provide Athletic Training Students with well-rounded allied health care learning experiences

4.3 Develop the Athletic Training Students’ awareness and knowledge of the Role Delineation Study

OUTCOME 5: *To prepare Athletic Training Students to incorporate a positive working relationship with fellow students, athletic, and allied health community members*

**Objectives for Outcome 5**

5.1 Provide Athletic Training Students with opportunities to communicate with athletic and medical personnel

5.2 Provide Athletic Training Students with opportunities to integrate learning and working experiences with fellow students

5.3 Provide Athletic Training Students with internship opportunities to develop professional rapport with athletic and allied health professionals
IDAHO STATE UNIVERSITY NON-DISCRIMINATORY STATEMENT

It is the policy of Idaho State University to provide equal educational opportunities, services and benefits to students without regard to race, color, religion, age, gender, national origin, physical or mental disability, veteran status, genetic information, or other protected class applicable under federal, state, local law or ISU Policy.

ATHLETIC TRAINING PROGRAM
NON-DISCRIMINATORY STATEMENT

In compliance with the Idaho State University non-discriminatory policy, the Professional Master of Science in Athletic Training Program does not discriminate on the basis of race, color, religion, age, gender, national origin, physical or mental disability, veteran status, genetic information, or other protected class. In addition, it is these guidelines of the MSAT program that extend these principles into our daily work. All coaches, staff, and athletes must be judged and treated under these same conditions.
ATHLETIC TRAINING PROGRAM PERSONNEL

For an Athletic Training program to be successful, the involved personnel must be aware of the importance of each person’s role. For example, the Athletic Training Student should know and understand the responsibilities of the Preceptor, and the Preceptor should be aware of the educational requirements of the Athletic Training Student to ensure the overall success of the program. This section outlines the responsibilities of each position.

Program Director
Unit: SSPE
Reports To: Department Chair
Positions Supervised: Athletic Training Students, Athletic Training Program Instructors

The Program Director shall fulfill the following duties and responsibilities:

- Provide updated information to the students, staff, and Athletic Training faculty on the AT program.
- Serve as a Preceptor educator.
- Determine necessary curriculum changes and institute new academic and clinical courses.
- Assist in determining appropriate affiliated sites and authorize Preceptors at those sites.
- Review the clinical hour commitment of each student on a regular basis.
- Serve as the liaison with the Department Chair and Department Committees on the AT program and its students.
- Serve as the liaison with the CAATE, NATA, or the BOC and complete any and all forms or correspondence, which represents the CAATE accredited program.
- Document compliance of CAATE standards on an annual basis including the completion of annual reports, accreditation self-studies, and coordination of site visits.
- Serve as the final authority in determining any actions surrounding students in the CAATE accredited program.
- Maintain Athletic Training Student’s educational files.
- Chair the Athletic Training Advisory Board.
Coordinator of Clinical Education

Unit: SSPE
Reports To: Program Director
Positions Supervised: Athletic Training Students

The Coordinator of Clinical Education shall fulfill the following duties and responsibilities:

- Provide Preceptor education.
- Provide a handbook for Preceptors which details the CAATE program and their responsibilities as an extension of the academic program.
- Identify the psychomotor skills to be acquired during the clinical experience, and criteria for student evaluation and clinical progression.
- Assign students to clinical rotations and provide the students with the names and phone numbers of the Preceptors they are assigned to for contact.
- Determine authorized absences in the clinical setting by the Athletic Training Students and inform the Preceptors of the intended absence.
- Contact each affiliated site instructor at least twice during the student’s clinical rotation to review the student’s progress and determine student competence in their clinical skills and identify areas that need improvement.
- Provide Athletic Training Student evaluation forms to Preceptors and ensures that completed forms are maintained in student’s official file.
- Meet with each Athletic Training Student at least twice per semester to discuss clinical evaluations and experiences.
- Assess Preceptors and provide feedback to improve clinical education.
- Serve as a moderator when problems arise in the clinical setting.
- Advise students as assigned.
- Act as a member of the Athletic Training Advisory Board
Preceptor
Unit: SSPE
Reports To: Coordinator of Clinical Education
Positions Supervised: Athletic Training Students

The Preceptor shall fulfill the following duties and responsibilities:

♦ Complete Preceptor Training.
♦ Know and understand all psychomotor competencies required for CAATE accredited athletic training programs.
♦ Provide formal instruction and evaluation of clinical proficiencies.
♦ Meet with the Athletic Training Students at the beginning of the rotation to:
  - Discuss guidelines at the clinical site including hazardous waste disposal, emergency procedures,
  - Referral protocol and record keeping.
♦ Develop a schedule to ensure direct supervision of students.
♦ Ensure students dress professionally and complete their duties in a professional manner.
♦ Check the Athletic Training Students’ hours log on a regular basis to ensure accurate documentation of the clinical hours.
♦ Review injury reports on a regular basis and make recommendations for improvement.
♦ Speak with the Coordinator of Clinical Education at least twice during the students’ clinical rotation to discuss student progress.
♦ Report any and all problems directly to the Coordinator of Clinical Education regardless of whether or not the situation was resolved.
♦ Complete student evaluation forms as supplied by the Coordinator of Clinical Education.
♦ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
♦ Demonstrate understanding of, and compliance, with the policies and procedures of the MSAT program.
Athletic Training Student(s)
Unit: SSPE
Reports To: Program Director, Coordinator of Clinical Education, Preceptor
Positions Supervised: None

♦ Athletic Training Students must attend all regularly scheduled courses, meetings, and clinical assignments. Professionalism begins now.
♦ Athletic Training Students must adhere to the policies and procedures set forth within the Athletic Training Student Handbook.
♦ Communication must be adhered to, including all verbal and written (including emails) forms.
♦ Community service is a key component of any profession and students will be expected to participate in service activities.
♦ Professional dress is expected at all clinical assignments.
♦ Competency review is imperative for success in the program. Athletic training skills and mastery of these skills are necessary for success as an Athletic Trainer.

AT Program Medical Director
Unit: SSPE
Reports To: Program Director

♦ Whenever possible, serve as a resource person to the athletic training curriculum program for didactic class presentations, assist in the administration of practical examinations, and encourage students to participate in professional activities.
♦ Demonstrate understanding of, and compliance, with the policies and procedures of the AT program.
♦ Act as a member of the Athletic Training Advisory Board
SECTION 2: Master of Science in Athletic Training Information

GENERAL DESCRIPTION OF THE ATHLETIC TRAINING PROGRAM

The Master of Science in Athletic Training within the Sport Science & Physical Education Department and the College of Education consists of a major field of study of 48 credits. This portion of the curriculum would largely encompass professional education courses similar to any professional master’s degree program. The overall objectives of the AT program are to teach the students in the following roles:

1. **Injury/ Illness Prevention and Wellness Protection**: Educating participants and managing risk for safe performance and function.
2. **Clinical Evaluation and Diagnosis**: Implementing standard evaluation techniques and formulating a clinical impression for the determination of a course of action.
3. **Immediate and Emergency Care**: Employing standard care procedures and communicating outcomes for efficient and appropriate care of the injured.
4. **Treatment and Rehabilitation**: Reconditioning participants for optimal performance and function.
5. **Organizational and Professional Health and Well-Being**: Understanding and adhering to approved organizational and professional practices and guidelines to ensure individual and organizational well-being.
ADMISSION REQUIREMENTS

- Bachelor’s degree from a regionally accredited college or university in the United States or its equivalent from a school in another country
- Application and acceptance by ISU Graduate School
  - Cumulative GPA (minimum of 3.0 for final 60 credits)
  - GRE/MAT score based on acceptance requirements of the ISU Graduate School
- Application through ATCAS.liaisoncas.com
  - Successful completion of the following required prerequisite courses with a grade of “C” or better in each course:
    - Biology
    - Anatomy and Physiology (1 year equivalent with lab component)
    - Chemistry
    - Physics
    - Statistics (preferred)
    - General Nutrition or Sports Nutrition
    - Exercise Physiology
    - Biomechanics
    - Sport Psychology (or other upper division Psychology course)
  - Personal Statement
    - Describe your professional goals
    - What helped you decide on Athletic Training as a profession
  - Two Evaluations (References)
  - Evidence of current CPR/AED for Health Care Provider certification
  - Documentation of observation hours (minimum of 50) with an Athletic Trainer
- Applications received after the deadline (January 15) will be considered on a rolling admissions basis if available slots exist.

- Students must have the following on file with the MSAT Program Director prior to starting clinical site assignment in August:
  - Proof of immunizations
  - Proof of Tuberculin PPD test (within 1 year)
  - Bloodborne Pathogen training
  - Background check
  - Technical Standards (see page 15)
HEALTH REQUIREMENTS

Idaho State University’s MSAT program and CAATE requires all students enrolled in the MSAT program to provide proof of immunizations. Students who do not have these on file will not be allowed to begin their clinical experience in the summer semester. The cost of vaccinations is the student’s responsibility. Students are required to have the TB test performed on an annual basis.

The immunization records must be submitted to the Program Director. The Athletic Training Student will not be allowed to begin clinical experiences until all required immunizations are on file. The Technical Standards form containing the signature of the Athletic Training Student documenting acknowledgement of this requirement is maintained by the Program Director of the MSAT program. All records are kept confidential and will not be released without the student’s permission or court order.

TECHNICAL STANDARDS

GUIDELINES TO TECHNICAL STANDARDS

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 post-secondary 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.
**Use of the 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.

**Technical Standards:**

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

**IDAHO STATE UNIVERSITY ATHLETIC TRAINING PROGRAM**

**TECHNICAL STANDARDS FOR ADMISSION**

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

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

Candidates for selection to the Athletic Training program must demonstrate:

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

Please see Appendix D for Technical Standards Acknowledgement signature page.

ACADEMIC ADVISEMENT

Academic advisement is available throughout the academic year by the Athletic Training
program faculty in the Sport Science and Physical Education Department for students who have
been officially accepted into the Master of Science in Athletic Training program.

Students must meet each semester with the MSAT Program Director to ensure proper
progression toward meeting all degree requirements.

GUIDELINES FOR ADVANCEMENT IN THE ATHLETIC TRAINING PROGRAM:

1. Satisfactory completion of all athletic training (minimum of a B-) courses.
2. Receive a “minimal” rating on the evaluation of performance in the clinical setting.
3. Maintain a minimum overall GPA of a 3.0.
5. Must have and pass an annual Tuberculin PPD test for clinical experience.
6. Must complete an annual Criminal Background Investigation.

RETENTION POLICIES AND/OR GPA REQUIREMENTS

Students who fall below the required GPA standards (3.0 overall GPA and B- in MSAT program
core courses) will be immediately placed on one semester probationary status. Students will be
required to complete an Academic Improvement Plan prior to the beginning of the semester.
Students who do not show improvement after one semester will be dismissed from the MSAT
program.

Students will not be permitted to advance in the MSAT program if they did not achieve the
“minimal” standards on their clinical evaluation, as determined by the Preceptor, Coordinator of
Clinical Education, and Program Director. Since the clinical hours are incorporated into each
Clinical Experiences course, students will be required to repeat the course to fulfill their clinical experience. Prior to receiving an unsatisfactory clinical evaluation, students will have received 2 written warnings from their Preceptor and have a formal meeting with the Coordinator of Clinical Education and their Preceptor. Students who receive more than one “unsatisfactory” evaluation will be dismissed from the MSAT program.

Students who fail to follow the NATA Code of Ethics, policies and procedures set forth in the ISU Athletic Training Student Handbook, and/or policy and procedures for any affiliated site may also be dismissed from the program. This includes involvement in illegal activities, violation of the alcohol, drugs, and tobacco policy, unexcused absences for clinical assignments, or violation of university or program policies.

Determination of dismissal from the program is the responsibility of the MSAT Program Director and Coordinator of Clinical Education, with input from current Preceptors and faculty. They are responsible for reviewing the pending charges, pertinent written information, interviewing appropriate personnel, and rendering a final decision via the democratic process. Students dismissed from the program will not be permitted to take any additional athletic training courses (except to repeat courses that are required for program admission) or work in any of the University's athletic training facilities or affiliated settings.

**TRANSFER CREDITS**

In compliance with the Higher Education Act, Idaho State University only accepts transfer credit from regionally accredited colleges and universities.

Students who have completed graduate Athletic Training coursework at another CAATE-accredited professional master’s degree program may apply for up to 9 transfer credits. The transfer of graduate credits from non-CAATE-accredited programs will be considered on a case-by-case basis. Approval of all transfer credits requires an official transcript, a copy of the course syllabus, and approval by the ISU MSAT Program Director.

Students who have a degree in a health care profession (e.g., Physical Therapy, Physician’s Assistant, Nursing) will be considered on a case-by-case basis as to the number of transferable credits. The ISU Graduate School requires a minimum of 30 credits be taken in-house for graduation to occur.

