The information in this handbook is intended to educate, guide, and protect the Athletic Training Student while enrolled in the MidAmerica Nazarene University Athletic Training Program.

MidAmerica Nazarene University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

Revised July 2017
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Introduction

Welcome to the MNU Athletic Training Program. The Program Director, Clinical Education Coordinator and other Athletic Training Program faculty and staff want to sincerely thank you for agreeing to be a part of our program. The MNU Athletic Training Program, strives to provide you, the students with a comprehensive classroom and clinical education to prepare you for many of the possibilities of employment following graduation and passing the BOC Examination.

Purpose

The purpose of this handbook is for the Athletic Training Students working towards acceptance into and completion of the Athletic Training Program at MidAmerica Nazarene University. This handbook contains policies, procedures, guidelines, and specific to the MNU Athletic Training Program and relevant professional information to direct and inform the Athletic Training Student’s learning. Students participating in a clinical experience(s) at an affiliated clinical site, should adhere to the policies and procedures of those institutions/sites as stated by the supervising Preceptor only when those policies and procedures do not conflict with the educational philosophy of the Athletic Training Program or accreditation standards established by the Commission on Accreditation of Athletic Training Education (CAATE).

All students accepted into the MNU Athletic Training Program, and those working to be accepted, are responsible to learn and understand all information contained in this handbook. Deviation from the stated policies and procedures could constitute placing the Athletic Training Student on probation in the major, suspension from clinical field experiences, revocation of clinical field experience hours, or dismissal from the MNU Athletic Training Program. If any student does not understand of the material provided, the student should consult with the Program Director.

Athletic Training Program Mission Statement

The MNU Athletic Training Program’s purpose is to engage all students in providing the highest level of educational instruction in a Christian environment while developing Christ-centered learners. Our program is devoted to producing morally, academically, spiritually, and professionally qualified individuals for a career in Athletic Training, an Allied Health Profession recognized by the American Medical Association (AMA).
Athletic Training Program Goals and Learning Objectives

1. To provide an academic program that enables students to demonstrate competence in athletic training knowledge, skills, application of the *NATA Athletic Training Educational Competencies (5th ed.)*, and *NATA Role Delineation Study*.

2. To develop practitioners who focus on advancing and critically examining the body of knowledge for evidence-based practice, as a foundation for the delivery of patient-centered care.

3. To provide knowledge based prevention methods and health promotion activities that allied health professionals practice and use to promote healthy lifestyle choices.

4. To develop practitioners that have informed diagnostic knowledge and clinical application skills for injury assessment, management, treatment, and rehabilitation.

5. To develop practitioners who are competent and confident in the delivery and management of the acute care of injury and illnesses.

6. To develop practitioners who possess the ability to observe and recognize mental and emotional health issues within the student athlete population and demonstrate the proper procedures for referral.

7. To develop practitioners who possess the ability to properly manage an athletic training department, while understanding the role of an athletic trainer as a healthcare provider in the larger context of the healthcare system.

8. To foster professional development and social responsibility by encouraging student participation in professional organizations, in addition to activities that benefit the larger community and/or profession without regard to personal gain.

9. To uphold the Christian mission of MidAmerica Nazarene University, while providing an accredited curriculum that is challenging, innovative and of the highest quality.

CAATE Accreditation Status

The MNU Athletic Training Program is nationally accredited through the Commission on Accreditation of Athletic Training Education Programs (CAATE). After initial accreditation in 2004, the MNU Athletic Training Program will celebrate 10 years of program accreditation and will not stop growing. It is the dream of this program to be a destination program for all interested in athletic training.

All students who successfully complete the MNU Athletic Training Program requirements are eligible as a candidate to challenge the National Athletic Trainers’ Association – Board of Certification examination (BOC).
Foundational Behaviors of Professional Practice

These basic behaviors permeate professional practice and should be incorporated into instruction and assessed throughout the educational program.

Privacy of the Patient
- Recognize sources of conflict of interest that can impact the client’s/patient’s health.
- Know and apply the commonly accepted standards for patient confidentiality.
- Provide the best healthcare available for the client/patient.
- Advocate for the needs of the client/patient.

Team Approach to Practice
- Recognize the unique skills and abilities of other healthcare professionals.
- Understand the scope of practice of other healthcare professionals.
- Execute duties within the identified scope of practice for athletic trainers.
- Include the patient (and family, where appropriate) in the decision-making process.
- Work with others in affecting positive patient outcomes.

Legal Practice
- Practice athletic training in a legally competent manner.
- Identify and conform to the laws that govern athletic training.
- Understand the consequences of violating the laws that govern athletic training.

Ethical Practice
- Comply with the NATA’s Code of Ethics and the BOC’s Standards of Professional Practice.
- Understand the consequences of violating the NATA’s Code of Ethics and BOC’s Standards of Professional Practice.
- Comply with other codes of ethics, as applicable.

Advancing Knowledge
- Critically examine the body of knowledge in athletic training and related fields.
- Use evidence-based practice as a foundation for the delivery of care.
- Appreciate the connection between continuing education and the improvement of athletic training practice.
- Promote the value of research and scholarship in athletic training.
- Disseminate new knowledge in athletic training to fellow athletic trainers, clients/patients, other healthcare professionals, and others as necessary.

Cultural Competence
- Demonstrate awareness of the impact that clients’/patients’ cultural differences have on their attitudes and behaviors toward healthcare.
- Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- Work respectfully and effectively with diverse populations and in a diverse work environment.
Professionalism

- Advocate for the profession.
- Demonstrate honesty and integrity.
- Exhibit compassion and empathy.
- Demonstrate effective interpersonal communication skills.

Because the entry-level credential (ATC®) signifies that the holder is a practitioner prepared for entry into the practice of athletic training, these Behaviors are infused into every aspect of the ATEP in order to prepare students for this public trust. While some Behaviors can be easily defined and presented, students may see applications repeatedly but be unable to demonstrate or modify their behavior because of the roles they are allowed to assume. Other Behaviors are demonstrated by classroom and clinical educators to expose students to the desired behavior, and yet these Behaviors may not be practiced by students (professionals-in-training) because of the nature of their roles and responsibilities. It is most likely the true measure of a student’s understanding of these Behaviors will occur in the clinical setting with patients to whom he or she has a duty. Many of these Foundational Behaviors of Professional Practice will be achieved to their fullest extent when a student becomes a certified athletic trainer and has been practicing for some time (NATA, 2006).

*National Athletic Trainers’ Association, Athletic Training Education Competencies (5th ed.)*
MNU Athletic Training Program Admissions Requirements

The admission requirements listed below are for individuals who enroll at MidAmerica Nazarene University with the intention of completing his or her entire Bachelors of Science degree in Athletic Training at MNU. Students who complete all of the requirements of the MNU Athletic Training Program will be eligible to take the BOC Examination. All applicants who are considering transferring to the MNU Athletic Training Program should also examine the Transfer Policy.

The MNU Athletic Training Program has a limited number of available openings each academic year. This number may vary each year depending on clinical sites, instructors, transfers, and graduation rates. Therefore, the MNU Athletic Training Program is a competitive entry program. Meeting the entry requirements and applying does not guarantee admission into the MNU Athletic Training Program.

- Submit the official ATP application packet to the ATP Director. The application packet will include:
  1. Official application form provided in the application packet.
  2. Two letters of reference to the Athletic Training Program, Program Director from qualified persons on the reference form provided in the application packet.
  3. Two assessment surveys: one Student Self-Evaluation and one MNU Preceptor Student Evaluation.
  4. Immunization documentation form from physician or county health department.
  5. Signed Blood-borne pathogen training form.
  7. Copy of CPR for health care professional card.
- Confirm that official transcripts from all institutions previously attended have been received by MNU’s Registrar’s Office by the announced deadline.
- Attain a minimum grade point average of 2.5 on a 4.0 scale upon the completion of the application semester.
- Successful completion of the following courses:
  - BIOL 1704 Human Anatomy (a letter grade of ‘C-’ or better)
  - HLEX 1313 Introduction to Athletic Training (a letter grade of ‘B-’ or better)
  - HLEX 1303 Techniques of Athletic Training and Lab (a letter grade of ‘B-’ or better)
- Documentation of a minimum of 60 hours of observation completed with the MNU Preceptors (MNU Certified Athletic Training staff). Observation hours beyond the minimum will be reflected in evaluations by the preceptor(s).
- If admitted to the Athletic Training Program, each student will be required to provide documentation of Hepatitis B Vaccine (HBV) series or sign the refusal form prior to enrolling in any Clinical Education classes.
The following list are indicators that the selection committee utilizes to evaluate each applicant:

- GPA (emphasis on BIOL 1704, HLEX 1303 and 1313) and ACT scores
- Application complete and submitted on time
- MNU Preceptor evaluations
- Observation competencies complete
- Two letters of recommendation
- Exhibit appropriate interpersonal skills and behaviors during the interview

The MNU Athletic Training Program Selection Committee determines the appropriate number of positions available for the upcoming academic year. This number depends upon the current total number of ATP athletic training students.

*All materials must be submitted to the MNU Athletic Training Program Director on or before the specified due date during the fall semester.

**MNU Athletic Training Program Transfer Student Policy**

The MNU Athletic Training Program wishes to admit the best cohort (class) each year. In order to accomplish this goal, the review of potential transfer applicants from Athletic Training Programs (community college, junior college, or 4-year university level) is encouraged. If MNU and its Athletic Training Program is one that best fits a candidates’ personality, interests, and learning style; it is encouraged that they read the MNU Athletic Training Program transfer policy.

Candidates who are considering transferring into the MNU Athletic Training Program, should contact the Program Director in the fall or early spring to determine if he or she possess the requirements that would allow for acceptance into the Athletic Training Program. The earlier this is done, the more assistance can be provided in transferring into the program.

Candidates who meet or will meet the requirements listed below AND possess athletic training experience(s) in college (community college, junior college, or 4-year university level) MAY be admitted to the MNU Athletic Training Program without taking the prerequisites courses at MNU.

1. Completion of the MNU Athletic Training Program prerequisite courses by the time the prospective student would begin the Athletic Training Program (during the spring semester). A minimum of a “B-” in each of the prerequisite courses is required to enter the Athletic Training Program. If currently enrolled in the remaining needed courses please apply.
2. Possess a minimum cumulative GPA of 2.75.
3. Formally apply to the MNU Athletic Training Program by the application deadline set during the fall semester.
4. Provide documentation that a minimum 75 hours have been completed under the direct supervision of a Certified Athletic Trainer.