**LEAVE OF ABSENCE**

Students may need to take a leave of absence due to illness, injury, pregnancy, military assignments, or other personal issues. Students who do so must submit a request in writing to the MSAT Program Director. Leave of absence may require the student to be placed in the cohort for the following year, since all courses are taught in a specific sequence. If the time period is longer than one calendar year, it is in the student’s best interest to re-take courses since it is difficult to matriculate through the program if he/she has not retained the knowledge from those courses. Our goal is to maximize the student’s ability to succeed in future coursework and on the BOC certification examination.
# COURSE SEQUENCE
(effective Summer 2019)

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<tr>
<th>Summer</th>
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<th>Spring I</th>
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<td>AT 6606:</td>
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<td>Conditioning &amp;</td>
<td>Traumatic Brain</td>
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<td>Injury and Neurological</td>
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| 9 credits | 9 credits | 10 credits | 10 credits | 10 credits |

# ATHLETIC TRAINING CORE COURSE DESCRIPTIONS

**AT 6600: FOUNDATIONS OF ATHLETIC TRAINING** (3 credits)
Survey of the profession of Athletic Training. Injury prevention, assessment, treatment, taping and rehabilitation of common athletic injuries will be presented. Lab included.

**AT 6602: GENERAL MEDICAL ASSESSMENT** (3 credits)
This course addresses current medical issues that pertain to athletic training and the physically active. Content includes sports pharmacology, physiological considerations, common illnesses and special concerns. Lab included.

**AT 6604: PHYSICAL ASSESSMENT OF THE LOWER EXTREMITIES** (3 credits)
Intense, in-depth study of the lower extremities including physical examination, injury recognition, treatment, taping, bracing, and foundations of rehabilitation. Lab included.

**AT 6608: PHYSICAL ASSESSMENT OF THE SPINE AND UPPER EXTREMITIES** (3 credits)
Intense, in-depth study of the trunk, head, face, and upper extremities including physical examinations, injury recognition, emergency treatment, taping, bracing, and foundations of rehabilitation. Lab included.
AT 6610: PATHOPHYSIOLOGY AND THERAPEUTIC MODALITIES (3 credits)
Analysis of the physiological response to injury and the effects of therapeutic modalities on athletic injuries. Lab included.

AT 6612: CONDITIONING & THERAPEUTIC EXERCISE (3 credits)
Development of proficiency in the theory, design and implementation of conditioning programs and instruction on the effective application of therapeutic exercise in order to achieve symptom free movement and function. Content includes basic principles of exercise, therapeutic effects of exercise, functional evaluation of performance, goniometric measurements, and manual muscle testing. Lab included.

AT 6606: TRAUMATIC BRAIN INJURY AND NEUROLOGICAL ASSESSMENT (3 credits)
Comprehensive examination of sport-related traumatic brain injury. Includes neurological assessment and rehabilitation methods. Lab included.

AT 6645: ORGANIZATION AND ADMINISTRATION OF ATHLETIC TRAINING PROGRAMS (3 credits)
This course is designed to expose students to the organization and administration concepts of athletic training. Content includes management, leadership, legalities, historical perspectives, motivation and technology.

AT 6640 RESEARCH AND WRITING (3 credits)
Identification and application of basic research methods used in athletic administration, public health or education.

AT 6614 PROFESSIONAL ISSUES IN ATHLETIC TRAINING (3 credits)
This course is designed to various professional issues involved with athletic training in a topical format in order to develop a holistic understanding of the profession. Content includes topics such as psychosocial issues, cultural competence in healthcare delivery, performance enhancement, job seeking, exam preparation, and continuing professional development.

AT 6651 CAPSTONE ASSESSMENT (3 credits)
There are three semesters of AT 6651 Capstone Assessment courses. Together they represent a comprehensive assessment of learning over time of the students. Capstone Assessment in Spring I requires an oral presentation of a case study. Capstone Assessment in Fall II requires an oral and written presentation of a Grand Rounds topic. Capstone Assessment in Spring II requires an objective written exam and a final oral practical exam before an examining committee. Students must take this course in each of the last 3 semesters of the program (for a total of 3 credits) in order to graduate.

AT 6661: CLINICAL EXPERIENCES IN ATHLETIC TRAINING I (3 credits)
Clinical experiences in athletic training.

AT 6662 CLINICAL EXPERIENCES IN ATHLETIC TRAINING II (3 credits)
Clinical experiences in athletic training.

AT 6663: CLINICAL EXPERIENCES IN ATHLETIC TRAINING III (3 credits)
Clinical experiences in athletic training.

AT 6664: CLINICAL EXPERIENCES IN ATHLETIC TRAINING IV (3 credits)
Clinical experiences in athletic training.

AT 6665: CLINICAL EXPERIENCES IN ATHLETIC TRAINING V (3 credits)
Clinical experiences in athletic training.
PROFESSIONAL DEVELOPMENT UNIT (PDU)

Athletic training education reform has mandated that any student sitting for the BOC exam must graduate from an accredited AT program. Therefore, after you graduate, what makes you any different or better than someone else applying for the same job?

The purpose of the Professional Development Unit (PDU) Initiative is to:

- encourage students to pursue current and future professional development activities;
- ensure that students become involved and engaged in a variety of different professional development experiences while matriculating through the AT program;
- make students more marketable to employers; and
- allow students to become accustomed to participating in future professional development activities.

Each year, each ATS must accumulate a total of at least 25 Professional Development Units (PDUs). This amount is required because Certified Athletic Trainers are required to obtain a minimum of 50 Continuing Education Units (CEUs) every two years, so this is designed to prepare you for those requirements. Acceptable activities are listed in Appendix B. Similar to CEU requirements for ATC credentialed professionals, progress should be continuously made toward the required 25 PDUs, to avoid the need to “cram” for activities at the end of the year. Each ATS must complete a “Professional Development Unit Verification Form” after each particular activity has been completed, and attach appropriate documentation/verification (certificate of attendance, name badge, supervisor letter, etc). The verification form and adequate documentation must then be submitted to the student’s current Preceptor, or other appropriate supervisor, who verifies (signature) each activity and forwards each verified activity to the Program Director. Activities must be submitted within 3 months in order to receive credit. Once verified by the Preceptor/staff and the Program Director, you will receive your verification form to maintain your records.

Fulfillment of this program will be reflected in the AT 6665: Clinical Experiences in AT V grade. Students must maintain documentation of their completion of a minimum of 50 PDUs and submit all required documentation prior to graduation. All PDU documentation will remain in the student’s file.

The “year” will begin on the date of May graduation and run for one calendar year, so activities completed during the summer will count towards the upcoming school year’s requirements.

All of the required forms can be found in Appendix B.

Modified from Concordia University Wisconsin ATEP – Ryan D. Wilkinson, ATC
ACADMIC INTEGRITY

Cheating and other forms of academic dishonesty will **NOT** be tolerated. The policy of Academic Dishonesty, starting on page 10 of the ISU Student Handbook (http://www.isu.edu/studenta/pdf/IdahoStateUniversityStudentHandbook.pdf), will be enforced. Any individual caught cheating on examinations and/or assignments or plagiarizing will receive an automatic “F” for their final grade. Furthermore, a letter will go into the student’s file describing the situation.

Students have a special responsibility to academic standards since Idaho State University is an academic institution. Academic dishonesty is a particularly serious offense. Academic dishonesty is defined as, but not limited to:

- Giving or receiving help with intent to falsely represent one’s work;
- Plagiarizing (A willful misrepresentation of another person’s work as one’s own);
- The use (or appearance of use) of notes, books, cell phones, cameras, or any other unauthorized sources during tests of any kind, unless specific instructions are given permitting such use;
- Altering the record of any grade in any grade book or record;
- Any other type of misconduct, offense or manifestation of dishonesty or unfairness in relation to academic work;
- Unauthorized possession of a test prior to, during, or after the administration of a test;
- Defacing, mutilating, destroying, modifying, stealing, hiding, or in any other way inhibiting or preventing access by others to library materials or databases;
- Falsely documenting clinical hours; and/or
- Falsifying research data.

CLINICAL EDUCATION OVERVIEW

Athletic Training Students will receive immersive clinical experiences at Idaho State University, other intercollegiate athletic programs, high schools, sports medicine clinics, physical therapy clinics, and general medicine facilities, in addition to other special events that might occur in the community. While there are established clinical affiliations, Athletic Training Students are also encouraged to seek additional sites for their immersive experiences. In all clinical rotations, students will be supervised by a BOC certified and state-licensed Athletic Trainer or physician who is a Preceptor associated with the Athletic Training program. For each immersive experience, the Athletic Training Student is expected to work full-time with his/her Preceptor for approximately 8 weeks. The majority of the clinical education hours obtained by the Athletic Training Student will be accumulated during team coverage that occurs between the hours of noon and 7:00 p.m., Monday through Friday. Athletic events also occur on the weekend, so these clinical education rotations may include Saturday and Sunday events as well. Students MUST RECEIVE scheduled time off of 1 day every 7 days. Clinical education rotations also may include traveling when accompanied by a Preceptor. A Preceptor will supervise each student and evaluate each student on his/her performance and clinical proficiency.
DIRECT SUPERVISION

For the clinical component of the MSAT program, the students are supervised by Preceptors. The ratio of no more than 5 students for every one Preceptor will be maintained. The Preceptors will provide direct supervision in the form of direct visual and auditory contact with the student. Within the MSAT program, athletic training clinical experiences coincide with various athletic training courses. Any unsupervised clinical education experience is in violation of CAATE Standards, MSAT program policy and is not permitted under any circumstances.

Each semester, every Athletic Training Student will be assigned to work with a specific Preceptor. Students will not be assigned specific sports, but will rather work with whatever sport their Preceptor is covering that day.

Courses Affiliated With Clinical Education

AT 6661, 6662, 6663, 6664, 6665: Clinical Experiences in Athletic Training I-V
These clinical experiences continue to expand upon the didactic knowledge as well as to master the competencies expected of an entry-level athletic training student. The clinical work experience is to be distributed as equally as possible over the two years of the curriculum.
CPR/First Aid certifications must be current in order to remain at clinical sites. The immersive clinical rotation work hour requirements (40-50 hours/week) will be met by serving as athletic training students with Idaho State University’s intercollegiate athletic teams for 1-2 semesters and 2-3 semesters at other affiliate settings. These hours are part of the course requirements for AT 6661, 6662, 6663, 6664, and 6665 and are directly supervised by BOC certified athletic trainers or other approved allied health care professional. All hours must be recorded in A-Track and signed off by the supervising Preceptor. The Coordinator of Clinical Education has the responsibility of monitoring hours in A-Track. The Coordinator of Clinical Education does an hour check a minimum of 2 times each month. For students who are falling below or are far exceeding expectations, a meeting between the CEC, Preceptor, and Athletic Training Student occurs to discuss remedy for the situation. Athletic Training Students are required to demonstrate competency in a variety of clinical skills. At the conclusion of each term, students will be evaluated by their clinical supervisor.

CLINICAL ROTATIONS IN THE SUMMER OR DURING WINTER BREAK

Clinical hours during the summer and/or winter breaks are optional but must be with an approved Preceptor at an affiliated site. Students who are not enrolled in AT 6661 are not required to attend pre-season practices and/or competitions prior to the first day of classes. Students are not required to attend practices and/or competitions during the winter break. HOWEVER, these can often be very valuable learning experiences and students are encouraged to gain clinical experiences outside the academic calendar.

Students who complete hours in the summer or during winter break must purchase additional liability insurance at their own cost.

In the summer and/or over winter break, students may earn a maximum of 1/3 of the clinical and all PDU hours required for the following semester. However, these clinical rotations must be
approved in advance by the Coordinator of Clinical Education. Students must make such requests in writing, after having received signed approval from the Preceptor who will be supervising the student. This written request must include the dates, number of clinical hours anticipated, clinical assignment, Preceptor’s name, and signatures of both the student and the Preceptor. Students on these rotations must still complete clinical hour forms, and all applicable evaluation forms.

During the summer and winter breaks, students MUST earn their hours with their assigned clinical rotation if it is available. If the assigned clinical rotation is not available, the student must get permission from BOTH the Coordinator of Clinical Education AND the Preceptor in order to go to a different clinical rotation.

For example, if a student is assigned to Idaho State University Football for the fall rotation, which begins typically the beginning of August, he/she may NOT earn summer hours at a clinic in August. The only rotation where they may earn summer hours in August would be with ISU Football. However, the student could earn hours at the clinic in June and July.

**EVALUATION PROCEDURES**

Preceptors will provide informal weekly critiques or feedback to students regarding their performance. Formal evaluation of student performance will occur at midterm and the conclusion of each clinical rotation.

The clinical proficiency evaluations are provided to the Athletic Training Students upon acceptance into the MSAT program. Preceptors have access to proficiencies via A-Track. The Preceptors are also given a list of courses the student has completed in previous semesters. Athletic Training Students are assessed on clinical integrated proficiencies as part of the final performance evaluation. The Athletic Training Student must be able to present his/her clinical proficiency evaluations immediately upon request by a Preceptor.

The clinical site and Preceptor are evaluated anonymously by Athletic Training Students, in conjunction with the evaluation of the Preceptor, at the conclusion of the clinical experience. The Athletic Training Student submits these evaluations through A-Track for the Coordinator of Clinical Education and/or Program Director for review. At the conclusion of the academic year, the Program Director and the Coordinator of Clinical Education provide the Preceptor with general feedback from the evaluation conducted by the Athletic Training Students. This feedback is provided to assist the Preceptor in the improvement of the clinical site. The Coordinator of Clinical Education and the Preceptor meet at the conclusion of the academic year to discuss the evaluation and determine the appropriate changes necessary to improve the clinical education experience for the students.
DOCUMENTATION OF CLINICAL EDUCATION HOURS

Clinical education hours accumulated under the direct supervision of a Preceptor must be recorded by the Athletic Training Student through A-Track as verification of meeting class requirements. This requires the documentation of the month, the year, the type Athletic Training experience, and the Athletic Training hours accumulated for each day. At the end of each day, the Athletic Training Student must total the hours so the Preceptor can approve the hours.

Only the Athletic Training clinical education hours obtained under the direct supervision of a Preceptor may be counted toward the required hours for graduation. Athletic Training clinical education hours do not include the time spent while traveling with a team, lodging, team meetings, team meals, or hours working for payment of any type.

With this being said, clinical hours may be recorded during the following:
- Set-up for practice/competition and clean-up after practice/competition
- Preparing the athletes for practice/competition
- Treatments before and after practice/competition
- Injury evaluation/Clinic with a team physician
- Rehabilitation
- Escorting an athlete to an appointment with a physician or to the emergency room
- Observing surgery
- In-services
- Administrative duties
- Clean-up and stocking of the cabinets/drawers in the athletic training room, including kits

Clinical hours may NOT be recorded for the following:
- Traveling with a team
- Team meetings
- Team meals

TRANSPORTATION TO CLINICAL SITES

Each Athletic Training Student is responsible for transportation to and from clinical practice sites throughout the entire Athletic Training program. Transportation requires that each student has personal access to a car.

TRANSPORTATION OF AN INJURED OR ILL PATIENT

An Athletic Training Student in the MSAT program should not be the primary driver in the transportation of an injured or ill patient, unless the necessary training and paperwork have been completed. An MSAT student transporting an injured or ill patient not under the direct (auditory and visual) supervision of his/her Preceptor places the patient at risk. Therefore, only patients / athletes who have been deemed stable by the Preceptor should be transported by an Athletic Training Student. This should never be done without prior approval EACH TIME by the Preceptor.
VOLUNTEER/TRAVEL POLICY

The Idaho State University MSAT program does not allow students to work as a First Responder or a First Aid Provider. An Athletic Training Student working without supervision from an Idaho State Athletic Training program Preceptor is not authorized.

The Athletic Training Student CAN ONLY participate in the following:
1. Observation under direct supervision of an MSAT program Preceptor
2. Travel with teams only accompanying an MSAT program Preceptor
3. Clinical experience only when an MSAT program Preceptor is in visual and auditory contact

Athletic Training Students who are found to be in violation of the above policy will be removed from their site and may be dismissed from the program. Sites in violation will immediately have all students removed from said site.

Athletic Training Students performing community service CANNOT represent themselves as an Athletic Training Student or First Aid Provider.

Please see Appendix C for Volunteer/Travel Policy Acknowledgement signature page.

INTERNSHIPS AND SUMMER CAMPS

Athletic Training Students may choose to participate in athletic training internships and/or summer camps. These are not required by the MSAT program, nor will they satisfy any MSAT program requirements. Athletic Training Students who choose to participate in these internships are responsible for ensuring that their participation in the internship does not violate the athletic training licensure laws or other similar regulations in the state(s) where the internship/camp will take place. The MSAT Program Director can assist the Athletic Training Student in reviewing the state regulation(s) that may apply, but the Athletic Training Student is ultimately responsible for the final determination. In addition, Athletic Training Students who participate in an internship are strongly encouraged to purchase liability insurance that would cover him/her during this experience.

PROFESSIONAL ORGANIZATIONS

Membership in professional organizations instills a sense of professionalism in the student and provides specific rights and benefits. It is also a prerequisite for some scholarships. Athletic Training Students are required to apply for student membership in the NATA no later than September 1 of the student’s first year in the program.

Idaho Athletic Trainers’ Association

Athletic Training Students are strongly encouraged to become active members of the IATA. One of the functions of this society is to advance the athletic training profession in the state of Idaho. In addition to publishing a newsletter, a clinical symposium is sponsored annually by
IATA. Athletic Training Students who live in Idaho and become members of the NATA will automatically become a member of the IATA. See www.idahoata.com for more information.

**National Athletic Trainers’ Association**

Athletic Training Students formally accepted into the Athletic Training program must become members of the NATA. The annual fee for this membership is currently $85.00, which includes dues to the national organization as well as District X (NWATA). For more information about the NATA refer to their website at www.nata.org.

**Eligibility for NATA Membership**

No individual is eligible to apply for membership unless in compliance with all NATA rules and standards. NATA may deny, cancel, or otherwise act upon membership where the individual is not in compliance with the following NATA rules and standards:

1. The individual must truthfully complete and sign the application form provided by NATA and shall provide additional information as requested. The individual must notify NATA of any change in address, telephone number, and any other facts bearing eligibility or membership within 30 days of such occurrence.

2. An individual convicted of a felony directly related to public health or athletic care or education shall be ineligible to apply for membership for a period of one year from the exhaustion of appeals, completion of sentence, or completion of parole, whichever is later. Convictions of this nature include but are not limited to felonies involving: rape; sexual abuse of an athlete or child: actual or threatened use of a weapon or violence; the prohibited sale or distribution of a controlled substance, or its possession with the intent to distribute; or use of position of the athletic trainer improperly to influence or attempt to influence the outcome or score of an athletic event or in connection with any gambling activity.

**FINANCIAL ASSISTANCE**

As an Athletic Training Student at Idaho State University, there is available to you a variety of financial aid other than the traditional forms offered through the University’s financial aid office. Listed below are scholarships available to a limited number of qualified students. Selection is based on those eligibility requirements specific to the individual award.

**NATA Scholarships**

The NATA Research and Education Foundation awards scholarships annually. Athletic Training Students interested in applying for NATA scholarships should request the appropriate information from the program director or by downloading an application at www.natafoundation.org. The deadline for application is in February.

**NWATA District X Scholarships**

The Northwest Athletic Trainer’ Association (NWATA) offers scholarship monies to outstanding students pursuing a degree in athletic training and who serve as athletic training students. These scholarships are awarded annually in the amounts of $500 and $1,500. Contact the website (www.nwata.org) for information.
IATA Scholarships
The Idaho Athletic Training Association offers a $500.00 scholarship to an outstanding Athletic Training Student pursuing a degree in Athletic Training. Contact the website (www.idahoata.com) for information.

Big Sky Football Officials Athletic Training Student Scholarship
This scholarship is offered to an Athletic Training Student who has worked with Big Sky sports. $500.00 is awarded to one student. The deadline is usually early May. Contact Jim Wallis: wallisj@pdx.edu for more information.

The Luckey & Nesbitt Scholarship
This scholarship is awarded annually to an Athletic Training Student whose intention is to make Athletic Training his/her primary career. The amount of the scholarship is approximately $630.00. Apply through ISU BOSS (Bengal Online Scholarship System).

STUDENT PROFESSIONAL LIABILITY INSURANCE

Athletic Trainers are not immune to litigation. If the Athletic Training Student adheres to the guidelines as set forth in this manual and those particular to their own clinical site assignment and does not attempt to perform duties outside the scope of their limitations, the chances of litigation are greatly reduced. The following guidelines should be adhered to at all times:

1. Consider everyone you see, talk to or touch as a potential plaintiff.
2. Adhere to the Family Educational Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPAA) which deal with releasing confidential information. A written release from the student athlete must be signed before releasing any information.
3. Know the limits of your competence and responsibilities.
4. Be attentive and develop good evaluative skills.
5. Maintain a good rapport and open communication with your athletes, Preceptor, administrators and faculty.
6. Maintain good records and documentation of athletic injuries.
8. Maintain a good rapport with the team physicians. Athletic Trainers function under the guidance and direction of the Team Physicians.

Athletic Training Students are not covered by Idaho State University’s liability insurance so students are strongly encouraged to purchase professional liability insurance during the entirety of the program. Students pay for the student malpractice policy at the time of registration. Students will occasionally have opportunities to cover events on their own. If the event is not part of Idaho State University’s MSAT clinical program, the student insurance may not apply so students should consider purchasing their own protection in case of litigation. Several companies provide such policies, and students may obtain their insurance from a company of their choosing. Two such companies, Marsh Affinity Group (www.maginnis-ins.com) and HPSO (www.hpso.com) provide a student policy at a reasonably affordable price (approximately $30.00 per year).
TEXTBOOKS, SUPPLIES, AND OTHER ASSOCIATED COSTS
* All costs subject to change

Below is a summary of costs that the student can expect to spend during an academic associated with the program (this list is not inclusive):

| Textbooks and Course Materials/Fees | $200-$300 per semester  
|                                      | Book list will be provided upon acceptance into the MSAT program |
| Professional Fees                   | $750.00 per semester (4 semesters) |
| Deposit                              | $750.00  
|                                      | Required to hold spot in program  
|                                      | Will be applied to fall semester professional fees |
| NATA Associated Costs               | Annual Dues ($85.00 per year) |
| Professional Malpractice Insurance  | $20-$30 per year  
|                                      | Student responsibility  
|                                      | Optional |
| Criminal Background Investigation   | $44.75 per year  
| CastleBranch.com                     | Required both years of the program |
| Uniforms                             | Attire (e.g., dress slacks, dress jacket, etc.) will vary according to the clinical assignment and will be the responsibility of the student to purchase (if needed).  
|                                      | Name badge ($5.00 to $6.00) |
| Immunizations                        | Cost is dependent on which the student may be missing  
|                                      | Student responsibility |
| Hepatitis B Vaccination              | Optional for the student; must provide documentation or signed waiver  
|                                      | Approximately $120-150 for the three-shot series  
|                                      | Can be obtained through ISU Student Health Center |
| First Aid & Professional Rescuer CPR | $20-$25 per year  
|                                      | Program will pay the 2nd year |
Tuberculosis (TB) Testing
- Can be obtained at the ISU Student Health Center or local Public Health Center
- Student responsibility
- Approximately $5-10 for the test, which requires two visits (1st visit to be injected with testing agent; 2nd visit must occur 2-3 days after 1st visit to assess injected area)
- Required yearly

Travel and/or Housing To Off-Campus Clinical Affiliated Sites/Assignments
- Students are responsible for obtaining transportation to/from a designated off-campus clinical affiliated site. The student is encouraged to car-pool with the clinical instructor or fellow student (when available).
- Students must find their own housing for experiences outside of SE Idaho
- Minimum of 2 semesters

MASTER OF SCIENCE IN ATHLETIC TRAINING / DOCTORATE OF PHYSICAL THERAPY DUAL DEGREE OPTION

Description of the Program
The MSAT/DPT dual degree program is a unique program for select students. Normally, obtaining both degrees would take a total of 5 years, but with the dual degree, the program can be completed in 4 (47 months), graduating with an MSAT and DPT degree, as well as completion of requirements to sit for the national board examinations for both professions. Both the MSAT and DPT programs are accredited by the respective governing bodies. This program has been approved by the Idaho State Board of Education.

Admission Requirements
Applicants must be admitted to both programs (MSAT and DPT) separately. The applicant will use the normal application (PTCAS for the DPT; ATCAS for the MSAT + plus the graduate school application for both). In addition, a letter must be submitted to both programs declaring interest in the dual degree program. Application and letter deadline is October 1st.

Once an applicant has applied and is accepted for both programs, the DPT entrance will be deferred 1 year; the first year of the program will be entirely MSAT content.

Deposits for BOTH programs would need to be made by the deadline for each program.

Awarding of Degrees
Both degrees will be awarded at the end of the entire program (47 months). The candidate will be eligible to sit for the Athletic Training Board of Certification examination during the last academic semester of the entire program and for the National Physical Therapy Examination during the final clinical semester.
Course Sequence

The MSAT sequence will consist of the first summer session and two semesters. The DPT sequence follows for six semesters plus two summer sessions.