Those potential candidates who do not meet the requirements stated above and are still interested in the MNU Athletic Training Program must complete the same steps a first-year student would complete.
Candidates who meet the above requirements may apply for the Athletic Training Program without taking the prerequisite courses at MNU. Please submit the above information, a completed MNU Athletic Training Program application, three letters of reference, and:

1. Official transcripts
2. Course syllabi or a catalog description of each prerequisite course
3. Documentation that a minimum 75 hours have been completed under the direct supervision of a Certified Athletic Trainer.

These materials MUST be submitted as described on the application by the deadline for full consideration. Upon receipt of the completed application packet with all of the supporting documents included, the potential candidate will be contacted to schedule an interview with the selection committee. Potential candidates will be informed of his or her admission status by January 1st. If accepted as an Athletic Training Student at MNU, candidates MUST apply to and be formally accepted as a student to the University. If a candidate is currently taking or will be taking prerequisite classes at the time of his or her acceptance notification, the candidate is still admitted into the Athletic Training Program but on a provisional basis until all prerequisite grades are final. If the candidate does not receive a minimum of a “B-“ in any prerequisite classes or no longer possess the GPA requirements, he or she will be notified that they no longer meet the MNU Athletic Training Program admission requirements; resulting in the rescinding of their acceptance.

Upon acceptance and arrival on campus, the incoming transfer student will still be responsible for demonstrating competence on all entry-level skills. The student must successfully complete an entry-level examination before he or she will be allowed to start any clinical experience. If at the end of the first semester the student has passed the entry-level examination and successfully demonstrated competence in the skills expected, the probationary status will be dropped. However, if the faculty and/or student do not feel comfortable with the placement, the Athletic Training Student will be required to complete the pre-admission courses in their entirety before progressing in the program.

*Transferring MNU from another institution IS NOT a guarantee of being placed at the assumed level. Final placement of the transferring Athletic Training Student will most certainly depend on their previous athletic training knowledge, clinical experience, and availability in the cohort.*
MNU Athletic Training Program Technical Standards for Admission

The Athletic Training Program at MNU is a rigorous and intense program that places specific requirements and demands on the students enrolled. 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 MNU 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 Allied Health Education Programs [CAAHEP]). All students admitted to the Athletic Training Program must meet the following abilities and expectations. 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 MNU 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 postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function well during periods of high stress;
6. The perseverance, diligence and commitment to complete the MNU Athletic Training Program as outline and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to MNU’s 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.
If a student states he or she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

**MNU Athletic Training Program Scholarships and Awards**

Athletic Training Students at MNU are also afforded the opportunity to apply for the “Mr. and Mrs. Wayne Dance Scholarship” once they are admitted into the program. Students are given the opportunity to apply during the spring semester based on the criteria stated on the application form. When all of the applications have been received, the Program Director, Clinical Education Coordinator and MNU’s Certified Athletic Training staff review the applications and make their recommendation. The applications and recommendations are sent to Jeff Dance, son of Mr. and Mrs. Wayne Dance. He reviews all the submitted material, taking into consideration recommendations provided, and the winner is selected. The winner is announced during the spring banquet and will be given the award and presented with a congratulatory letter from Mr. Dance. The recipient’s name is then placed on a plaque located in the Cook Center Athletic Training classroom and lab acknowledging this accomplishment.
MNU Athletic Training Program Course Requirements

The MNU Athletic Training Program curriculum was developed to educate students in a progressive manner. This philosophy focuses not only on the knowledge base of the student but also the skill sets required to fulfill the expectations of an Entry-Level Certified Athletic Trainer.

Required courses that make up the Athletic Training Major:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 1704</td>
<td>Human Anatomy with Lab</td>
<td>4 Hours</td>
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<tr>
<td>BIOL 1803</td>
<td>Human Physiology</td>
<td>3 Hours</td>
</tr>
<tr>
<td>HLEX 1303</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3 Hours</td>
</tr>
<tr>
<td>HLEX 1313</td>
<td>Introduction to Athletic Training</td>
<td>3 Hours</td>
</tr>
<tr>
<td>HLEX 1402</td>
<td>Clinical Education I</td>
<td>2 Hours</td>
</tr>
<tr>
<td>HLEX 2302</td>
<td>Medical Terminology</td>
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<tr>
<td>HLEX 2303</td>
<td>Advanced Care and Prevention of Athletic Injuries with Lab</td>
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<tr>
<td>HLEX 2402</td>
<td>Clinical Education II</td>
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<tr>
<td>HLEX 2412</td>
<td>Clinical Education III</td>
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<tr>
<td>HLEX 3303</td>
<td>Athletic Training Administration</td>
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<tr>
<td>HLEX 3323</td>
<td>Injury Evaluation &amp; Recognition with Lab - Upper Extremity</td>
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<td>HLEX 3333</td>
<td>Injury Evaluation &amp; Recognition with Lab - Lower Extremity</td>
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<tr>
<td>HLEX 3402</td>
<td>Clinical Education IV</td>
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<tr>
<td>HLEX 3503</td>
<td>General Medical Conditions</td>
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<td>HLEX 3513</td>
<td>Psychology of Sports</td>
<td>3 Hours</td>
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<tr>
<td>HLEX 3533</td>
<td>Sports and Exercise Nutrition</td>
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<tr>
<td>HLEX 3543</td>
<td>Kinesiology/Biomechanics with Lab</td>
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<tr>
<td>HLEX 4302</td>
<td>Clinical Preceptorship – BOC Prep</td>
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<tr>
<td>HLEX 4304</td>
<td>Techniques of Therapeutic Modalities with Lab</td>
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<tr>
<td>HLEX 4314</td>
<td>Techniques of Rehabilitation with Lab</td>
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<td>HLEX 4503</td>
<td>Exercise Physiology with Lab</td>
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<tr>
<td>HLEX 4701</td>
<td>Special Topics in Athletic Training</td>
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<td>HLEX 4713</td>
<td>Research in HLEX</td>
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<tr>
<td>HLSC 3603</td>
<td>Core Concepts of Health</td>
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<tr>
<td>PSYC 1103</td>
<td>General Psychology</td>
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**Athletic Training Major = 72 Credit Hours**
## Athletic Training Program Curriculum Sequence

<table>
<thead>
<tr>
<th>MidAmerica Nazarene University Recommended Athletic Training Program Course Sequence</th>
<th>Pre-Professional Phase - 1 Semester</th>
<th>Professional Phase - 7 Semesters</th>
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<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
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<tr>
<td><strong>Freshman</strong></td>
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<tr>
<td>FRST 1101</td>
<td>Freshman Seminar</td>
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<tr>
<td>ENGL 1503</td>
<td>Eng Comp 1</td>
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<tr>
<td>BIOL 1704</td>
<td>Human Anatomy &amp; Lab</td>
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<tr>
<td>HLEX 1313</td>
<td>Introduction to AT</td>
<td>3</td>
</tr>
<tr>
<td>HLEX 1303</td>
<td>Care &amp; Prev of Ath Injuries &amp; Lab</td>
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<tr>
<td>PSYC 1103</td>
<td>General Psychology</td>
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<tr>
<td><strong>Sophomore</strong></td>
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<tr>
<td>HLEX 3543</td>
<td>Kinesiology/Biomechanics &amp; Lab</td>
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<tr>
<td>HLEX 1402</td>
<td>Clinical Ed in AT I</td>
<td>2</td>
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<tr>
<td>HLEX 3333</td>
<td>Inj Eval &amp; Recog - lower ext &amp; lab</td>
<td>3</td>
</tr>
<tr>
<td>GNSC 2203</td>
<td>Physics in Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1004</td>
<td>Intro to Chemistry &amp; Lab</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>Professional Phase Continued</strong></td>
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<tr>
<td><strong>Junior</strong></td>
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<tr>
<td>HLEX 2412</td>
<td>Clinical Ed in AT III</td>
<td>2</td>
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<tr>
<td>HLEX 3513</td>
<td>*Psychology of Sports</td>
<td>3</td>
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<tr>
<td>HLEX 4313</td>
<td>Tech of Therapeutic Rehab &amp; Lab</td>
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<tr>
<td>MATH 3503</td>
<td>Probability &amp; Statistics</td>
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<tr>
<td>HLEX 3543</td>
<td>Sport &amp; Exercise Nutrition</td>
<td>3</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tr>
<td><strong>Professional Phase Continued</strong></td>
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<tr>
<td><strong>Senior</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLEX 4701</td>
<td>Special Topics in Athletic Training</td>
<td>1</td>
</tr>
<tr>
<td>SOCI 1003</td>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HLEX 4713</td>
<td>Research in HLEX</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1202</td>
<td>Techniques of Lifetime Fitness</td>
<td>2</td>
</tr>
<tr>
<td>THEO 2003</td>
<td>Christian Beliefs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

*Courses Available in Summer

**Total Credit Hours of General Education and Athletic Training Major = 120**
# MNU Athletic Training Program Academic & Clinical Retention Policy

The Athletic Training Student must meet and maintain all requirements and standards of the University as a whole to even be considered for retention in the Athletic Training Program.

In order to be retained in the MNU Athletic Training Program, an Athletic Training Student must meet certain academic and clinical requirements once they are admitted into the program.

1. Academically, an Athletic Training Student must maintain a minimum cumulative GPA of 2.5 and a minimum Athletic Training major GPA of 2.7 (B-) (with no HLEX prefix course grade below a (“C-”). If an Athletic Training Student earns a grade below “C-,” the course must be repeated until the required grade is obtained. If a student fails to meet the GPA requirements, they will be placed on Probation within the Athletic Training Program. (Information of probation listed later within the document.)

2. Clinically, an Athletic Training Student must successfully complete each Clinical Education course with no course grade below a “B”. If the student does not meet the “B” requirement, the course must be repeated.
   - To “repeat” a Clinical Education course and to be eligible to proceed to the next Clinical Education level, the student will be required to retake that particular Clinical Education course in a summer session.
   - At the conclusion of each semester, all Athletic Training Students will take a final written and practical exam covering the Clinical Education course material learned that year.
   - These exams will be computer based, 175 question timed test to mock that of the BOC examination conditions.
   - The ATS must pass the examination with a 70% to earn the appropriate Professional Development Point and progression to the next clinical level.
   - The Athletic Training Student will have a total of three opportunities to take and pass this exam. If the student does not pass, they will be required to retake that particular Clinical Education course(s) a summer session.

3. Submit and maintain current health documentation to the Program Director annually. This information will be kept in a secure location in the Program Director’s office. Below are the required documents:
   - Adult, child, and infant CPR/AED certification
   - Vaccination record (verification only after initial application) *
   - Annual TB two-step test results
   - OSHA training
   - HBV Record or Waiver (verification only after initial application)
   - Background Check (upon admittance into program)
   - Professional Liability Insurance

*If an event occurs that results in a change in the Athletic Training Student’s Health status, these forms must be resubmitted for approval.*
MNU Athletic Training Program Requirements for Graduation

In order to graduate from the MNU Athletic Training Program, the following criteria must be met:

1. Complete all requirements for the Athletic Training major:
   a. Complete all Athletic Training major course work.
   b. Maintain a minimum cumulative GPA of 2.5.
   c. Maintain a minimum AT major GPA of 2.7 (B-) (HLEX 1303, 1313, 2302, 2303, 3303, 3323, 3333, 3503, 3513, 3533, 3543, 4302, 4304, 4314, 4503, 4523, 4533, 4713, and BIOL 1704), with no HLEX prefix course grade below a “C.”
   d. Complete all Continuing Education courses (HLEX 1402, 2402, 2412, 3402) with no course grade below a “B”.
   e. Successfully pass the NATA mock exams given in HLEX 4302 Clinical Preceptorship.
   f. Be in good standing with the MNU Athletic Training Program at the time of graduation.

2. Complete all Clinical Education requirements:
   a. Complete all clinical observation experiences for Intro to Athletic Training (HLEX 1313).
   b. Complete 8 clinical credits of clinical field experience under the direct supervision of an MNU Preceptor (HLEX 1402, 2402, 2412, 3402).
   c. Complete at least one clinical rotation in each of the following categories: upper extremity, lower extremity, equipment intensive, male/female, general medical and clinic/rehabilitative service.
   d. Complete all Intro to Athletic Training competencies, HLEX 1402, 2402, 2412, 3402, competencies and clinical integration proficiencies.

3. Complete all other University requirements for graduation.

MNU Athletic Training Program Disciplinary Policy

A code of ethical behavior and conduct has been established by the NATA and the MNU Athletic Training Program feel it is also important to maintain those same standards so code of ethical behavior and conduct has been developed to insure the professional behavior of athletic training students. Because of an increased visibility in the intercollegiate, clinical, and high school settings, Athletic Training Students are highly recognized and identifiable.

This demands higher levels of professional conduct because the student is also held accountable for the codes of conduct at their specific facility (Affiliate Clinical Sites). Affiliate sites may impose additional and more stringent sanctions for code-of-conduct violations. The MNU Athletic Training Program will strictly support these sanctions.

The following Formal Disciplinary Action Procedure will be used to monitor unprofessional behavior and misconduct of all Athletic Training Students:
Notice of Formal Disciplinary Action Procedure

1. A Preceptor completes the “Notice of Disciplinary Action” form (Appendix B) on the day of occurrence.
2. Notify the Athletic Training Student that a Notice of Disciplinary Action has been issued and send the student home.
3. Within 24 hours, notify the Clinical Education Coordinator or the Program Director of the infraction and forward the completed form to the Clinical Education Coordinator or the Program Director. The Preceptor may be contacted by the Clinical Education Coordinator or the Program Director to gather further details about the incident and situation.
4. The Clinical Education Coordinator or Program Director will contact the Athletic Training Student and arrange a meeting to discuss the reprimand. During this meeting, the Athletic Training Student will be formally notified of the infraction.
5. The Athletic Training Student will have the opportunity to discuss the situation. A resolution will result from this meeting and will be described on the notice of disciplinary action form.
6. The Athletic Training Student and Clinical Education Coordinator and/or Program Director will sign the Notice of Disciplinary Action and a copy will be place in the students’ permanent academic file.
7. The Clinical Education Coordinator or Program Director will notify the Preceptor of the outcome of the meeting and the proposed solution.
8. The Notice of Disciplinary Action process should take a maximum of one (1) week from incident to resolution.
   a. During this time the Athletic Training Student and Preceptor should refrain from discussing the Notice of Disciplinary Action with any party except the Clinical Education Coordinator and/or the Program Director.
9. The Athletic Training Student will not perform any clinical hours or education competencies with the Preceptor who submitted the Notice of Disciplinary Action until the notice process has concluded.
10. An Athletic Training Student who receives a Notice of Disciplinary Action will have his or her associated clinical course grade reduced by at least one letter grade.
11. An Athletic Training Student who receives three (3) or more notice of disciplinary action(s) at any time during his or her enrollment in the MNU Athletic Training Program can be administratively withdrawn from the program regardless of their GPA, grades in Athletic Training courses, completion of the required education competencies, clinical hours, or satisfactory clinical performance evaluations.

*Please remember to communicate with the Clinical Education Coordinator or Program Director about possible negative situations between the Athletic Training Student and other Athletic Training Students, the Preceptor, and any other clinical site staff members, coaches, or patients. Completing a Notice of Disciplinary Action against the student should be considered as a last resort effort to address a specific situation. Most situations can be avoided by addressing them during their early stages before the point is reached where a notice of disciplinary action must be issued.*
Probation

During the probation period, the Athletic Training Student will not be allowed to gain clinical rotation experience. This probationary status will be given both verbally and in writing to the appropriate Athletic Training Program Preceptor. Once the student meets the academic requirements (i.e. overall GPA rises to a level higher than 2.5) or appropriate disciplinary action has been taken for misconduct at an affiliated site, he or she will be removed from probation and will be reinstated to good standing within the Athletic Training Program. Since the Athletic Training Student is not allowed to complete clinical rotation experience during the probationary period, it will be necessary for the student to audit the clinical course during the semester they are on probation. This will allow the student to continue to complete all competencies and proficiencies, staying in sequence with the academic courses. In order to fulfill the clinical field experience requirements for the audited course and to complete program requirements, the student will be required to retake that Clinical Education course in the summer session.

Suspension

MNU Athletic Training Program suspension is the temporary removal of a student from clinical rotation experience. The length of the suspension is determined by the Program Director after consultation with the Clinical Education Coordinator, other Athletic Training Program faculty/staff and the supervising Preceptor. Students may be temporarily suspended from the program for the following, but not limited to:

1. Low mid-term grade report
2. Infraction of the policies and procedures of the Athletic Training Program or affiliated clinical site
3. Others as deemed appropriate by the Program Director, Clinical Education Coordinator, Preceptor, and/or Athletic Training Program faculty.

Dismissal

Students may be dismissed from the MNU Athletic Training Program for the following reasons:

1. Earning a grade below a “B” for any two Practicum courses (they do not need to be consecutive).
2. Being on University or MNU Athletic Training Program probation for two consecutive semesters.
3. Inappropriate or unethical behavior as outlined in the MNU Athletic Training Student Handbook. If dismissed, the student(s) will be counseled on other career and academic options.
Grievances and Appeals

If a student deems it appropriate to appeal an academic decision (for example - probation from an academic program, dismissal from an academic program, academic integrity decision, etc.), the following steps must be followed:

1. Communicate and seek to resolve the situation with the professor concerned.
2. If the student does not accept the resolution proposed by the professor, an appeal may be made in writing to the Department Chair. Grievance Forms are available in the Office of the Associate Academic Vice President. The written appeal must specify both the complaint and the action requested. The written appeal form must be filed with the department no later than six (6) weeks after the beginning of the next full semester.
3. If the student does not accept the resolution proposed by the Department Chair, the student may advance their grievance to the School Dean within three (3) working days who will review the petition and discuss the matter with the Department Chair. The Dean will then make a recommendation. If the student does not accept the recommendation, the student may advance their appeal within three (3) working days to the Associate Academic Vice President who will convene a university appeals committee.
4. The Committee, appointed by the Associate Academic Vice President, shall consist of two (2) faculty members not assigned to the academic school and one (1) student. The committee may at its discretion summon evidence pertinent to the appeal and question persons involved. The committee will provide a hearing for the student and/or faculty member to present their position and evidence.
5. Neither student nor faculty is allowed to bring in attorneys or outside persons or counsel. The burden of proof lies with the student filing the appeal to demonstrate that the academic decision made was clearly unfair. A written summary of the proceedings and of the rationale for the decision shall be provided to the grievant, the person alleged to be the offender, the department chair, the Associate Academic Vice President, and the Provost.

*Grievance and Appeals Policy taken directly from MNU Course Catalog and Handbook*
MNU Athletic Training Program
Clinical Education

MNU Athletic Training Program Clinical Education Policy

Clinical education is a hands-on learning component of the Athletic Training Students’ education. Per the Commission on Accreditation of Athletic Training Education (CAATE) Standards, clinical education must be contained in individual courses that are completed over a minimum of two academic years. The MNU Athletic Training Program exceeds that minimum and requires Athletic Training Students (ATS) to complete clinical education courses over three and a half academic years. This allows the student more time to integrate and apply clinical skills to further develop critical-thinking skills. These clinical education courses have two components: clinical laboratory class sessions and clinical education experience.

The purpose of the clinical laboratory class is to refine and evaluate required proficiencies as defined by the CAATE. The class affords students the ability to synthesize information that has been previously instructed in didactic coursework. It should be noted that Athletic Training Students should be formally instructed and formally assessed on athletic training clinical skills prior to performing those skills on a patient. Once the student has been evaluated on the proficiency, the student will then be expected to practice this skill on a patient, or in a simulated environment during the clinical education experience.

The purpose of the clinical education experience is to provide the student with opportunities to practice and integrate cognitive learning with associated psychomotor skills in order to develop entry-level clinical proficiency and professional behavior as an athletic trainer. During clinical education experiences, Athletic Training Students must refrain from performing clinical skills on patients that have yet to be formally instructed and assessed. For each experience, the ATS will be assigned to a Preceptor. Preceptors are to assist in the professional development of the Athletic Training Student including knowledge and skills related to the Athletic Training Educational Competencies. Clinical education experiences may take place with MidAmerica Nazarene University Athletics, local high schools, physical therapy clinics and general medical clinics.

*Failing to abide by this policy will be a direct violation of the CAATE Standards for the Accreditation of Entry-Level Athletic Training Programs.*
Student Assessment and Application of Competencies and Clinical Integration Proficiencies

As identified in the *Athletic Training Education Competencies (5th ed.)*, the MNU Athletic Training Program must provide students with a comprehensive background in basic and applied science for the development of discipline specific knowledge and skills (competencies). The competencies are organized into the following eight content areas:

- Evidence-Based Practice (EBP)
- Prevention and Health Promotion (PHP)
- Clinical Examination and Diagnosis (CE)
- Acute Care of Injuries and Illnesses (AC)
- Therapeutic Interventions (TI)
- Psychosocial Strategies and Referral (PS)
- Healthcare Administration (HA)
- Professional Development and Responsibility (PD)

Clinical Integration Proficiencies (CIPs) are defined as “the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care” (*NATA, 2011, p. 32*). As directed by the *Standards of Accreditation of Entry-Level Athletic Training Programs (5th ed.)* the Athletic Training Student must be formally instructed and formally assessed on the competencies as part of a required course before he or she may perform those skills in a real-world or clinical setting. Skill assessment techniques may include, but are not limited to, a practical examination, written examination, or written assignment. Students must attain a minimal 75% passing rate to successfully demonstrate initial proficiency with a skill. Once the students have been assessed and successfully passed on specific skills, MNU Athletic Training Program Preceptors will be notified of the student’s clearance to practice those specific competencies on patients while being directly supervised.