<table>
<thead>
<tr>
<th>Summer I</th>
<th>Fall I</th>
<th>Spring I</th>
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<tr>
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<td>AT 6604 Lower Ext (3)</td>
<td>AT 6608 Upper Ext (3)</td>
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<td>AT 6614 Prof Issues (3)</td>
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<td>AT 6645 O&amp;A (3)</td>
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<td>PTOT 5512 Prof Comm (2)</td>
<td>PTOT 5501 Clin Kines (4)</td>
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<td>BIO 5574 A&amp;P (5)</td>
<td>PTOT 6620 Clin Proced (3)</td>
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<td>PTOT 6621 Man Eval (3)</td>
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<td>PTOT 6623 Phys Agents (4)/AT 6610 Ther Modalities (3)</td>
<td>PTOT 6606 Ther Ex (4)/AT 6612 Cond &amp; Ther Ex (3)</td>
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<td></td>
<td>PTOT 6618 Clin Prac (1)</td>
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<td>PTOT 6616 Prof Project (1)/ AT 6651 Capstone Assessment (1)</td>
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<tr>
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<td>PTOT 6617 Research Prac (1)</td>
<td>PTOT 6616 Prof Project (1)/ AT 6651 Capstone Assessment (1)</td>
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<tr>
<td>PTOT 6608 Pharm (3)</td>
<td>PTOT 6618 Clin Prac (1)</td>
<td>PTOT 6619 Clin Prac (1)</td>
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<td>PTOT 6622 M-S Sys Mgt (5)</td>
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<td>Genetics (2)</td>
<td>PTOT 6624 Cardiac/Pulm (5)</td>
<td>PTOT 7715 Resource Mgt (3)</td>
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### Summer IV
- PTOT 7733 Clin Affil III (5)

### Fall IV
- PTOT 6616 Prof Proj (2)
- PTOT 6617 Research Prac (1-2)
- PTOT 7725 Multi-Sys Mgt (4)

### Spring IV
- PTOT 7734 Clin Affil IV (5)
- PTOT 7735 Clin Affil V (5)
- PTOT 7727 Geriatric Mgt (3)
- PTOT 7728 Lifespan Dev (4)
- PTOT 6619 Clin Prac (1)

6 Credits | 15-16 Credits | 11 Credits

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### SECTION 3: Professional Behaviors and Disciplinary Policies

#### STUDENT DRESS CODE AND APPEARANCE GUIDELINES

An important part of professional conduct is appearance. Athletic Training Students should be aware that clinical rotations require specific professional attire. Athletic Training Students who do not comply with the dress code for their clinical assignment may be excused from the rotation for the day. An ongoing pattern of inappropriate dress may be grounds for disciplinary action. Athletic Training Students should clarify the dress code for their specific clinical assignment with their Preceptor before the first day of the assignment.

All students enrolled in the Master of Science in Athletic Training program must wear the following uniform (unless more formal attire is required) while attending clinical education experiences:

- Polo-style shirt. They may be plain or with an ISU logo, only.
- Sweatshirt with ISU logo
- Solid color, neat, pants or shorts. **Jeans are not acceptable at any clinical site.**

For outdoor events, students should be prepared to add layers of clothing in the event of weather changes. Additional clothing is fine under the following conditions:

- Clothing is approved by Preceptor
- Clothing does not contain vulgar, profane, or other inappropriate advertising
- The student continues to wear the polo shirt or sweatshirt underneath.

For indoor events, students should be prepared to wear appropriate professional dress clothes. Professional dress clothes must be functional and appropriate to the event. This clothing should meet the following guidelines:

- No spiked shoes; no high heels over 2”
- Skirt length must be knee length or longer
- No low cut or see-through blouses
- No clothing that exposes undergarments
- All ties must be worn with a tie tack
- No long jewelry that may interfere with patient care (e.g., long necklaces, dangling earrings, etc.).
All students enrolled in the MSAT program must follow the additional uniform guidelines while attending clinical education experiences:

- All shirts must be tucked in
- All baggy or large pants/shorts must be held up with a belt
- All shoes must be closed-toe shoes; NO sandals or flip-flops; laced must be tied
- Socks must be worn
- Clothing must be neat and clean
- No short shorts, tights/yoga pants/spandex, or low waist pants (i.e., trendy hip huggers)
- No tank tops or exposed cleavage
- No ripped or torn pants
- Jeans are not acceptable at any clinical site
- No hat/caps are to be worn indoors
- A digital watch or a watch with a second hand should be worn during clinical education experiences
- MSAT program name badge (see below)
- Hair must be neat and clean and maintained in such a manner to professionally fulfill clinical responsibilities; this includes facial hair
- No body piercing to ears other than the ear lobe are allowed while attending clinical education experiences; this is an OSHA requirement
- Body art (tattoos) must be covered with appropriate clothing as outlined in this section.

All students enrolled in the MSAT program must follow this additional guideline outside of clinical education experiences:

- Do not wear any clothing that identifies you as an Idaho State University Athletic Training Student to any bar, night club, gentlemen or ladies clubs, etc.

All staff and faculty athletic trainers will strictly enforce this dress code. Failure to abide by this code will result in the following consequences:

1. First day out of dress code will result in a warning.
2. Second day you will be sent home and required to do the first am practice or treatment. YOU must see your supervising Preceptor immediately to schedule. Failure to do so will result in an immediate meeting with the athletic training staff and faculty.
3. The third day will result in suspension from clinical responsibilities for the remainder of the term.

*This is a professional program that and therefore requires professional dress at all times.*

**NAME BADGES**

All MSAT program students must purchase a name badge prior to the start of their first clinical rotation. For all sites, MSAT students are required to wear name badge to identify yourself to student-athletes/patients as a student. The name badges can be purchased at the Public Safety office on the corner of 5th and Humboldt. The cost is based on purchasing a clip ($2.00) or a lanyard ($3.00) badge. The loss of a name badge will not be accepted as an excuse or reason for poor attendance at clinical education experiences, which can result in a poor Clinical Experiences grade.
**APPEARANCE**

Good grooming and personal hygiene are essential for health care providers. Along these lines, Athletic Training Students should maintain a neat and professional appearance at all times during clinical rotations. Their appearance should not distract from the professional image that they are trying to develop. Extremes of appearance are to be avoided during clinical education.

**ELECTRONIC COMMUNICATION / MEDIA**

The Idaho State University MSAT program promotes professional interactions between clinicians and patients. In maintaining this professional interaction, the program prohibits Athletic Training Students from interacting with current patients or athletes, not associated with Idaho State University, using social networking media (including but not limited to Facebook, Blogs, Twitter, Instagram, Snapchat, etc.). Athletic Training Students should not accept nor request any interaction involving social networking media with any current patient or non-ISU athlete, regardless of whether the Athletic Training Student is directly responsible for the patient’s care. This includes refraining from social networking with athletes from athletic teams with whom the Athletic Training Student has no direct contact and patients being treated by another clinician at the Athletic Training Student’s clinical education site. Athletic Training Students are encouraged to keep all social media accounts private. This policy further prohibits social interaction with patients and athletes by text messaging and electronic mail.

Furthermore, it is unacceptable for Athletic Training Students to interact through social networking media, text message, or electronic mail with patients or athletes who are *minors*, no matter if they are currently working with the minor or if they are no longer providing healthcare for the minor.

Athletic Training Students should also refrain from sharing any materials, including but not limited to: text, images, or video, related to patient diagnosis and care through social networking media, text message, or electronic mail. Any such disclosure of information is in violation of HIPAA policies and the ISU AT program Confidentiality Guidelines.

**CELL PHONE USE**

Cell phones are to be used for emergencies only while at the clinical education experience. Cell phones must not be used for personal calls unless approved by the Preceptor.
CONDUCT WITH ATHLETES/PATIENTS

The role of an Athletic Training Student is twofold: student role and athletic trainer role. Both in and out of the clinical settings, students should remember that they are filling both of these roles and act accordingly. It is recognized that in working closely with a team friendships may arise between Athletic Training Students and athletes. A professional demeanor should be exercised at all times. In the clinical setting, students should act as athletic trainers for their respective teams / patients. In this role, they are responsible for the care of that team’s athletes. They are also there, however, to learn and increase their athletic training skills.

RELATIONSHIPS WITH ATHLETE/PATIENTS

Athletic Training Students participating in intimate relationships (casual or sustained) with patients can lead to very compromising situations and therefore will not be tolerated, and may result in disciplinary actions, which may include immediate dismissal from the Master of Science in Athletic Training program. Each situation will be evaluated on a case-by-case basis. Questions regarding relationships with patients should be directed/reported to the Program Director and/or the Coordinator of Clinical Education to avoid any potential ethical/medical conflicts of interest.

The patient’s mental and physical welfare is paramount in providing healthcare services. If the Athletic Training Student cannot perform his/her duties effectively so that the relationship interferes with the athlete’s performance or the coach or supervisor feels the relationship is beginning to affect the athlete/patient, or team, the Athletic Training Student may be reprimanded or removed from assigned duties.

Athletic Training Students must also avoid verbal and/or physical arguments outside of the clinical setting with athletes/patients. Determination of any altercation (verbal and/or physical) with an athlete/patient will not be tolerated, and may result in immediate dismissal from the Master of Science in Athletic Training program.

PROFESSIONAL RELATIONSHIPS WITH PRECEPTORS

In order to ensure the best educational experience, it is imperative that Athletic Training Students and Preceptors develop and maintain a professional relationship. Specific expectations for clinical rotations will be discussed prior to the start of the rotation. Any issues with your clinical site should be initially discussed with the Preceptor followed by the Coordinator of Clinical Education. Intimate relationships (casual or sustained) while assigned to a Preceptor is not tolerated and may result in disciplinary actions, which may include immediate dismissal from the Master of Science in Athletic Training program. Any conduct among students and Preceptors deemed inappropriate will result in disciplinary actions.
PROFESSIONAL RELATIONSHIPS WITH COACHES

It is important that Athletic Training Students develop professional relationships with the coaches of teams with which they work. Usually your Preceptor will provide status reports to coaches, although Athletic Training Students may be required to do this on occasion. You should discuss how to handle coaches’ questions with your Preceptor. Generally, Athletic Training Students’ interaction with coaches should increase with the clinical experience. Occasionally such interactions can present difficulties. If an Athletic Training Student has difficulty with a coach or an athlete, he/she should make this known to the Preceptor immediately. Most problems can be easily resolved if approached early. Intimate relationships (casual or sustained) with coaches at your assigned clinical rotation will not be tolerated, and may result in disciplinary actions, which may include immediate dismissal from the Master of Science in Athletic Training program.

RELATIONSHIPS WITH OTHER MEDICAL PROFESSIONALS

Athletic Training Students should be professional when interacting with physicians and other medical professionals. These interactions are exceedingly important to the clinical education of the Athletic Training Student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate professional terminology.

CONFIDENTIALITY GUIDELINES

Confidentiality of the student-athlete's medical records must be maintained at all times, as these are considered legal documents. Records are not permitted to leave the secured designated area of the clinical instruction site. Any questions or concerns from the press, professional scouts, game/event management staff, institutional administrators, sports information personnel, opposing team personnel, spectators or other bystanders must be directed to the Head Athletic Trainer, Preceptor, or Head Coach. If medical records are needed for a case study then the athletic training student must complete the appropriate Medical Records Release Form and have it approved by both the student-athlete and the Head Athletic Trainer, Preceptor, and/or other designated clinical instruction site administrator (i.e.: Athletic Director, Sports Information, Medical Director, Medical records, etc) prior to accessing or using any information obtained from such records. This form gives the athletic training student access to the medical records only of the student-athlete noted on the form. The records still may not be taken out of the facility or photocopied under any circumstances. Anyone associated with access to documents that are the property of the clinical instruction sites will fully comply will all regulations set forth by the Health Information Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Athletic training students must remember that discussing the status of a student-athlete with other student-athletes is forbidden. This is considered a breach of confidentiality. The athletic training student must be aware of his/her surroundings at all times when the health status of a student-athlete is being discussed. This is perhaps one of the most serious violations that can occur and will result in circumstances that
may not only remove one from the clinical experience, but could ultimately result in a suspension or dismissal from the athletic training education program.

Please see Appendix F for Confidentiality Understanding signature page.

**PUBLIC RELATIONS AND THE PRESS**

Athletic Training Students in clinical education with ISU athletics or other sports may find themselves in situations where a member of the press asks them to provide information about an athlete. At all times, Athletic Training Students should be very mindful about patient/athlete confidentiality in dealings with the press. In dealing with members of the press: (a) always be polite, (b) refer them to you Preceptor without providing any patient/athlete information, and (c) nothing you say to the press is ever “off the record”. If you wouldn’t want your comments to appear next to your name on the news or in the paper, then don’t say them.