Formal assessment of the CIPs will be completed during the fourth year of the Athletic Training Program as a requirement of HLEX 4402 Clinical Education. Portions of the CIPs may be evaluated any time after the student has been formally taught and assessed on specific knowledge and skills. However, students will not have been taught and assessed all of the knowledge and skills which comprise the CIPs until the fall of the fourth year. Furthermore, assessment of the CIPs during the fourth year will allow the students to have adequate experiences to progress toward mastery of the CIPs. Ideally, CIPs are performed in the real-world setting on actual patients and assessed by the student’s Preceptor. If this is not possible, then it is feasible to assess proficiency using scenarios or simulated patients. These scenarios/simulations can be performed by the Preceptor at the clinical site or performed by an MNU Athletic Training Program faculty member after a meeting has been scheduled.

In an effort to improve productivity and clinical competency scores, the Clinical Education Coordinator is responsible for communicating levels of performance and material covered with the Preceptor of the facility. Prior to the beginning of each clinical education assignment each Preceptor will receive a letter discussing their assigned Athletic Training Student and the appropriate course syllabus for the Clinical Education course.
MNU Athletic Training Program Clinical Experience Overview

Clinical Education Program at a Glance

The Clinical Education courses at MNU were developed to ensure that students receive systematic and logical instruction while also allowing for opportunities to practice and objectively evaluate their competency on athletic training clinical skills and proficiencies. In addition, the Clinical Education courses allow students to gain “real-world” experiences in clinically relevant and significant settings. The professional staff members at these settings document that students have developed, demonstrated, and experienced all the clinical skills and passed all the clinical competencies and proficiencies required of the MNU Athletic Training Program, as well as the skills required of an entry-level athletic trainer as defined by the NATA Athletic Training Program Competencies (5th ed.).

Following admission into the MNU Athletic Training Program, students will begin taking Clinical Education courses. Each course (HLEX 1402, 2402, 2412, 3402) is designed to be a hands-on learning experience for a previously completed formal instruction class. The formal and clinical education classes have been designed to work together in providing results in proficiency from the base knowledge gained in the formal and lab classes with the real-world experiences gained in the clinical aspect of the course. It is recommended that the clinical courses be completed over six sequential semesters (3 years).

Each Clinical Education course has purposeful clinical experiences, clinical observations, competencies and proficiency modules assigned to it. The modules are arranged so that students develop and experience basic skills first and progressively acquire and complete more complex ones, with modules being placed in the clinical course following the semester of its formal classroom instruction. As the Athletic Training Student progresses through the program, the modules that they will become proficient in will build upon each other, requiring skills from previously completed modules and so on. This requires that all knowledge and skills be integrated and demonstrated for completion of the module and/or the proficiencies assigned. Students are taught and initially tested on the skill in the formal education class. They then receive modular instruction and supervised practice in the laboratory section of the class and then they complete the assigned skill modules or proficiencies through self-practice, peer screening, and finally approval by a Preceptor. Combined, these components establish a plan for each student’s clinical experience, provide a structure for gaining skills and practice, and allow for and encourage learning and evaluation over time.

The Clinical Education courses provide the opportunity for students to practice these skills in natural settings, thus a defined number of supervised hours is required in each clinical course. Over the lifespan of the entire MNU Athletic Training Program, students obtain clinical education hours directly supervised by a Certified Athletic Trainer. These hours are a valuable component to the development of the Athletic Training Student and therefore must be a priority for each. Students are allowed a minimum of 8 hours to a maximum of 25 hours per week. The student will work in conjunction with the Clinical Education Coordinator in scheduling and reporting clinical education time.
Every aspect of an Athletic Training Student’s clinical experience must involve direct supervision of all Athletic Training Program student activities (Addressed in the Direct Supervision and Travel Policy document in Appendix B). Unsupervised skill practice is a violation of CAATE and of the MNU Athletic Training Program policies and procedures and will not be tolerated. Academic courses take precedence over any and all clinical education hours and activities. Every effort will be made to accommodate students’ academic schedules.

All MNU Athletic Training Students must gain clinical experience in each of the following categories: upper extremity, lower extremity, equipment intensive, male and female, general medical, athletic institution, and clinic/rehabilitative services. For each clinical rotation, Athletic Training Students will document clinical rotation hours daily into E*value. Then at eight (8) week intervals, the Clinical Education Coordinator or Program Director will add up the hours that each student documented and will convert them into clinical credits. (The Clinical Credit System will be explained later in the MNU Athletic Training Student Handbook.)

In addition to the assigned modules, at the conclusion of the each semester, all Athletic Training Students will take a final written and practical exam covering the Clinical Education course material learned that semester. The end of the year examination system is being implemented to create a framework for the Athletic Training Student’s learning and to provide a plan in studying for the BOC examination. This system will require students to pass a year end examination (level specific and below) that will test their knowledge of the skill sets needed in the athletic training profession. For example, a sophomore Athletic Training Student is enrolled in Clinical Education II in the fall and Clinical Education III in the spring. At the end of the spring semester, that student will be given an exam covering information learned in both Clinical Education courses. These exams will be computer based, 175 question timed tests to mock that of the BOC examination conditions. The Athletic Training Student must pass the examination with a 70% to earn the appropriate Professional Development Point (PDP) and progression to the next clinical level.

*The Clinical Education Year-End Examination and the Professional Development Points system will be explained later in the MNU Athletic Training Student Handbook.*

The exam system is not connected to the student’s academic and clinical evaluation but it is connected to the academic grade associated with the Clinical Education courses. This testing system is designed to ensure students in the MNU Athletic Training Program are continually meeting and exceeding the learning benchmarks for each academic year.

Observation students will take an exam at the end of the spring semester as well, to assess the knowledge they gained from that time, however they are not required to pass the exam as they have not been official members of the Athletic Training Program for more than a semester.
MNU Athletic Training Program Clinical Activity Breakdown

The MNU Athletic Training Program requires the Athletic Training Student to complete a 6-semester Clinical Education Program at a variety of affiliated sites that will contribute to the Athletic Training Student’s success. These educational experiences occur under the direct supervision of Certified Athletic Trainers and other allied healthcare professionals—including primary care and orthopedic physicians, physical therapists, and physician assistants—who serve as Preceptors in the MNU Athletic Training Program.

Throughout the Clinical Education courses, the Athletic Training Student is assigned to Preceptors whose primary responsibility is for the athletic health care of athletes/patients. Student clinical skills, competencies and proficiencies are assessed frequently in these Clinical Education courses. Athletic Training Students must demonstrate progressive clinical proficiency to continue progressing through the clinical education experiences. Senior students who successfully complete the required clinical education courses, will participate in a program intentionally designed to replicate the graduate-assistant experience. This program will prepare the ATS to transition to the profession of athletic training. The philosophy behind this progression is to have MNU Athletic Training Students overly prepared for the next steps in the profession. Included in this experience is a series of assignments and a series of 3 mock BOC examinations.

The Purpose of Clinical Courses

1. Clinical Education courses are designed to give Athletic Training Students the opportunity to become exposed to an array of potential athletic training employment settings.
2. Clinical Education courses are designed to assist Athletic Training Students develop various prevention, treatment, and rehabilitation skills while communicating effectively with patients and health care providers as described in the Athletic Training Education Competencies and the BOC Standards for Professional Behavior.
3. Clinical Education courses allow Athletic Training Students to increase his or her personal awareness of topics related to the athletic training profession.

Clinical Competencies

As stated earlier in the handbook, Preceptors will receive a syllabus and clinical packet from the Clinical Education Coordinator at the beginning of each clinical rotation detailing the competencies to be evaluated and the corresponding dates for those evaluations. Students will be formally evaluated by their Preceptor regularly throughout the semester. All competencies requiring evaluation will be contained in the student’s clinical packet. The Preceptor’s signature in the student’s text indicates they have met the standards for that competency.

*It is the student’s responsibility to set up a time to complete the competency evaluation with the Preceptor, and it is recommended that they not wait until the last possible minute to do this.*
The six clinical experiences are to be completed in the following sequence:

**Semester 1 (Spring): First Semester in the ATP**

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Setting</th>
<th>Clinical Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Care &amp; Prevention</td>
<td>Four, 3-week experiences rotating through each one of</td>
<td>Intro to Athletic Training and Care and Prevention of Athletic Injuries</td>
</tr>
<tr>
<td></td>
<td>MNU’s Certified Athletic Trainers.</td>
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**Semester 2 & 3, Year 1 in MNU ATP**

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<thead>
<tr>
<th>Course</th>
<th>Clinical Setting</th>
<th>Clinical Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education I</td>
<td>MNU Athletic Training Facility</td>
<td>Lower Extremity Injury Evaluation and Kinesiology</td>
</tr>
<tr>
<td>Clinical Education II</td>
<td>MNU Athletic Training Facility and/or Off-Site Clinical Rotation</td>
<td>Upper Extremity Injury Evaluation</td>
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</tbody>
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**Semester 4 & 5, Year 2 in the MNU ATP**

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<th>Clinical Experience</th>
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<tbody>
<tr>
<td>Clinical Education III</td>
<td>MNU Athletic Training Facility</td>
<td>Therapeutic Rehabilitation</td>
</tr>
<tr>
<td>Clinical Education IV</td>
<td>Off-Site Clinical Rotation</td>
<td>Therapeutic Modalities and General Medical Conditions</td>
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**Semester 6 & 7, Year 3 in the MNU ATP**

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<th>Clinical Experience</th>
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</thead>
<tbody>
<tr>
<td>Special Topics in Athletic Training</td>
<td>MNU Athletic Training Facility</td>
<td>Simulated Graduate Assistant Experience</td>
</tr>
<tr>
<td>Clinical Preceptorship</td>
<td>Various</td>
<td>BOC Athletic Training Certification Examination Prep</td>
</tr>
</tbody>
</table>

*Prospective Athletic Training Students (Observe Students) will participate in the fall semester of their first year.*
MNU Clinical Education Experience Expectations

The Clinical Education courses at MNU were developed to ensure that students receive systematic and logical instruction while also allowing for opportunities to practice and objectively evaluate his or her competency on athletic training clinical skills and proficiencies.