**DIFFERENCES OF OPINION**

It is foreseeable that students will have differences of opinion with other students or supervisors regarding patient care. In such cases, Athletic Training Students are encouraged to discuss the difference privately with the other person. Never argue in the presence of the patient – it only serves to undermine the patient’s confidence in you and the other person.

**ABSENCE FROM CLINICAL SETTING**

Absence from one’s responsibilities is discouraged, however if a situation should arise where an Athletic Training Student cannot attend a clinical setting activity (practice, game, medical rotation, etc.), he/she should contact the Preceptor and apprise him/her of the situation immediately.

**PREGNANCY**

Pregnancy of an Athletic Training Student will be accommodated for as necessary. A Technical Standards form will be signed by the Athletic Training Student, noting any accommodations that will be necessary during the entirety of the pregnancy. The Program Director and Coordinator of Clinical Education will work with the Athletic Training Student to provide a safe environment for the clinical rotation. It should be noted that the Athletic Training Student will still be held to the same standards as others with regards to hours and proficiencies, however, extensions may be granted, if necessary.
OUTSIDE EMPLOYMENT

Students are encouraged not to hold outside jobs while working as Athletic Training Students. Simultaneously working as an Athletic Training Student and holding an outside job may interfere with the student’s study time and adversely affect his/her performance in the class and Athletic Training Room. In addition, students may not substitute for Preceptors in either their responsibilities or duties.

Students who hold outside jobs must not let their jobs interfere in any manner with assigned duties in the Athletic Training Room. Time off from clinical hours or quitting first at the end of the day will not be granted to students who are employed outside of the Athletic Training Room. Remember, a student’s duties in the Athletic Training Room don’t always run on a strict schedule and are subject to change on short notice.

Athletic Training Students who accept work for events not sponsored by the Idaho State University Athletic Department are not covered in any manner by Idaho State University for liability including their acts of omission or commission. Students working in this capacity are working as independent contractors and are responsible for their own acts, liability and malpractice insurance, and supplies; and for complying with state and federal laws and the NATA Code of Professional Conduct. Hours accrued during these events cannot be counted toward MSAT program requirements.

ATHLETIC TRAINING STUDENT DISCIPLINARY POLICIES

ATHLETIC TRAINING STUDENT CODE OF CONDUCT

A. General
   1. The Athletic Training Student is expected to meet all university, academic, and athletic appointments and obligations promptly and regularly.
   2. The Athletic Training Student is expected to abide by the code of conduct established in this handbook, the ISU Student Conduct Code, the BOC (Standards of Practice), and applicable state laws regulating the practice of athletic training via the Idaho State Board of Medicine (bom.idaho.gov).

B. Academic
   1. The Athletic Training Student is expected to work toward obtaining a Master degree in the following ways:
      a. Attend classes on a regular basis. In certain instances, travel requirements for team competition may require students to miss class. Travel requirements do not excuse a student from class or class assignments. Arrangements should be made by the student to contact the instructor and schedule any make-ups prior to the absence.
      b. Complete all classroom assignments.
      c. Seek academic advising/counseling when needed.
      d. Attend tutoring sessions as needed.
   2. Maintain standards of professional retention outlined within this handbook.
   3. Athletic Training Students are required to maintain a cumulative GPA above a 3.0 and earn a B- in all coursework.
C. Clinical Activities
1. The Athletic Training Student is expected to attend all assigned clinical activities unless excused by his/her designated Preceptor. The Athletic Training Student is expected to notify his/her Preceptor in advance if he/she cannot attend the clinical site/activity.
2. Clinical sites may issue equipment for each Athletic Training Student. The Athletic Training Student is expected to care for equipment properly and to return all equipment after its use. The Athletic Training Student is financially liable for all equipment not returned.
3. The Athletic Training Students are expected to conduct themselves in a manner that will reflect positively on the University, the clinical setting, the program, and the individual.
4. The Athletic Training Student must maintain proper conduct with the game officials at all times.
5. The Athletic Training Student is expected to follow all rules established at his/her assigned clinical site, by the ISU Athletic Department, NCAA, and each team pertaining to alcohol, drugs, gambling, and curfews, etc.
6. If an Athletic Training Student plans to travel either to or from an athletic event apart from the team, he/she is expected to receive advance clearance from his/her Preceptor for his/her plans.

D. Personal Appearance
1. Athletic Training Students are to present themselves in a manner that promotes a professional physical appearance.
2. Clinical Settings (All Clinical Sites)
a. The Athletic Training Student is to dress appropriately for all clinical assignments, whether in the Athletic Training Room, healthcare facility, or at sporting events. Approved shorts may be worn when appropriate. At no time may an Athletic Training Student wear torn, tattered, restrictive, or inappropriate clothing when representing the Master of Science in Athletic Training program and the assigned clinical activity. Athletic Training Students who fail to dress appropriately are subject to disciplinary action.
b. A wrist watch with a second hand should be worn at all times during the clinical experience.
c. When traveling to an athletic event and representing the University, the Athletic Training Student is expected to follow the dress code as established by his/her Preceptor.
d. Males and females should wear their hair in a manner that prevents it from coming in contact with the athlete or modalities that may be in use. Hands should be washed periodically to prevent contamination. Surgical gloves and other personal protective equipment (PPE) should be used under appropriate circumstances. Any appearance codes set forth by the clinical site and/or supervisor (coach; Preceptor) of the clinical site are to be followed by the athletic training student assigned to that clinical site.
3. Classroom Settings (Master of Science in Athletic Training core courses)
a. Athletic training students are not required to wear clothing issued for clinical work to classes, but are required to maintain and present themselves in a manner that promotes a professional appearance.
   i. Students are highly encouraged to follow a “business” casual dress code (khaki or other dress slacks, dress shoes, dress blouse or shirt, etc.)
   ii. Other acceptable clothing includes:
1) Shorts (No Cut-Off Jean Shorts, not restrictive in fit, not higher than mid-thigh);
2) Blue Jeans (no holes, not restrictive in fit);
3) Sweat Pants (no holes; not restrictive in fit);
4) Nylon Warm-Up Pants (no holes; not restrictive in fit)

iii. Dress code and personal appearance standards for specific class activities and the class in general are at the discretion of the course instructor

E. Responsibility for the Exercise of Sound Judgment

Athletic training students should be of sound mind and judgment at all times (as outlined in the Technical Standards section of this document), and must be able to meet the technical standards at all times during his/her clinical experiences:

1. Athletic training students may be called on to assist in emergent and life threatening events at any time during their clinical experience and should not be restricted in action due to any form of physical and/or mental impairment, which may or may not be caused by the use of legal or illegal substances. It is the responsibility of the student to notify his/her supervising clinical staff person or Program Director of any and all impairments that may result in his/her inability to meet the technical standards that have been established for this program.

2. Students must abide by the ISU Student Conduct Code during any clinical education experience (on-campus; off-campus) and any other activities associated with ISU.

3. Students should not perform the duties of a BOC Certified Athletic Trainer (ATC) or other qualified healthcare provider without direct supervision.

F. Communication

Athletic training students should practice communication skills in a manner that separate him/her from the athlete. Common courtesy is a must. There are times when an athlete/patient may demonstrate immature behavior. The athletic training student should not tolerate this behavior. Any problems in dealing with communication between you and the athlete/patient or the coach/supervisor should be directed to the supervising Preceptor or Coordinator of Clinical Education. Professional language and mannerisms are to be practiced at all times. Vulgar language by the athletic training students and/or athletes/patients is not appropriate. These instances should be handled immediately and in a proper manner. Proper nomenclature for identifying various injuries should be used when addressing an athlete. If not sure of an injury, the student should not hesitate to seek help.

DISCIPLINARY ACTION

The following breaches in behavior or inappropriate actions are subject to discipline under the following policy:

- Unprofessional behavior while representing the University, ISU Master of Science in Athletic Training Program, ISU Athletic Department, or his/her clinical site
- Breach of Duty including but not limited to unexcused clinical absences and/or chronic tardiness
- Academic Dishonesty including but not limited to plagiarism, falsifying clinical hours or clinical education documentation
• Any violation of the ISU Athletic Training Student Handbook, ISU Code of Student Conduct, regulations set forth for Athletic Trainers by the Idaho State Board of Medicine, or BOC Standards of Professional Practice

Disciplinary Review Panel
The Disciplinary Review Panel will be compromised of at least one Preceptor (determined by the Program Director), one other athletic training student, Coordinator of Clinical Education, and the Program Director. The Program Director may appoint other individuals to the committee as needed. A Disciplinary Review Panel will be convened when a formal appeal of a warning or violation has been submitted to the Program Director.

Disciplinary Action Plan
The Disciplinary Action Plan will determine an action plan that must be successfully completed by the implicated student by the determined date, or a subsequent violation incident will follow. The severity and nature of the Disciplinary Action Plan is at discretion of the Program Director and Coordinator of Clinical Education. The Disciplinary Action Plan will be submitted to the athletic training student in writing and a copy will be placed in their file. A copy of the Discipline Notification Letter can be found in Appendix G.

Disciplinary Action
All offenses are cumulative over the course of the athletic training program. Any offenses as determined by Preceptors, Coordinator of Clinical Education, or Program Director should be handled in the following manner:

• **Verbal/Written Warnings:** Warnings should be documented via the appropriate form and will be stored in the student’s file. Warnings are issued at the discretion of the above clinical personnel and are not required prior to the 1st violation.
  - The accumulation of 3 verbal/written warnings will result in an automatic 1st violation

• **1st Violation:** Violations should be documented via the appropriate form and will be stored in the student’s file. Violations are issued at the discretion of the above clinical personnel. Following the 1st violation the student will be subject to:
  - Possible removal from the Master of Science in Athletic Training
  - Meeting with the Coordinator of Clinical Education and/or Program Director
  - A Disciplinary Action Plan as decided by the Coordinator of Clinical Education and Program Director
    - Failure to successfully complete the Disciplinary Action Plan will result in an automatic 2nd violation

• **2nd Violation:** Violations should be documented via the appropriate form and will be stored in the student’s file. Violations are issued at the discretion of the above clinical personnel. Following the 2nd violation the student will be subject to:
  - Meeting with the Coordinator of Clinical Education and/or Program Director
  - A Disciplinary Action Plan as decided by the Coordinator of Clinical Education and Program Director
    - If the violation is due to failure to comply/meet a previous violation then a revised disciplinary plan will be implemented
    - Failure to successfully complete the Disciplinary Action Plan will result in an automatic 3rd violation
3rd Violation: Violations should be documented via the appropriate form and will be stored in the student’s file. Violations are issued at the discretion of the above clinical personnel. Following the 3rd violation the student will be subject to:

- Meeting with the Coordinator of Clinical Education and/or Program Director
  - A Disciplinary Action Plan that may include removal from the Master of Science in Athletic Training

Immediate Dismissal from the Master of Science in Athletic Training

The athletic training student will be subject to immediate dismissal from the ISU Master of Science in Athletic Training for any of the following:

- Violation of Medical Confidentiality
- Involvement in a reported NCAA/Big Sky violation
- Conviction of, plea of guilty, or plea of nolo contendere (no contest) to a felony or misdemeanor
- Conviction of or plea of guilty to ISU Code of Student Conduct violation
- Violation of any policies outlined in the ISU Athletic Training Student Handbook
- Violation of BOC Standards of Professional Practice
- Violation of laws regulating the practice of Athletic Training in Idaho

Disciplinary Appeal Process

1. Academic grievances
   - If the Athletic Training Student alleges a violation of the student rights in an academic matter, he/she may redress through the provisions of the Departmental or University appeal procedures.

2. Non-academic/non-clinical grievances
   - If the Athletic Training Student alleges a violation of the student rights, he/she may redress through the provisions of the Departmental or University appeal procedures.

3. Clinical grievances
   - Appeal
     - If the Athletic Training Student alleges a violation of the student rights in a clinical matter, he/she should submit in writing an appeal request to the Program Director for the appeal to be reviewed by the Disciplinary Review Panel. The student should submit a written appeal and prepare an oral statement. The student should be prepared to answer questions at the discretion of the Disciplinary Review Panel.

General appeal procedure when charged with misconduct, an athletic training student shall have the right:

a. To be given notice, in writing, of the specific charge(s) against him/her.
b. To a hearing.
c. To be given adequate time to prepare a defense of charges.
d. To appear alone or with any other person of his/her choice to advise or assist him/her.
e. To refuse to testify or to answer any questions if his/her testimony or answers would tend to establish against him/her a violation of this code.
f. To be confronted with the evidence against him/her.
g. To present evidence on his/her behalf.
h. To be confronted by his/her accuser(s).
To have reasonable cross-examination of his/her accusers and of the witnesses appearing against him/her.

j. To have a copy of the proceedings provided at his/her own expense.

k. To have sanctions imposed that are commensurate with the violations charged.

ACADEMIC PROBATION / DISMISSAL

The athletic training student will be retained in the Master of Science in Athletic Training provided acceptable academic achievement and clinical progress is made in completing competencies and proficiencies, and professional conduct is maintained. The student may be dismissed from the Master of Science in Athletic Training for any of the following reasons:

1. Semester grade point average below 3.0 for two consecutive semesters.
2. Inability to attain a minimum grade of "B-" in any athletic training course.
   a. Failure to achieve these minimum grades will necessitate retaking the course and may preclude you from registering for courses requiring the deficient course as a prerequisite.
   b. Because clinical courses are sequential and assume mastery of previous didactic coursework, failure to complete coursework precludes the student from enrolling in future clinical courses.
3. Unsatisfactory evaluations from the Athletic Training Student’s Preceptor.
4. Unsatisfactory progress in mastering clinical proficiencies
   a. Because clinical courses are sequential and assume mastery of previous clinical proficiencies, failure to complete these proficiencies precludes the student from enrolling in future clinical courses.
5. Inability to handle assigned clinical responsibilities.
6. Inability to complete appropriate coursework.
7. Inability to complete appropriate clinical proficiencies.

RE-INSTATEMENT FOLLOWING ACADEMIC PROBATION / DISMISSAL

1. The student must apply in writing to the Program Director to be re-instated.
2. The student must demonstrate competent academic standing the semester prior to re-instatement:
   a. Successfully complete a minimum of 9/10 credit hours
   b. Possess a minimum of a 3.0 semester GPA
   c. Possess a cumulative GPA of 3.0 or higher
3. Successfully met requirements of all prerequisite course work to continue in educational sequence
4. Re-instatement is not guaranteed and is at the discretion of the Program Director.

THE SCOPE OF PROFESSIONAL AND ETHICAL PRACTICE

The following statements are professional and ethical guidelines that the Master of Science in Athletic Training adopts for all students. A primary objective of the Master of Science in Athletic Training is to prepare students to become a highly qualified and competent healthcare professional. Professional and ethical behaviors do not develop overnight, but the following
provides a framework for future development into a credentialed Athletic Trainer. The guidelines below do serve as a basis for evaluating student performance and professional/ethical conduct in the clinical settings.

NATA CODE OF ETHICS

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

PRINCIPLE 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.

PRINCIPLE 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, and federal laws and any state athletic training practice act.
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 allegations(s) in the complaint.
2.6 Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with the NATA and who, as part of that proceeding is seeking rehabilitation
for substance or alcohol dependence, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete NATA membership reinstatement or suspension process.

**PRINCIPLE 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 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 should maintain and promote ethical conduct in research and educational activities.

**PRINCIPLE 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.

**BOARD OF CERTIFICATION (BOC) STANDARDS OF PROFESSIONAL PRACTICE**

Preamble

The Professional Practice and Disciplinary Process of the BOC are intended to assist and inform the public, certificants, and candidates for certification, of the BOC Standards of Professional Practice and the Disciplinary Process relative to professional conduct and disciplinary Procedures.
The BOC conducts a certification program for athletic trainers and has established a recertification requirement for certified athletic trainers (ATC®). The BOC affirms that, after a candidate has successfully passed the certification examination, the Standards of Professional Practice for entry into the profession of athletic training have been satisfied.

The BOC does not express an opinion on the competence or warrant job performance of certificants; however, it is expected that a certificant or candidate for certification agrees to comply at all times to the following Standards of Professional Practice.

**Standards of Professional Practice**

**A. Standards of Professional Practice for Athletic Training—Direct Service**

*The following are minimal standards. Each one is essential for the practice of athletic training.*

**Standard 1: Direction**
The athletic trainer renders service or treatment under the direction of a physician or dentist.

**Standard 2: Injury and On-Going Care Services**
All services should be documented in writing by the athletic trainer and shall become part of the athlete's permanent records.

**Standard 3: Documentation**
The athletic trainer shall accept responsibility for recording details of the athlete's health status.

Documentation shall include:
1. Athlete's name and any other identifying information.
2. Referral source (doctor, dentist).
3. Date; initial assessment, results and database.
4. Program plan and estimated length.
5. Program methods, results and revisions.
6. Date of discontinuation and summary.
7. Athletic trainer's signature.

**Standard 4: Confidentiality**
The athletic trainer shall maintain confidentiality as determined by law and shall accept responsibility for communicating assessment results, program plans, and progress with other persons involved in the athlete's program.

**Standard 5: Initial Assessment**
Prior to treatment, the athletic trainer shall assess the athlete's level of functioning. The athlete's input shall be considered an integral part of the initial assessment.

**Standard 6: Program Planning**
The athletic training program objectives shall include long and short-term goals and an appraisal of those which the athlete can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program shall be incorporated into the plan.
**Standard 7: Program Discontinuation**
The athletic trainer, with collaboration of the physician or dentist, shall recommend discontinuation of the athletic training service when the athlete has received optimal benefit of the program. The athletic trainer, at the time of discontinuation, shall note the final assessment of the athlete's status.

**B. Standards of Professional Practice for Athletic Training – Service Programs**

**Standard 1: Objectives**
Basic to the development of any program are its intended purposes. Objectives and applicable policies should be clearly outlined for each activity, such as: athletic training treatment, education of personnel, supervision and interdisciplinary relations. The objectives of the service program should implement those of the institution itself.

**Standard 2: Planning**
Each objective should be supported by detailed plans for its implementation.

**Standard 3: Evaluation**
Objective methods of data collection and analysis should be used in relation to each component of the program to determine the need for service, assess its effectiveness and indicate a need for change.

**Standard 4: Types of Services Offered**
Athletic training is appropriately a health service offered under the direction of a physician or dentist for the prevention, immediate care, management/disposition and reconditioning of athletic injuries.

**Standard 5: Personnel**
The service program should be directed by a Board of Certification, Inc. (BOC) Certified Athletic Trainer who has met the qualifications established by the BOC. Education, qualifications and experience of all other personnel should meet existing standards and should be appropriate to their duties.

**Standard 6: Facilities and Budget**
Space, equipment, supplies and a continuing budget should be provided by the institution and should be adequate in amount, variety and quality to facilitate the implementation of the service program.

**Standard 7: Records**
Objective, permanent records of each aspect of the service program should (1) indicate date, name of physician or dentist referral; (2) initial evaluation and assessment; (3) treatment or services rendered, with date; (4) dates of subsequent follow-up care.

**Standard 8: Reports**
Written reports on each aspect of the service program should be made annually.
SECTION 4: Specific Clinical Education Policies

MINIMUM / MAXIMUM CONTACT HOURS FOR CLINICAL EXPERIENCE COURSES AND DOCUMENTATION / VERIFICATION

Immersive experiences are 8 week rotations (plus pre-season in the fall) depending on the assignment. Clinical hours required are dependent upon the Clinical Experiences course.

- Minimum and Maximum Contact Hours
  - Supervised Experiences
    - Clinical Experiences I (AT 6661)
      - Minimum contact hours: 75 hours during pre-season
      - Maximum contact hours: 125 hours during pre-season
    - Clinical Experiences II-V (AT 6662-AT 6665)
      - Minimum contact hours: 275 hours each semester
      - Maximum contact hours: 320 hours each semester
  - Unsupervised Experiences
    - Only supervised clinical experiences may be reported; unsupervised experiences are not acceptable and do not count toward any credit in the MSAT program
  - Structured Time Off at Clinical Experience Setting
    - The clinical experience week (7 day period) will start with Monday and end with Sunday
    - Athletic Training Students must be provided with a structured “time off” which is an actual day (1 calendar day) away from the clinical setting
      - Travel time with an athletic team or to a clinical site does not constitute “time off”
      - The student may elect to attend the clinical setting on his / her designated “time off” but hours obtained may only be documented as PDU credit
  - Circumstances For Consideration
    - In the case of severe inclement weather which would delay the start and / or finish of a scheduled athletic practice or event, the Athletic Training Student will not count time delays as part of the maximum contact hours permitted as these times cannot be pre-determined
    - Upon completion of the maximum allowable contact hours, Athletic Training Students are not required to attend the clinical experience setting; nor should they be penalized nor reprimanded for not obtaining clinical hours beyond the allowable limit; Preceptors should schedule with this in mind
    - Athletic Training Students and Preceptors may work together to schedule additional hours upon completion of initial hours
    - Travel with an athletic team or to a clinical site
      - Time does not count for hands-on clinical patient care
      - Time does not constitute “time off” from the clinical experience
      - Time cannot be counted as supervised clinical experiences
- Documentation
  - Athletic Training Students must utilize and report supervised clinical experiences using A-Track
  - Every day the Athletic Training Student reports hours which must be confirmed by the Preceptor (or other supervisor) in order for the hours to count toward credit

**POLICY ON SETUP, APPLICATION, AND CLINICAL DECISION-MAKING FOR THERAPEUTIC MODALITIES FOR ATHLETIC TRAINING STUDENTS**

Athletic Training Students are prohibited from performing the clinical application (patient setup, modality application, clinical decision-making) of any therapeutic modality for which they have not been formally instructed AND evaluated by a designated faculty or Preceptor. After formal instruction and evaluation, Athletic Training Students may only perform patient setup and application of the modalities under the direct supervision of a Preceptor. Formal instruction and evaluation on the clinical decision-making for therapeutic modalities occurs in AT 6610: Therapeutic Modalities; Athletic Training Students may not engage in supervised clinical decision-making for therapeutic modalities until after successful completion of AT 6610.

**THERAPEUTIC EQUIPMENT AND SAFETY POLICY**

Therapeutic modalities and equipment at all clinical sites utilized by the Athletic Training Program at Idaho State University must be maintained on a regularly scheduled basis. All therapeutic equipment which has a power cord and plug must be calibrated and checked for safety annually by a company which complies with the National Institute of Standards and Technology (NIST) or other recognized national or international standards for safety and calibration of medical equipment. This includes all electrical stimulation machines, ultrasound machines, whirlpools, hydroculturators, and any other electrical device used in the medical treatment of patients/athletes. Exceptions can be made only if there is written evidence from the manufacturer or federal, state, or local ordinances stating that calibrations and safety checks are not needed on an annual basis. Each site must provide documentation to the Athletic Training Program that the safety and calibrations were completed annually. Moreover, visible decals must be present on each device during mandatory visits at each clinical site.

**Inspection of Safety Equipment**
The Coordinator of Clinical Education and/or Program Director will assure all appropriate documentation for safety and calibrations are recorded prior to any student beginning clinical rotations at that site. Further, during planned site visits, each device will be inspected for appropriate calibration decals and all deficiencies will be noted on the site evaluation. If deficiencies are found, the Program Director will notify the Preceptor and Clinical Site to ensure all therapeutic equipment is calibrated in accordance with the above policy.
ELECTRICAL SAFETY GUIDELINES

1. Never use a modality unless you are thoroughly familiar with its operation. MSAT Students are not to use any modalities until he/she has learned the proper use of the modality in the AT 6610: Therapeutic Modalities, or has been trained in the clinical site.

2. Report all devices that do not seem to operate or seem different than normal to the instructor and/or Preceptor.

3. Report all devices with frayed, broken, damaged, or non-functional components to the instructor and/or Preceptor.

4. Do not allow equipment to roll over electrical cords.

5. Do not disconnect powered equipment by pulling on the electrical cord. Grasp the plug to disconnect equipment.

6. Do not use electrical cords which are frayed.

7. Any unusual noise such as buzzing, unusual odors, and/or tingling sensations are cause for discontinuing use of equipment.

8. All equipment is to be operated based on the manufacturer’s recommendation or federal, state, or local ordinance regarding specific equipment calibrations and maintenance. All sites are expected to have their equipment safety checked/calibrated on a yearly basis, unless guidelines specify otherwise.

NCAA / BIG SKY RULES

As an Athletic Training Student at Idaho State University, you will participate in clinical activities in the Idaho State University Athletic Department. As such, all students must be knowledgeable of rules and regulations of both the National Collegiate Athletic Association (NCAA) and the Big Sky Conference. Athletic Training Students have the opportunity to complete an NCAA/Big Sky Rules Education Program in order to learn more about university-level athletics.

GAMBLING POLICY

The following NCAA rules must be adhered by all student-athletes, staff members, and Athletic Training Students:

Staff members of a member conference, staff members of the athletics department of a member institution, and student-athletes shall not knowingly: (Revised 4/22/98 effective 8/1/98)

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., case, shirt, dinner) that has tangible value; or (Revised: 9/15/97)
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.
Athletic Training Students found in violation of the provisions of this regulation will be subject to disciplinary or corrective action as set forth in Bylaw, Article 10.3-10.4 of the NCAA enforcement procedures.