The MidAmerica Nazarene University athletic training room serves as the primary clinical site, with students spending approximately 80% of their total clinical time on-campus with Preceptors affiliated with the athletic training program. The on-campus clinical education experiences are intended to:

- Provide depth to the overall clinical experience by meeting the required clinical experience elements including equipment intensive, upper and lower extremity, men’s and women’s sport experiences, etc.
- Allow students to develop the foundational behaviors of professional practice.
- Allow for development and demonstration with regards to application and integration of all required clinical skills and competencies.
- Allow for clinical proficiency assessment.

Off-campus rotations with students assigned to Preceptors will compromise the remaining 20%. The off-campus rotations are intended to:

- Provide breadth to the overall clinical experience.
- Broaden the student’s view of athletic training and allow for demonstration of the foundational behaviors of professional practice.
- Allow students to analyze, synthesize, and apply previously instructed knowledge and related skills in a variety of work settings.
- Create interaction with and help differentiate the roles and responsibilities of the athletic trainer from those of other medical and allied health personnel.
- A general medical rotation must be completed by all Athletic Training Students during the junior or senior year, consistent with accreditation guidelines, to provide formal experiences surrounding the clinical practice of physicians, physician assistants, and nurse practitioners.

Criteria for Progression through the Clinical Education Courses

The clinical education component of the MNU Athletic Training Program is associated with course credit in the six Clinical Education courses: HLEX 1402, 2402, 2412, 3402, 4302, & 4701. The Athletic Training Students must receive a grade of "B" or higher to progress into the next Clinical Education course. Each course syllabus will describe the components used to determine the grade, but in general, a student must complete the following requirements:

- Accrue required clinical experience hours
- Completion of all clinical competency and/or proficiency modules assigned during that Clinical Education course
- Submit required course assignments listed on Moodle
- Satisfactory performance evaluations from their assigned Preceptor
Clinical Education Course Mid-Term and Final Evaluations

All students must have at least a mid-term and final evaluation on file in the HLEX department office that has been signed and dated on the day of review by both the Preceptor and the Athletic Training Student to justify a failed clinical assignment rotation. If a student has a failing or borderline failing mid-term, a meeting with the Program Director, Preceptor, and Athletic Training Student will be arranged shortly after the completion of the evaluation. The purpose of this meeting is to discuss any critical incidences (formal reprimand notice or other issues that might not have warranted an official reprimand) that have occurred and to inform the student of what will be expected from them during the remainder of their assigned clinical rotation in order to pass. Any incidences should be documented on the Formal Disciplinary Action Form, signed and dated on day of review by all parties, and kept in the Athletic Training Student’s file in the HLEX Department office.

Additional Clinical Education Experiences

If during a clinical experience, a learning opportunity arises where the student may gain experience with a clinical skill but the clinical skill has not yet been taught or assessed in a required course, the Preceptor may instruct the student on the clinical skill so that the student may gain the knowledge of specific learning experience. These teachable moments are encouraged by the MNU Athletic Training Program; however, they may not replace the initial instruction and assessment of the competencies in the MNU Athletic Training Program required course. For example, students are often not able to experience a positive stress test, such as a Lachman’s stress test of the knee, until a patient presents with the appropriate condition. If an ACL deficient patient is present during a clinical experience but the student has not yet learned how to perform the specific stress test, the Preceptor may instruct the student on how to perform the test and then have the student perform the skill on the patient. Such instruction, however, will not constitute student autonomy to perform a knee injury assessment.

It is also recognized that opportunities for clinical experiences may arise for athletic training students that are not a part of their formal or required program of study. The MNU Athletic Training Program encourages students to take advantage of those opportunities whenever it is possible and appropriate for them to do so. One such example might be:

- Athletic Training Students who find opportunities working with sports medicine clinical, professional sports teams, or any other off-campus organization work under the policies and procedures of that organization. Unless specifically arranged as an internship with course credit, the arrangement is strictly between the organization and the student.
Expectations and Responsibilities of MNU Athletic Training Students

The following are the responsibility of the Athletic Training Student during a clinical rotation/experience regardless of the assigned preceptor or clinical rotation/experience:

1. Complete and submit all forms and materials required by the Athletic Training Program in accordance with the Annual Forms and Documentation policy (Appendix A).
2. Follow the policies described in the MNU Athletic Training Program Student Handbook.
3. Providing or obtaining transportation to and from the clinical sites and paying for all associated costs. This includes, but is not limited to, the expenses associated with fuel and parking. The MNU Athletic Training Program is not responsible for costs or damages incurred while traveling to or from the clinical sites.
4. Contact the Preceptor AT LEAST 1 WEEK in advance of the date scheduled to start the clinical rotation. The Clinical Education Coordinator has the appropriate contact information. The rotation experience dates on the schedule are the dates when the Athletic Training Student is expected to be at each clinical rotation NOT when initial contact is to be made.
5. On the first visit to the clinical site, meet with the Preceptor to complete:
   a. The Clinical Orientation Form (Appendix B) provided by the Athletic Training Student
   b. Exchange contact information with the Preceptor.
6. On the first visit to the clinical site, the Athletic Training Student is expected to wear khaki pants (or shorts) and a MidAmerica Nazarene University Athletic Training polo shirt unless otherwise notified directly by the assigned Preceptor.
7. Arrive at the clinical site on time and be prepared to learn each day. If assigned to participate in a clinical rotation on a particular day and the Athletic Training Student is unable to attend, it is his or her responsibility to contact the Preceptor and the Clinical Education Coordinator.
8. Reporting for all assigned clinical sessions including, but not limited to, practice sessions, competitions, treatment sessions, rehabilitation sessions, training sessions, meetings, in-services, and appointments.
9. Completing all coursework, assignments, and competencies and proficiencies associated with the Clinical Education course.
10. If an unforeseen circumstance occurs during travel to a clinical site (i.e. weather or traffic) which will make the Athletic Training Student late, contact the Preceptor to inform them. If the Preceptor cannot be reached contact the Clinical Education Coordinator.
11. Bring all of the following materials to each clinical experience daily:
   a. Notebook for journaling and notes/assignments given by the Preceptor
   b. Education competencies
12. The Student will present themselves in a professional manner and dress that is appropriate to the clinical site.
13. Inform the MNU Clinical Educator Coordinator or Program Director immediately of any situation where the Preceptor has acted inappropriately towards any Athletic Training Student(s), if the Preceptor is not providing an adequate clinical experience, or if the Preceptor fails to follow the MNU Athletic Training Program Clinical Supervision & Travel Policy (Appendix B).
14. Follow the MNU Athletic Training Program Clinical Supervision & Travel Policy while performing any clinical rotation.
15. Ensure you receive a minimum of one day-off per week from any and all clinical expectations.
16. Informing the Preceptor AND Clinical Education Coordinator of any questions or concerns regarding the clinical rotations or clinical site.

17. Informing the Clinical Education Coordinator of any violations of local laws, state laws, federal laws, policies and procedures of the clinical site and/or the MNU Athletic Training Program, and/or the NATA’s Code of Ethics.

**Expectations and Responsibilities of MNU Preceptors**

A Preceptor must function to:

1. Supervise students during clinical education;
2. Provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission;
3. Provide instruction and opportunities for the student to develop clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care;
4. Provide assessment of athletic training students’ clinical integration proficiencies, communication skills, and clinical decision-making during actual patient/client care;
5. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.

The following are the responsibility of the preceptor during a clinical rotation/experience regardless of the assigned athletic training student:

1. On the athletic training student’s first visit to the clinical site, meet with the athletic training student to complete and establish:
   a. The Clinical Orientation Form *(Appendix B)* provided by the Athletic Training Student
   b. Exchange contact information with the preceptor
2. Inform the Clinical Education Coordinator or the Program Director immediately of any situation where the Athletic Training Student(s) have acted inappropriately towards the Preceptor, other facility/staff members, any athletes/patients/clients, or other Athletic Training Students. Also notify the Clinical Education Coordinator or the Program Director immediately if the Athletic Training Student chronically shows up late, is ever absent from a scheduled meeting without prior notification, is chronically dressed inappropriately, is unwilling to participate in the clinical site, is interacting with the athletes/patients/clients in an inappropriate manner, is interacting with other Athletic Training Students in an inappropriate manner, or performs a duty or act that is not appropriate to their education or skill level. If any of the above happens the Preceptor may fill out a Notice of Disciplinary Action Form *(Appendix C)* on the Athletic Training Student’s actions or behaviors and submit it to the Clinical Coordinator or Program Director.

**Preceptor Qualification**

A preceptor must:

a. Be credentialed by the state in a health care profession;

b. Not be currently enrolled in the professional athletic training program at the institution;

c. Receive planned and ongoing education from the program designed to promote a constructive learning environment.
Preceptors Certified for Less than One Year

In some instances, a Preceptor may be a newly Certified Athletic Trainer (as is the case with graduate students) and have students assigned to him or her. In these instances, the newly certified Preceptor will be supervised by a Preceptor who has worked with the Athletic Training Program for at least 1 year. The Clinical Education Coordinator will also coordinate a meeting with the new Preceptor at least once a semester to determine his or her progress.
**MNU Clinical Education Hours Policy and Requirements**

The profession of Athletic Training sometimes requires the Certified Athletic Trainer to work more than 40 hours per week. This fact is true of most salaried professionals. In addition, those athletic trainers working with athletic teams or other sporting events many times work weekends and/or evenings. It is not the intention, nor should it be the practice, to make time demands on the Athletic Training Student that approach those of the Certified Athletic Trainer. The MNU Athletic Training Program does, though, want the athletic training student to understand the responsibilities and obligations of the career, i.e., what it’s really like to work as an athletic trainer.

To that end, we will expect the Athletic Training Student to participate with their Preceptor in the care and treatment of student-athletes assigned to that Preceptor. That expectation may include clinical experiences that occur prior to 8:00 am, after 5:00 pm in the evening, or on the weekends. It is not the expectation, nor is it the requirement, that the Athletic Training Student be present with a team at all practices and games. It is the expectation, and should be the desire of the student, that he or she receives the experience necessary to gain the competencies and proficiencies required of that experience, as well as an understanding of what is required of the Certified Athletic Trainer in that professional setting.

On average, the student should be spending between 15-25 hours per week at the clinical site. However, there will be variations in the weekly hours depending on the clinical site and sport assignment. Clinical hours will be monitored closely to ensure students and Preceptors are following these recommendations.