**ALCOHOL, DRUGS, AND TOBACCO GUIDELINES**

The use of alcohol, drugs, and tobacco, while working as an Athletic Training Student is strictly prohibited. (See the University’s Statement on Alcohol and Drugs and the Student Code of Conduct.) If an Athletic Training Student is suspected of being under the influence of alcohol, illegal drugs, and/or tobacco, he/she will be dismissed from their academic and/or clinical responsibilities for the day and will be subject to disciplinary measures. If there is a second offense, the ATS will be referred to the Idaho State University Counseling and Testing Services and removed from the clinical education component of the MSAT program. When the Athletic Training Student demonstrates the initiation and continuation of counseling, he/she will be reinstated into the clinical component of the MSAT program. A third offense will constitute grounds for permanent dismissal from the MSAT program.

The Program Director and Head Athletic Trainer have the discretion to require that the Athletic Training Students be held to the same athletic Drug Testing Guidelines for athletes while working in the Athletic Department at Idaho State University. Please refer to the Student Athlete Handbook for the athletic Drug Testing Guidelines.

**SEXUAL HARASSMENT GUIDELINES**

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual’s body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or education decisions affecting or interfering with an individual’s salary, academic standing or other conditions of employment, academic, or career development. Sexual harassment of or by any administrator, faculty member, employee, or student is absolutely prohibited. The sexual harassment of any student, employee or recipient of the services of Idaho State University is absolutely forbidden. It is inimical to the purpose of the University and violates state and federal laws and the rules and governing policies and procedures of the Board. Harassment on the basis of sex is a violation of Section 703 of the Title VII of the Civil Rights Act of 1964 as amended.

Students who feel they have been sexually harassed or need information about the Idaho State University Sexual Harassment Guidelines should contact University Counseling and Testing Services, the Dean of Students’ Office, and the EEO/Affirmative Action Office. The investigation of these complaints will be handled by the Affirmative Action Officer or in his/her absence, an appointed hearing officer designated by the Affirmative Action Grievance Committee.
The Master of Science in Athletic Training program has adopted the Idaho State University Sexual Harassment Guidelines. The following list contains explanations of inappropriate behavior that may be construed as sexual harassment.

♦ Engaging in conduct with an athlete or patient that is sexual, or may reasonably be interpreted as sexual, is inappropriate behavior and is grounds for immediate dismissal from the MSAT program.
♦ Verbal remarks or comments that are seductive or sexually demeaning to an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the MSAT program.
♦ Engaging in sexual exploitation of an athlete or patient is inappropriate behavior and is grounds for immediate dismissal from the MSAT program.

Athletic Training Students that feel they are a victim of sexual harassment must report this issue to the Preceptor immediately. The Program Director, Coordinator of Clinical Education, and Preceptor must be notified of this issue as well.

**ILLEGAL ACTIVITIES NOT OTHERWISE STATED**

In addition to University policy, Athletic Training Students who participate in and/or caught in other illegal activities either as an Athletic Training Student or in the case of a felony outside of their clinical duties will face disciplinary actions. Additionally, the Athletic Training Student needs to understand that a felony conviction may prevent him/her from practicing the profession of athletic training in many states. This would depend upon the nature of the conviction; the pattern, if any, of multiple convictions; and the student’s probation/parole status. A Driving Under the Influence (DUI) conviction may create issues with the ability to drive to clinical assignments. Please remember that what is done on personal time or during vacations can impact your educational goals.

**BLOODBORNE PATHOGEN TRAINING**

ISU is not governed by OSHA. However, as part of the curriculum, the Athletic Training Students are required to complete annual OSHA Bloodborne Pathogen training on-line conducted by the Technical Safety Office. The ATS completes certification on-line (http://workforcetraining.isu.edu/enrollment/course/bloodborne-pathogens/), but must submit the appropriate certificate of completion for their file. There are documents regarding Bloodborne Pathogens and Biohazard Waste published in this Guidelines Manual. The manuals should be maintained in the Athletic Training Room Office.

The Athletic Training Room should contain the following universal precaution materials: latex gloves, gowns, masks, face shields, safety needles, and biohazard bags and containers. These materials should be maintained through the Athletic Training budget. Stericycle is a biohazard waste removal company contracted by the ISU Athletic Training Department for the disposal of biohazard waste. Non-ISU affiliated sites are responsible for maintaining proper universal precautions.
BLOODBORNE PATHOGEN POLICY

Training:
All students and affected employees will participate in a yearly workshop or refresher course on bloodborne pathogens. Documentation of completion of a yearly or refresher course will be kept in the Program Director’s file.

The following guidelines will be used to protect the caregiver and minimize the risk of transmission of bloodborne pathogens before, during and after events:

Pre-event preparation:
1. To provide care, the caregiver must have a blood spill kit readily accessible that contains at least:
   a. Disposable Surgical Latex gloves or non-latex gloves (if allergic),
   b. Appropriate antiseptic hand cleansers in conjunction with clean cloth/paper towels or antiseptic towelettes,
   c. A disinfectant that will inactivate the virus to decontaminate the area (Sani-Cloth Plus, Sani-Cloth HB, Simple Green D or Envirocide), and
   d. Labeled biohazard containers
2. Any existing healing wounds, abrasions or cuts that may be present on the caregiver should be covered adequately to prevent transmission to or from an athlete.
3. Any existing healing wounds, abrasions or cuts that may be present on an athlete should be covered with adequate dressing that will withstand the competition that he/she is involved in.

Bleeding during an event:
1. Early recognition of a bleeding athlete is the responsibility of officials, student athletes, coaches, and medical personnel. The student athlete should always be responsible to report bleeding to medical personnel.
2. The bleeding athlete must be removed as soon as possible. Return to play will be decided by appropriate medical staff.
3. Latex gloves or non-latex gloves (if allergic) must be worn with ANY direct contact with blood or any blood filled items. Surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised or after each individual athlete.
4. Caregivers must wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials and wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. When the provision of hand washing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
5. Any saturated uniform must be removed and replaced. A uniform that is not saturated may be cleaned with an approved substance that will decontaminate the uniform (i.e. diluted bleach, medic kleen, blood buster).
   a. Contaminated laundry must be handled wearing gloves. All contaminated laundry must be bagged in order to prevent seepage and washed separately in hot water (at least 71 celsius/159.8 degrees Fahrenheit for 25 minutes).
   b. Use a disinfectant that will inactivate the virus to decontaminate the area (Sani-Cloth Plus, Sani-Cloth HB, Simple Green D or Envirocide).
c. Dispose of any bloody materials into labeled biohazard containers. Dispose of any sharps into labeled leak proof and puncture-resistant containers. Biohazard Containers used during events must be checked upon completion of the contest. Make sure that container has been emptied if material is present (old bag removed and new bag in its place) by contacting the technical safety office at 2310 to request a pickup. Do not allow people to throw non-biohazard material into container (i.e., cups, popcorn bags, etc.).

**Exposure control:**

1. Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials and wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
2. Exposed students should contact their supervising athletic trainer first and then the student health center at (208) 282-2330 or their personal physician. After hours, a physician on call may be reached through the physician exchange at (208) 525-3708. Urgent evaluation and care may be obtained at a local immediate care center or at one of the local hospitals. Any visits outside the Student Health Center will be billed at standard rates. Students are encouraged to wait until the Health Center is open for evaluation and treatment of any problems that aren’t emergencies.
3. Exposed employees shall immediately (or as soon as possible thereafter) provide notice of the accident or injury to the appropriate supervisor.
   a. The supervisor should then complete a "Supervisor's Accident Report." With reference to occupational illnesses, notice shall be provided immediately after the employee is first informed of the nature and work-related cause of the illness.
   b. Pocatello Family Medicine is the Preferred Provider and primary contact for University employees injured on the job. These employees shall be directed to Family Medicine for initial and follow-up treatment. Follow-up treatment may either be at Family Medicine, an appropriate specialist's office, or a physician deemed appropriate by the Family Medicine staff.
   c. The Pocatello Family Medicine has a physician on call on weekends, nights, and holidays. Employees injured on the job during such times should be directed to contact them at 282-4700 with follow-up generally occurring at the emergency room of Portneuf Medical Center. The Pocatello Family Medicine treating physicians will then conduct any follow-up treatment, etc. If a student employee is injured after hours or during a time in which the Student Health Center is closed, they should be referred to Pocatello Family Medical as herein described.
4. The source material should try to be obtained and, if possible, tested for the presence of HIV and HBV. If possible, testing of the source individual's blood should be performed as soon as feasible and after consent is obtained in order to determine HIV and HBV infectivity, when the source individual is already known to be infected with HBV or HUV, testing for the source individual's known HBV or HIV status need not be repeated.
5. Students have the option of having blood drawn and tested as soon as possible. Most infections take place within 6 to 12 weeks. The test should be repeated at 6 weeks, 12 weeks and at 6 months. Students are reminded to take proper precautions towards the possible transmission to others. Student should follow the advice of their attending physician.
6. Exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. The employer shall provide post exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service. Counseling will be made available.
7. Counseling shall be provided.
UNIVERSAL PRECAUTIONS

According to the concept of Universal Precautions, all human blood components, products made from human blood, and certain other materials are treated and handled as if known to be infectious for HIV (the virus that causes AIDS), HBV (hepatitis B), and other blood-borne pathogens. The following body fluids should be treated under the Universal Precautions guidelines:

- Amniotic Fluid
- Cerebrospinal Fluid
- Pericardial Fluid
- Peritoneal Fluid
- Pleural Fluid
- Semen
- Synovial Fluid
- Vaginal Secretions
- Any body fluid that is visibly contaminated with blood
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The following guidelines, or work practice controls, are recommended for Athletic Training Students at Idaho State University:

- All Athletic Training Students must wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials. This shall be done immediately following the removal of latex gloves or other personal protective equipment.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Resuscitation devices including mouthpieces or resuscitation bags shall be available for use in areas where the need for resuscitation is predictable.
- Equipment, which may become contaminated with blood or other potentially infectious materials, shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless decontamination is not feasible. It must be properly labeled and information conveyed to all affected people so precautions can be taken.
COMMUNICABLE DISEASES POLICY

The purpose of the Idaho State University MSAT program Communicable Disease Policy is to protect the health and safety of the students enrolled in the MSAT program. It is designed to provide students, Preceptors, and faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov).

What are Communicable Diseases?
A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases Cited by the CDC:

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<tr>
<td>Varicella</td>
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<td>Viral respiratory infections</td>
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Guidelines for Prevention of Exposure and Infection

1. Athletic Training Students must successfully complete annual Bloodborne Pathogens training.
2. ATSs are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times when functioning as an ATS in the MSAT program. This applies to ISU clinical sites and affiliate sites.
4. ATSs are not to provide patient care if they have active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. A student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her Preceptor immediately.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately to the ISU Health Center.
3. The student is responsible for keeping the MSAT Program Director informed of his/her conditions that require extended care and/or missed class/clinical time. ATS may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class that student should notify the appropriate instructor immediately.
5. If a student feels ill enough to miss ANY clinical experience that student should notify the MSAT Program Director and Preceptor immediately.

Please see Appendix E for Communicable Diseases Policy Acknowledgement signature page.
IDAHO STATE UNIVERSITY COMMUNICABLE DISEASE POLICY

It is the policy of ISU to safeguard the welfare of Faculty, Staff, Students, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Faculty, Staff, and Students. The confidentiality of information regarding individuals afflicted with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List (see Related Information).

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Faculty, Staff, or Students may result in disciplinary action.

As long as medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace and/or classroom, the workplace and/or classroom will not be considered hazardous as a result of the presence of an afflicted Faculty member, Staff member, or Student.

BOC CERTIFICATION EXAMINATION

Athletic Training Students currently enrolled in the MSAT program may apply to take the BOC Certification Examination provided they:
1. Are in good academic standing and are enrolled and/or registered for their final semester prior to graduation.
2. Have received confirmation of their exam application by the Program Director recognized by the CAATE that they have earned or will earn their Master’s degree.