**Summary of the MNU Athletic Training Student Clinical Hours Policy**

- Athletic Training Students must adhere to the following time policies:
  - Should not exceed 25 hours per week,
    - 17 hours Monday through Friday
    - 8 hours on Saturdays.
  - Will not be required to complete clinical hours on Sundays.
  - Should not exceed 50 hours a week during pre-season camps, vacations, or post-season play when classes are not in session, but which fall within the dates of a clinical rotation.
  - All clinical rotations will end the Saturday after the end of regularly scheduled classes for the semester. Athletic Training Students are not permitted to complete clinical rotations during finals week nor after the dates of a clinical rotation.
- **Athletic Training Students are required to maintain documentation of their clinical rotation hours in E*Value for verification by their Preceptor and the Clinical Education Coordinator.**
- Students are only permitted to document (count) those hours directly supervised by a Preceptor.
  - That includes experiences occurring at designated clinical sites as part of the MidAmerica Nazarene University Athletic Training Program.
  - Students cannot count hours toward the clinical education requirements for travel time to or from off campus sites or competitions, meal times, practices, contests or other times in which direct supervision by a Preceptor is not maintained.
• When an Athletic Training Student is uncertain as to whether particular clinical hours may be documented as acceptable, he or she should inquire with the Clinical Education Coordinator prior to completing those hours.

• The hours completed during the posted clinical rotation dates will be counted towards clinical credits earned for that designated clinical rotation.

Minimum and Maximum Clinical Hours Reasoning

The minimum clinical hours are to ensure that an Athletic Training Student has adequate exposure to specific Preceptors, clinical sites, patient populations, and clinical experiences during their enrollment in the MNU Athletic Training Program. While the maximum clinical hours are to ensure that the Athletic Training Student is not neglecting his or her academic responsibilities and to negate an Athletic Training Student replacing professional Athletic Training staff or other medical personnel.

The MNU Athletic Training Program highly recommends that each Athletic Training Student maximize their exposure to each Preceptor and clinical site. By doing this, the student will be able to practice skills and apply classroom knowledge more often; leading to increased learning and ultimately, greater clinical abilities. Spending more time practicing skills and abilities will translate into becoming a more competent athletic trainer.

“Volunteer” Hours

Any “volunteer” hours an Athletic Training Student chooses to perform is completely 100% at his or her digression. These “volunteer” hours should be viewed by the Athletic Training Student and Preceptor as a way the student can receive additional training to address his or her weaknesses. They should also be used to gain additional exposure to a clinical site or Preceptor to assist the Athletic Training Student in building and developing his or her resume for their future career as a Certified Athletic Training or allied health care provider.

Required Day Off

Additionally, every Athletic Training Student should be scheduled at least one day off per week during the clinical experiences. It must be noted that many times more than one day off may be available when clinical education opportunities are light. The Athletic Training Student may also ask for time off from their clinical assignment if necessary. However, it is expected that the student ask for time off at least 2-3 days in advance in case students need to be rescheduled.
Documentation of Clinical Hours

It is the student’s responsibility to properly record the number of clinical experience hours accumulated each week. The student may only record those hours that are accumulated when completing required clinical experiences that are under the direct supervision of a Preceptor.

**Time spent at a clinical site should be recorded in E*Value each day.** Clinical experience hours are to be rounded off to fourths and should be verified by the assigned Preceptor on a regular basis. The MNU Athletic Training Program recommends the Preceptor approve hours on a weekly basis in order to ensure accuracy of logged hours. Clinical experiences not verified will not be counted towards the Clinical Education course or experience. Students will be subject to disciplinary action for intentionally recording inaccurate hours or failing to record hours in an attempt to circumvent the clinical hour policy.

To assist with the scheduling and determination of clinical experience hours, each student must complete a Course and Clinical Experience Schedule (*Appendix B*) with their assigned Preceptor. This schedule should be used to determine the student’s tentative weekly clinical experience hours. (It is understood by the MNU Athletic Training Program that this schedule will be tentative as clinical experience events cannot be strictly controlled). If an Athletic Training Student or Preceptor questions the completion of clinical experience hours, the Clinical Education Coordinator or Program Director will use this schedule when reviewing the situation. Therefore, it is strongly recommended that the student and Preceptor keep a copy of this schedule during the clinical rotation. Included in this schedule will be the opportunity for the student to request known days off from the clinical experience during the clinical rotation. The student is excused from clinical experiences for personal illness and for family emergencies (immediate family only). For other excused absences, the student must seek the permission of his/her assigned Preceptor.

Enforcement of Clinical Hours

**Documentation of clinical hours will be submitted by the Athletic Training Student via E*Value.** The student will record clinical experience hours to the closest quarter hour (e.g., 18.25 hours). The student’s assigned Preceptor is to verify and approve the clinical experience hours in E*Value indicating that the student’s recorded hours are accurate.

Although all Athletic Training Students and Preceptors are informed of the program’s required Clinical Experience Hour Policy, the MNU Athletic Training Program recognizes that events can occur during a clinical experience that are beyond the control of the student and/or Preceptor (e.g., medical emergencies, event overtime, weather, etc.). Adjustments to the remaining weekly schedule should be made if an Athletic Training Student accumulates more hours than scheduled.

**Hours submitted on E*Value will be reviewed by the Program Director and/or Clinical Education Coordinator every two (2) weeks for compliance with program policies and to determine the correct number of clinical credits.** Failure to correctly record clinical experience hours may result in Athletic Training Program disciplinary action. If the hour log is not in compliance with MNU Athletic Training Program policies, the following enforcement procedures will be initiated for that specific clinical experience:
• The Athletic Training Student will be sent an e-mail by the Clinical Education Coordinator with the Program Director and the student’s Preceptor copied on the e-mail.

• The Athletic Training Student will be given the opportunity to explain the reason(s) for violating the hour policy either via e-mail, phone, or in person.

• The Athletic Training Student will be recommended to meet with his or her Preceptor to review the weekly schedule and make adjustments if necessary.

• MNU Athletic Training Students who violate the hours policy a second time will meet with the Clinical Education Coordinator in person. During this time, the Clinical Education Coordinator will communicate the violation with the Program Director and the student’s Preceptor. Recommendations will be made based upon the reasoning for the violation.

• Athletic Training Students who repeatedly violate the hour policy will be susceptible to disciplinary action which may include a schedule developed by the Clinical Education Coordinator and/or removal from the clinical experience.

**Violations of the Clinical Hours Policy**

If it is determined at any time that the Athletic Training Student and/or Preceptor blatantly violated the clinical experience hour policy, the Program Director can initiate immediate disciplinary actions.

In addition to the procedures for student submission of clinical experience hours, clinical experience hours will also be enforced by random visits to all clinical sites at least one time per semester for all sites in which a student is assigned to a Preceptor. These random site visits will be conducted by the Clinical Education Coordinator, Program Director, or other designated MNU Athletic Training Program faculty or staff. An evaluation of the Preceptor and the clinical site will be completed by the MNU Athletic Training Program faculty member for each site visit.

Ultimately, it is the student who is primarily responsible for the correct documentation of clinical experience hours. Failure to follow these guidelines will adversely affect the student’s grade in his or her Clinical Education courses. In addition, documentation of clinical hours is a course requirement and is therefore subject to MNU and Athletic Training Program academic dishonesty policies. Any Athletic Training Student found to be falsifying the information on these documents may be subject to MNU and/or Athletic Training Program disciplinary action. If it is determined that the Preceptor is requiring the student to falsify the clinical hour form, the Program Director will take appropriate disciplinary actions against the Preceptor.
MNU Athletic Training Program Professional Development Points

The purpose of this policy is to ensure that Athletic Training Students become actively involved in the athletic training profession, integrating into this unique culture prior to graduation, and to educate students about the process of continuing education requirements for maintaining certification and licensure. According to the Board of Certification for Athletic Training, “Continuing Education requirements for athletic trainers are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice”\(^1\). Accordingly, it is the intent of this program, that the PDP system should promote competence, development of knowledge and enhance professional skills related to the practice of athletic training.

Each student will be required to submit a PDP tracking log along with all required documentation at the end of each academic year showing **25 hours/credits of Professional Development.** The time frame for each reporting year will begin June 1st and end on the Friday before finals week (exceptions can be made upon request, but only due to extenuating circumstances). The 25 hours/credits requirement is consistent with BOC requirements for practicing Certified Athletic Trainers.

There are 4 categories where hours/credits can be earned. No more than 12 hours may be obtained within any given category. Hours/credits are based upon type and length of activity with no more than 5 credits for any given activity (1 hour activity/lecture = 1 credit up to 5 credits). PDPs will only be awarded for activities that are completed within the academic year. They may not carry forward to subsequent years.

Please see the “MNU Athletic Training Program Professional Development Points System” in Appendix C for complete details.

Communication & Problem Resolution

Communication is maintained by mail, e-mail, telephone, group meetings, and individual meetings. This aspect of professionalism is stressed quite often. If a student has a problem during their clinical education rotation, he or she should first seek resolution with the Preceptor. If the issue remains unresolved, the student should discuss the situation with the Clinical Education Coordinator. If still unresolved, the student may contact the Athletic Training Program, Program Director for additional assistance. In rare instances, students may contact the Clinical Education Coordinator or Program Director without speaking with their Preceptor first. They may be instrumental in helping the student find ways of appropriately communicating with the Preceptor. Overall, students and Preceptors are encouraged to initiate communication with the Clinical Education Coordinator at any time during the rotation if a negative situation is occurring or has the potential to occur. As a general rule, a student who places patients, staff, or self in an unsafe situation can be immediately removed from the facility by the Preceptor and the Clinical Education Coordinator will be notified.
Code of Conduct for the MNU Athletic Training Student

A presumption is made that all those doing their clinical rotation at MidAmerica Nazarene University possess a sincere desire to promote a program of Christ-centered excellence. The spirit of this code requires Athletic Training Students to follow these principles throughout their clinical rotations and allow those principles to be a motivating force in each of their lives.