*The MSAT program Director is the only individual authorized to sign-off on the program director section of the application.*

Idaho Athletic Training Licensure

Athletic Training Students who successfully complete Idaho State University’s MSAT program and pass the BOC examination are eligible for licensure in Idaho. It is the Athletic Training Student’s responsibility to initiate the Idaho licensure process. Failure to do so and to work as an athletic trainer in Idaho is a violation of the Idaho statutes Title 54 Chapter 39. The application can be found at [http://bom.idaho.gov/BOPortal/BoardPage.aspx?Board=ATH](http://bom.idaho.gov/BOPortal/BoardPage.aspx?Board=ATH)

Licensure/Registration

Most states require credentialing of athletic trainers. Each state has different requirements to qualify. Athletic Training Students will meet the qualifications for Idaho certification upon graduation from Idaho State University and for sitting for the BOC exam, but must apply for this on their own. Check on the accreditation requirements for the states you may want to work in prior to beginning your career.
I, _________________________________, have read and understand the Athletic Training Program Handbook and applicable University policies. I agree to abide by all of the guidelines stated therein during my matriculation through the Athletic Training Program. If I fail to adhere to University policy and/or guidelines set forth in this manual, I am aware that I may be disciplined in accordance with the College of Education and Idaho State University policies which may include dismissal from the MSAT program.

_______________________________  _____________________
Student Signature               Date
APPENDIX B
PROFESSIONAL DEVELOPMENT UNIT GUIDELINES

Category A (maximum of 10 PDUs/year)
Professional Conferences/Seminars/Workshops
*(Units obtained will be equal to the BOC CEUs obtained for certified AT’s – 1.0 PDU/hour)*

- Attending NATA, ACSM, NSCA National Conventions
- Attending NWATA Symposium
- Attending IATA Symposium
- Attending other (must be approved) athletic training related conferences/seminars, etc.

Category B (maximum of 15 PDUs)
Athletic Training (or related) Association Involvement

- Member of NATA *(2.5 PDUs/semester of paid dues)*, ACSM *(3 PDUs)*, NSCA *(3 PDUs)*
  - Must show proof of current membership – paid dues for entire year.
- Research project or case study accepted for presentation (poster or other) and/or publication (JAT, ATT, etc) at an NATA, NWATA, IATA and/or “other” athletic training related conference. *(10 PDUs)*

Category C (maximum of 10 PDUs/year)
Paid work as athletic training student *(0.25 PDUs/hour)*

- Summer camp ATS
- Athletic training related paid internship (not affiliated with AT program)
- ATS/first-aid responder (paid) for local tournaments/events

Category D (maximum of 10 PDUs/year)
Volunteer assistance, work, and/or observation as athletic training student *(1 PDU/hour)*

**THIS DOES NOT INCLUDE HOURS COUNTED FOR CLINICAL HOURS**

- Summer camp ATS
- Athletic training related internship (not affiliated with AT program)
- ATS/first-aid responder for local tournaments/events
- Surgery observation (other than required)
- Coordinating and leading study/tutoring sessions for AT related courses

Category E (maximum of 15 PDUs/year)
Bengal SPASM involvement

- Attendance at SPASM meeting *(0.25 PDUs/meeting)*
- Bengal SPASM community service activity *(0.25 PDUs/hour)*
- Bengal SPASM fundraisers *(0.25 PDUs/hour)*
- Bengal SPASM intramurals participation *(0.25 PDUs/event)*

Category F (maximum of 10 PDUs/year)
Other - **must** be approved in writing by the current Preceptor and Program Director **prior to the activity**
*(PDUs obtained must be agreed upon by the Preceptor and Program Director)*

PDU values subject to change with notice
Idaho State University
Professional Development Unit (PDU) - Verification Form

ATS Name: ___________________________      Graduation Year: ________

Name of Activity: ___________________________      Date(s) of Activity: ____________

Description of Activity (*include all necessary information and proof of completion relating to PDUs requested, hours spent, etc.):

PDUs Requested: ❑

Category (circle):     A          B          C          D          E          F

____________________________________________________________
ATS Signature

Date

*submit to current Preceptor or appropriate staff AT for approval

-------------------------------------------------------------------------------------------------------------------

APPROVED:

____________________________________________________________
Preceptor or Appropriate Staff AT Signature

Date

Once approved and verified by the appropriate signature, please return to the Program Director along with appropriate activity documentation and/or verification, within 3 months of activity date(s).

____________________________________________________________
Program Director Signature

Date

PDUs Obtained: ❑
# Professional Development Unit (PDU) - Yearly PDU's Obtained

<table>
<thead>
<tr>
<th>Category A - Professional Conferences/Seminars/Workshops (1 PDU/hour) - Maximum of 10 PDUs</th>
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<td>Date(s)</td>
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<thead>
<tr>
<th>Category B - Athletic Training (or related) Association Involvement - Maximum of 15 PDUs</th>
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<td>Date(s)</td>
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<thead>
<tr>
<th>Category C - Paid Work as ATS and/or First Aid Responder (0.25 PDUs/hour) - Maximum of 10 PDUs</th>
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<td>Date(s)</td>
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<tr>
<th>Category D - Volunteer Work and/or Observation as ATS and/or First Aid Responder (1 PDU/hour) - Maximum of 10 PDUs</th>
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<tr>
<th>Category E - Bengal SPASM Involvement - Maximum of 15 PDUs</th>
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<tr>
<th>Category F - Other (must be approved by ACI prior to activity) - Maximum of 10 PDUs</th>
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<td>Date(s)</td>
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Total of 25 PDUs Required Each School Year

Total # of PDUs Obtained: 0

Signed: ____________________________  Date: ____________________________
APPENDIX C
VOLUNTEER/TRAVEL POLICY

The Idaho State University MSAT program does not allow students to work as a First Responder or a First Aid Provider. An Athletic Training Student working without supervision from an Idaho State Athletic Training program Preceptor is not authorized.

The Athletic Training Student CAN ONLY participate in the following:
1. Observation under direct supervision of an MSAT program Preceptor
2. Travel with teams only accompanying an MSAT program Preceptor
3. Clinical experience only when an MSAT program Preceptor is in visual and auditory contact

Athletic Training Students who are found to be in violation of the above policy will be removed from their site and may be dismissed from the program. Sites in violation will immediately have all students removed from said site.

Athletic Training Students performing community service CANNOT represent themselves as an Athletic Training Student or First Aid Provider.

I, ________________________________, (print name) have read and understand the policy referred to above.

__________________________________ (student signature / date)

__________________________________ (Coordinator of Clinical Education signature / date)
APPENDIX D
Technical Standards Acknowledgement Form

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

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

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

____________________________  ______________
Signature of Applicant       Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Idaho State University 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
APPENDIX E

IDAHO STATE UNIVERSITY
Athletic Training Program

Communicable Diseases Policy Acknowledgement

I, ________________________________, have read and understand the Athletic Training Program Communicable Diseases Policy. I agree to abide by all of the guidelines stated therein. If I fail to adhere to the Communicable Diseases Policy, I am aware that I may be disciplined.

_____________________________________________  _________________
Signature                                           Date
APPENDIX F

Confidentiality Understanding

By signing and dating this Confidentiality Understanding, the undersigned Student indicates an understanding of, and agrees to be bound by, a certain Affiliation Agreement between ______________ (“Facility”) and Idaho State University on behalf of its _______________ (“Program”).

As a material part of any consideration that Student provides to Facility in exchange for Facility allowing the Student’s clinical education at Facility, Student confirms that any patient information acquired during the clinical education is confidential, and Student at all times must maintain the confidentiality of and not disclose this information, whether during the clinical education or after it has ended.

Student further must abide by the applicable rules and policies of both Facility and Program while at Facility. Student understands that, in addition to other available remedies, Facility immediately may remove the Student and terminate the Student’s clinical education if Facility considers the Student to endanger any patient, breach patient confidentiality, disrupt Facility’s operation, or not to comply with any request by Facility including its supervisory staff.

I have read and understand the Affiliation Agreement, and I agree to abide by this Confidentiality Understanding.

_______________________________________________
Student’s Signature

_______________________________________________
Date

_______________________________________________
Student’s Name (Print)

_______________________________________________
Program Witness (Signature)

_______________________________________________
Date

_______________________________________________
Program Witness Name and Title (Print)
APPENDIX G
DISCIPLINE NOTIFICATION LETTER

Dear _________________________ :

Discipline Notification

This is to inform you of a violation committed as an Athletic Training Student. The following is for your information.

□ **Unexcused absence or tardy**
  
  1<sup>st</sup> Offense: 6am athletic training duties for one week
  
  2<sup>nd</sup> Offense: Meeting with supervisor, Coordinator of Clinical Education; additional week of early morning athletic training room duty
  
  3<sup>rd</sup> Offense: Suspension from the athletic training room for the remaining semester

□ **Dress code violation**
  
  1<sup>st</sup> Offense: Warning
  
  2<sup>nd</sup> Offense: Sent home, early treatment or practice following day
  
  3<sup>rd</sup> Offense: Suspension from clinical responsibilities for remainder of semester

□ **GPA standards**
  
  Falling below required GPA standard
  
  1<sup>st</sup> Offense: 1 term probationary status (May include removal from clinical work for 1 semester)
  
  2<sup>nd</sup> Offense: Dismissal from program*

□ **Clinical Evaluations**
  
  1<sup>st</sup> Offense: Written warning
  
  2<sup>nd</sup> Offense: Written warning and formal meeting with supervisor, Program Director, Coordinator of Clinical Education
  
  3<sup>rd</sup> Offense: “Unsatisfactory” evaluation
  
  More than one “Unsatisfactory” evaluation – Dismissal from program*

□ **Failure to follow NATA code of ethics, policy and procedures for the ISU Athletic Training Room and Athletics Department**
  
  Dismissal from program

□ **Other (Please describe action completely):**

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

* Determination of dismissal from program is the responsibility of the oversight committee comprised of the MSAT Program Director, Coordinator of Clinical Education, faculty, and Preceptors.
Comments to student:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Comments by student:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Signature of Supervisor ______________________________ Date

Signature of Student ______________________________ Date

Signature of MSAT Program Director ___________________________ Date

Signature of Coordinator of Clinical Education ___________________________ Date

A copy of this notification will be placed in the student’s file
APPENDIX H

DEFINITION OF TERMS

AT Program: Athletic Training Program

Athletic Training Student (ATS): A student formally enrolled in the professional phase of the athletic training curriculum

CAATE: Commission on Accreditation of Athletic Training Education Programs

Coordinator of Clinical Education: The individual designated as having the primary responsibilities for the coordination of the clinical experience activities associated with the ATEP

Clinical Education: A broad umbrella term that includes three types of learning opportunities to prepare students for independent clinical practice: athletic training clinical experiences, simulation, and supplemental clinical experiences

Clinical Experience: Those clinical education experiences for the Athletic Training Student that involve patient care and the application of athletic training skills under the supervision of a qualified instructor

Clinical Site: A facility where a student is engaged in clinical education

Clinical Proficiencies: The entry-level athletic training clinical proficiencies define the common set of skills that entry-level athletic trainers should possess. Proficiencies require the student’s integration of individual pieces of knowledge and skills (educational competencies) in a decision-making situation. The clinical proficiencies demonstrate learning over time. Whenever possible, proficiencies are assessed in a real-time environment/situation such as evaluating a real injury to an athlete rather than performing the skills on request.

Educational Competencies: The Educational Competencies are the individual cognitive (knowledge), affective (appreciation), and psychomotor (skills) components of professional athletic training education programs. Competencies are used to develop the curriculum and educational experiences of students enrolled in CAATE-accredited professional athletic training education programs. Competencies are assessed through classroom exams (written and practical) and assignments, as well as through student evaluations.

Preceptor: Preceptors supervise and engage students in clinical education. All preceptors must be licensed health care professionals and be credentialed by the state in which they practice. Preceptors who are athletic trainers are state credentialed (in states with regulation), certified, and in good standing with the Board of Certification. A preceptor’s licensure must be appropriate to his or her profession. Preceptors must not be currently enrolled in the professional athletic training program at the institution. Preceptors for athletic training clinical experiences identified in Standards 14 through 18 must be athletic trainers or physicians.
Program Director: The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the administration and implementation of the ATP.

Supervision: Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student’s knowledge and skills as well as the context of care. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.

Use of Athletic Training Professional Terminology

The field of Athletic Training is frequently misunderstood among other health care professions/professionals regarding educational preparation, roles, and responsibilities, credentials, etc. To help raise the level of awareness of the Athletic Training profession, we ask that students, staff, and faculty use proper professional terminology at all times when referring to the Athletic Training profession and Athletic Training clinical settings. Examples of proper terminology include the following:

<table>
<thead>
<tr>
<th>Professional/Appropriate Terminology</th>
<th>Incorrect or Unprofessional Terminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Athletic training room”</td>
<td>“training room”</td>
</tr>
<tr>
<td>“Athletic trainer”</td>
<td>“trainer” or “ATC” (ATC is a credential)</td>
</tr>
<tr>
<td>“Athletic training students”</td>
<td>“student athletic trainers” or “student trainers”</td>
</tr>
</tbody>
</table>

Portions of the above information were adapted from CAATE.