The Role of the Athletic Training Student:

1. Demonstrates a willingness to help, as well as recognizes that he or she can provide personal leadership among those who can be influenced by his/her actions, words or deeds.
2. Strives to become more knowledgeable by regular class attendance and performance in the Athletic Training Room or off-site clinical rotation.
3. Develops good stewardship of time by scheduling outside and academic commitments in an organized manner, and gives proper attention to instruction in the athletic training room.
4. Presents him or herself in a manner which would bring credit to MidAmerica Nazarene University and all those with whom he or she is associated by appropriate conduct, speech and appearance.
5. Agrees that the use of alcohol, tobacco and controlled substances (such as cocaine, marijuana and steroids) will not be tolerated especially during team functions, team travel or with MNU student-athletes who are in championship season.
6. Shares individual and team related concerns with their Preceptor.
7. Sets high, yet realistic individual standards of excellence academically, athletically, socially and spiritually.
8. Demonstrates loyalty to his or her classmates, Preceptors, coaches, team, the athletic program and MidAmerica Nazarene University by being dependable, prompt, responsible and cooperative.
9. Shows proper respect for persons associated with the MNU Athletic Training Program, university officials, and opponents as well as equipment and facilities used.
10. Supports the MidAmerica Nazarene University Athletic Training Program Mission Statement:
    “The MidAmerica Nazarene University Athletic Training Program’s purpose is to engage all students in providing the highest level of educational instruction in a Christian environment while developing Christ-centered learners. Our program is devoted to producing morally, academically, spiritually, and professionally qualified individuals for a career in Athletic Training, an Allied Health Profession recognized by the American Medical Association (AMA).”
11. Supports the MidAmerica Nazarene University Sports Medicine Mission Statement:
    “The MidAmerica Nazarene University Sports Medicine Staff seek to be Christ-centered servant leaders who assist the athletic department and its student-athletes by providing the highest standard of care possible including prevention, evaluation, treatment, rehabilitation and management of athletic injuries and illnesses.”
MNU Athletic Training Program Dress Code

In order to maintain the level of professionalism needed in the Athletic Training Room(s) at MNU, the following minimum dress code is in effect:

General Appearance:
- Appearance is a non-verbal communicator of your professional attitude. As a result, you will be expected to dress according to the site and occasion and maintain appropriate professional personal hygiene.
- Keep hands clean, nails trimmed, etc. Discretion should be used concerning make-up, long hair, body piercing, tattoos, etc. Neatly trimmed facial hair is allowed.
- This is a health profession, in which we lead by example in diet, rest, and general appearance.

Daily Attire:
- Any MNU athletic training polo or plain, solid-colored polo and Khaki pants or shorts. All shirts must be tucked in. Always remember to maintain modesty and professionalism.
- Shorts must be walking shorts. No shorts which compromise modesty and professionalism.
- Pants must not be excessively baggy or tight. Yoga pants or leggings are not appropriate attire and must not be worn in the athletic training room or any practices or events.
- Close-toed shoes with socks. Athletic shoes are required for outdoor sports. Shoes should be practical for the Sports Medicine environment (i.e. no sandals or open-toed shoes of any kind).
- Hats must have the MNU logo and may not be worn backwards.
- Hair is clean and neatly trimmed/kept. In general, appearance is to be professional.
- Clean shaven/neatly bearded.
- Wear a digital watch or a watch with a functioning second hand.
- Students may be able to purchase shirts or other clothing that they can wear to their rotations.
- Sports Medicine Staff will send ATS’ home to change clothes if these conditions are not met. Students then must return promptly with appropriate attire.
- Acceptable jewelry includes engagement and wedding rings, watch, small pierced earrings. No nose studs or earrings in other visible body parts allowed. If an ATS already has a visible body piercing, they are asked to replace/or cover up the piercing during clinical hours.
- If an ATS has a tattoo, it must be covered by clothing during clinical hours.

Outdoor Sports Game Attire:
- Digital watch or a watch with a functioning second hand
- Fanny-pack/sling
- Pre-designated game shirt
- Pre-designated pants/shorts, jackets/warmups

Indoor Sports Game Attire:
- Digital watch or a watch with a functioning second hand
- Fanny-pack/sling if applicable
- Dress shirt/blouse. No T-shirts.
- Slacks/pants and a dress belt. No sweats/warm-ups.
- Dress shoes and dress socks. No athletic shoes.
MNU Athletic Training Program Clinical Supervision & Travel Policy

In order for Athletic Training Students to develop their clinical abilities, proper supervision is required; both for the education of the student and patient safety. MNU Athletic Training Students must be continuously supervised by a Preceptor designated by the MNU Athletic Training Program during any clinical experience. An Athletic Training Student maybe supervised by a Preceptor he or she is not formally assigned to while performing their “volunteer” hours; however the Preceptor the Athletic Training Student is formally assigned to, will complete the clinical performance evaluation of that specific student.

The following guidelines should be utilized to ensure proper Athletic Training Student clinical growth while continuing to meet the standards set forth by CAATE. These guidelines are also found in the MNU Athletic Training Program Student Handbook.

- A MNU Athletic Training Program Preceptor **MUST** be directly supervising an Athletic Training Student during the delivery of athletic training services.
- A MNU Athletic Training Program Preceptor **MUST** be physically present and have the ability to intervene on behalf of the Athletic Training Student (and patient) to provide on-going and consistent education and ensure patient safety.
- A MNU Athletic Training Student may travel with a team **IF** a MNU Preceptor will be present at the away facility and provide clinical supervision as described above. The Preceptor does not need to be present during travel (i.e., “on the bus”).
- Each Athletic Training Student is trained as a professional rescuer and may provide standard lifesaving and significant injury management without supervision **IF** the emergency action plan for that clinical site or facility is activated.
- Some examples of unacceptable clinical supervision are:
  1. Being on a 2-way radio or cellular telephone with an Athletic Training Student without the ability to physically interact and direct patient care.
  2. Being in only visual line-of-sight of an Athletic Training Student without the ability to physically interact and direct patient care.
  3. The Preceptor being “on-call” at home or across campus without another Preceptor providing clinical supervision as described above.
  4. An upper-level Athletic Training Student providing supervision to a lower-level Athletic Training Student during patient care without a preceptor present as described above.

*This is not an all-encompassing list. Please use sound judgment if an unusual situation arises.*

Within these general guidelines, the Athletic Training Student can perform the tasks their Preceptor deems appropriate and approves in accordance with the Athletic Training Students’ knowledge and abilities.
MNU Athletic Training Program Therapeutic Modalities Policy

Modality Policy and Procedures

In order to protect the health and safety of MNU Athletic Training Students and Preceptors, the following policies and procedures are implemented in regards to the use and maintenance of therapeutic modalities in both the classroom and clinical settings.

Many clinical education sites, including MNU currently possess various therapeutic modalities intended for the treatment of athletes, clients and patients, and as tools in the instruction of modality principles and practices. Any use of therapeutic modalities by an Athletic Training Student at any clinical education site must be done under the direct supervision of a qualified Preceptor and within the boundaries of the Preceptor’s license and qualifications. In addition the following guidelines and procedures must be enforced.

Athletic Training Student Use

No electrical modality may be performed on a patient/client without the direct supervision of a Preceptor. Athletic training students who have documented completion of in-service training conducted by a Preceptor on the proper application of a specific modality unit may apply the modality to an athlete, patient or client under the direct supervision of a Preceptor. In-service training does not qualify the student to make decisions related to modality selection, parameter setting or treatment planning. Upon completion (grade of C or better) of HLEX 4304 – Techniques of Therapeutic Modalities and Lab, Athletic Training Students may interact with Preceptors in recommending the use and suggested parameters for various treatments. As students demonstrate clinical proficiency through the clinical skill module system in HLEX 3412 – Clinical Education V, they may be given additional autonomy in the selection and application of therapeutic modalities, however, NO electrical modality may be performed on an athlete, patient or client without the direct supervision of a Preceptor.
Professional Confidentiality and Social Media Policy

MNU Athletic Training Students are in a unique situation to have access to confidential medical information regarding a patient’s or an athlete’s medical condition. At no time should an Athletic Training Student discuss any information concerning the status of an injured or ill patient with any party outside of those directly responsible for the patient’s care. All questions or comments regarding the status of a patient should be directed to the Head Athletic Trainer. It’s important to remember that as healthcare professionals you must always comply with HIPPA.

Athletic Training Students at MidAmerica Nazarene University, are a representative of the MNU Athletic Training Program, affiliated clinical sites and most importantly, the university itself. Please keep the following guidelines in mind when participating on social networking web sites.

- Before participating in any online community understand that anything posted online is available to anyone in the world. Any text or photo online is completely out of the control of the sender the moment it is placed online – even if access is limited to the sender’s site.
- Information, photos, or other items should not be posted online that could embarrass the sender, the sender’s family, the MNU Athletic Training Program, the athletic department and MidAmerica Nazarene University.
- Potential employers, internship supervisors, graduate programs and scholarship committees now search these sites to screen candidates and applications so it is vital that these accounts be professional and appropriate.

The malicious use of online social networks such as derogatory language, demeaning statements or threats, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, drinking, illegal drug use, or other inappropriate behavior violating the MNU Student Handbook or the Athletic Training Program Student Handbook will be subject to disciplinary action by the Athletic Training Program Director or Head Athletic Trainer.

*It is the responsibility of the Athletic Training Student to learn and adhere to medical records policies as it relates to FERPA and HIPPA regulations.*

MNU Athletic Training Program HIPAA & FERPA Training Verification

HIPAA and FERPA privacy rules are national laws that protect both educational and medical records of individuals

In regards to injuries, HIPAA states that a “covered entity,” which includes most colleges and universities, may not disclose an athlete’s health care information without his or her giving consent. This consent may be given verbally or through a HIPAA information release form.

FERPA states that while a high school athlete (usually a minor under the age of 18), it is up to the parent or guardian if they want to make any injury information public.
MNU Athletic Training Program Communicable Disease Policy

The Communicable Disease Policy was developed to provide methods for reducing the transmission of infectious diseases from members of the athletic training staff and Athletic Training Students to patients and from patients to above aforementioned groups. Prevention of transmission of such diseases includes immunizations for vaccine preventable diseases, isolation precautions to prevent exposures to infectious agents, and management of athletic training staff and student’s exposure to infected persons.

Athletic Training personnel are restricted from patient contact, or contact with the patient’s environment if they have an infectious communicable disease. In the case that athletic training personnel refuse or are unwilling to report their condition to their supervisor for some reason, they must make sure they are restricting themselves from patient contact, or contact with the patient’s environment.

Students who are ill (including, but not limited to URIs, bronchitis, pneumonia, influenza, mononucleosis) must be under the care and guidance of a personal physician. Students will be individually advised regarding participation in classroom, laboratory, or clinical rotations to avoid spread of contagious and other communicable diseases.

Additionally, students who have been diagnosed with an immunodeficiency or systemic disease must be under the direct care of a personal physician. The nature of the clinical rotations for the program will place the student at additional risk for contracting common illnesses. The student must work with the physician to understand the risks and carefully follow infection control procedures.

Any costs borne from contraction of a communicable disease related to athletic training curricular/clinical requirements or voluntary assignments are the responsibility of the student. The Athletic Training Program and/or athletic training staff can be held responsible for infections or the spread of communicable diseases that occur as a result of failure to follow infection control procedures or OSHA regulations that are instructed annually to all Athletic Training Students.
Immunizations Records

All Athletic Training Students are required to have a current immunization record on file in the Program Director’s office each year they are involved in the MNU Athletic Training Program. Examples of such items could be but are not limited to:

- HBV Record or Waiver
- Vaccination record
- Annual TB two-step test results

All Athletic Training Students and Preceptors involved in the MNU Athletic Training Program have been encouraged to get the Hepatitis B vaccination series. A record showing evidence of this (or declination for vaccination) is in each Athletic Training Student’s file located in the Program Director’s office.

MNU shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up for blood-borne pathogens exposure to all employees who have had an exposure incident.
MNU Blood-Borne Pathogens and Universal Precautions Policy

Exposure Determination

The following individuals have been determined to have a reasonable expectation of occupational exposure to blood borne pathogens: Certified Athletic Trainers, Athletic training Students, Athletic Coaches, Equipment Managers, and Equipment Student Workers. Universal precautions should be used in the care of all student-athletes as medical history and examination cannot always reliably identify all student-athletes with infections. This approach is recommended by the Centers for Disease Control (CDC) to prevent the transmission of all infectious disease. A universal precaution means treating all student-athletes as if they were infectious.

Universal Precautions Include:

1. Hygiene
   a. Hand washing facilities are readily accessible to all athletic trainers.
   b. When provision of hand washing facilities is not feasible, the athletic trainer shall use an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels. When antiseptic hand cleansers are used, hands shall be washed with soap and running water as soon as it is appropriate.
   c. All athletic trainers must wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
   d. Athletic trainers 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 (OPIM).

2. All athletic trainers must use appropriate personal protective equipment unless the employer shows that the Certified Athletic Trainer temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the Certified Athletic Trainer’s professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the Certified Athletic Trainer makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. The employer shall encourage employees to report all such instances without fear of reprisal.

3. Accessibility. The employer shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powder-free gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

4. Gloves shall be worn when it can be reasonably anticipated that the athletic trainer may have hand contact with blood, OPIM, mucous membranes, non-intact skin and when handling or touching contaminated items or surfaces.
   a. Disposable (single use) gloves such as 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.
   b. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
c. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

d. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

e. Hands and other surfaces to be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

5. Fluids that have been recognized by the CDC as directly linked to the transmission of Hepatitis B Virus (HBV) and/or Human Immunodeficiency Virus (HIV) are: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomit, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response; or any unfixed tissue or organ (other than intact skin) from a human (living or dead).

6. Although saliva has not been implicated in HIV transmission, to minimize the risk, in the need for emergency rescue breathing (mouth-to-mouth resuscitation), mouthpieces, resuscitation bags, or other ventilation devices are available for use.

7. All athletic trainers should take precautions to prevent exposure injuries caused by potentially contaminated needles, scalpel blades, lancets, scissors, and other sharp instruments or items. All who have contact with any of the above must use universal precautions.

8. Shearing or breaking of contaminated needles and other contaminated sharps is prohibited. Contaminated sharps shall not be bent, recapped, or removed from devices. Disposable sharps shall not be reused. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a 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 OPIM are present.

9. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the following requirements: Rigid; Puncture resistant; Leak-proof on the sides and bottom; Portable, if portability is necessary to ensure easy access, and properly labeled. If discarded sharps are not to be reused, the sharps container shall also be closeable and sealable so that when sealed, the container is leak resistant and incapable of being reopened without great difficulty.

10. Any biohazard generated off-campus at an away event shall be left with the host and not transported back to MNU. Likewise, any uniforms or equipment that has been soiled must be transported back by the individual student-athlete. The Sports Medicine Staff will provide the student-athlete with the proper red biohazard bag to separate the soiled garment.
Emergency Care for Needle Stick or Other Exposure to Blood or Body Fluid

Prompt evaluation is important if a person has been exposed (by needle stick, splash, or direct contact) with human blood or body fluids.

1. Notify your Department Coordinator or the highest-ranking person in your department
2. Remove contaminated clothing and place in biohazard container
3. Skin - Wash the wound/area thoroughly with warm soap and water for 15 minutes.
4. Eyes or Mucous Membranes - Flush eyes or other area with saline or tepid water for 15 minutes.

Post Exposure to Blood Borne Pathogens

Following a report of an exposure incident, MNU shall make immediately available to the exposed individual a confidential medical evaluation and follow-up, including at least the following elements:

A. MNU shall document the route(s) of exposure, and the circumstances under which the exposure incident occurred.

B. MNU shall identify and document the source individual, unless APU can establish that identification is infeasible or prohibited by state or local law.

1. The source individual’s blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, APU shall establish that legally required consent cannot be obtained. When the source individual’s consent is not required by law, the source individual’s blood, if available, shall be tested and the results documented
2. When the source individual is already known to be infected with HBV, HCV or HIV, testing for the source individual’s known HBV, HCV or HIV status need not be repeated.
3. Results of the source individual’s testing shall be made available to the exposed individual, and the individual shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

C. MNU shall provide for collection and testing of the employee’s blood for HBV, HCV and HIV serological status.

1. The exposed individual’s blood shall be collected as soon as feasible and tested after consent is obtained
2. If the individual consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the individual elects to have the baseline sample tested, such testing shall be done as soon as feasible
3. Additional collection and testing shall be made available as recommended by the U.S. Public Health Service.

D. MNU shall provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service

E. MNU shall provide for counseling and evaluation of reported illnesses
Training

All staff and athletic training students receive annual training in blood borne pathogens. This is documented in the athletic training student’s file in the Program Director’s office. Training records shall include the following information:

A. The dates of the training sessions.
B. The contents or a summary of the training sessions.
C. The names and qualifications of persons conducting the training.
D. The names and job titles of all persons attending the training sessions.
E. Training records shall be maintained for 3 years from the date on which the training occurred.
Appendix A – Annual Forms

Estimated Required Fees and Expenses
## MNU Athletic Training Program Estimated Fees and Expenses

<table>
<thead>
<tr>
<th>Year</th>
<th>Itemized List of Possible Expenses</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Year</td>
<td>Total lab fees for required</td>
<td>$225.00</td>
</tr>
<tr>
<td></td>
<td>Background Check</td>
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</tr>
<tr>
<td></td>
<td><strong>Freshman Year Total (approximately)</strong></td>
<td>$275.00</td>
</tr>
<tr>
<td>Sophomore Year</td>
<td>Total lab fees for required pre-requisite courses</td>
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<tr>
<td></td>
<td>NATA, District &amp; State Membership Dues</td>
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</tr>
<tr>
<td></td>
<td>Professional Liability Insurance</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>TB Test (approx)</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>ATP Clothing (approx)</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td><strong>Sophomore Year Total (approximately)</strong></td>
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</tr>
<tr>
<td>Junior Year</td>
<td>Total lab fees for required pre-requisite courses</td>
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</tr>
<tr>
<td></td>
<td>NATA, District &amp; State Membership Dues</td>
<td>$80.00</td>
</tr>
<tr>
<td></td>
<td>Professional Liability Insurance</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>TB Test</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>Transportation Costs to off-site clinicals $600</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>ATP Clothing</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td><strong>Junior Year Total (approximately)</strong></td>
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<tr>
<td>Senior Year</td>
<td>Total lab fees for required pre-requisite courses</td>
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<tr>
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<td>NATA, District &amp; State Membership Dues</td>
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<tr>
<td></td>
<td>Professional Liability Insurance</td>
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</tr>
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<td></td>
<td>TB Test</td>
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<td></td>
<td>Transportation Costs to off-site clinicals $300</td>
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<tr>
<td></td>
<td>ATP Clothing</td>
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</tr>
<tr>
<td></td>
<td><strong>Senior Year Total (approximately)</strong></td>
<td>$525.00</td>
</tr>
</tbody>
</table>

*All dollar amounts are approximate and can change at any time.*
Appendix B – Clinical Documents

Athletic Training Room Policies and Procedures
MNU Athletic Training Room Policies & Procedures

Section I – General Rules

1. **NO CELL PHONES!** No ATS will be allowed to have their cell phone on their person at any time in the ATR or at the clinical rotation unless otherwise instructed by your Preceptor.

2. All bags, food, drinks, and personal effects will be stored very neatly and organized in the Doctor/GA office. There is a bin that can be used under the desk. DO NOT put any items on the training table or office desk in this office.

3. Dress Code is an MNU Polo and Khaki Pants or Slacks. No shorts are allowed in the ATR unless otherwise directed by the Director of Sports Medicine. Your assigned Preceptor will decide what is allowed at practice and games.

4. If you will be out of town or on vacation during the semester, for any reason during your assigned clinical weeks, it must be communicated and approved AT LEAST 7 days in advance by your preceptor and by the ATEP Director as well as the Clinical Coordinator. It is not a given that you can just take time off. Clinical rotations are very important and the teams and Preceptors count on you being there. We will decide if the time off requested is a valid reason to miss your rotation.

5. If you need a leave of absence for Bereavement, or death in the family, you will have 72 hours of approved time off with no questions asked. If more time is needed for extenuating circumstances then it must be approved by your preceptor, the ATEP Director, and the Clinical Coordinator.

6. If you cannot make your morning clinical times to cover the ATR, the GA ATC, the ATEP Director, and the Clinical Coordinator needs to be notified AT LEAST 30 minutes prior to your assigned time. (i.e. if you have a 10am-11am shift in the ATR, the GA, ATEP Director, and Clinical Coordinator need to be collectively notified by 930am at the latest). The only acceptable means of communication is a group email or a group text. All THREE individuals must be on the message or it is not in compliance with this policy.

7. If you will not be able to make your afternoon clinical rotation, your Preceptor and the Clinical Coordinator need to be group notified no later than NOON of that day. Again, both individuals need to be notified together by email and text or it is not in compliance with this policy.

8. If a morning ATR shift is missed, for any reason, the GA ATC will determine the day and time of their choosing for you to make up the hour/hours missed.

9. If you are sick, a doctor’s note needs to be provided to your preceptor if you were seen by one. If you are not going to see a doctor then you need to contact either Brendon, Kristine, or Frank and come into the ATR and have one of us evaluate you and determine the status of your health. It is not acceptable to miss rotations because of the sniffles or because you do not feel up to it that day. You are expected to be at your rotation if you are physically able to, and if you are not, an approved medical professional needs to make that decision. Again, the expectation is that you are here and working with your teams and Preceptors every day.
10. Traveling with your assigned teams is an ABSOLUTE PRIVILEGE and MUST BE EARNED. Earning it will be determined by your assigned Preceptor. Keep in mind, even if you have earned it, other factors may influence whether you can go or not. These things include: coaches approval, travel space, and budget money. Sometimes the teams cannot afford to house and feed an additional mouth and we very much have to respect that. However, if you have earned the right to travel, your Preceptor will do everything in their power to let you travel.

Section II – Interactions with Student-Athletes

1. Never give an athlete a diagnosis if you have evaluated them. EVER!!! There will be severe consequences to any ATS who is caught doing this. (See consequences page)
2. Never MODIFY a treatment, rehab protocol, practice plan, or strength and conditioning session without getting approval from your preceptor to do so.
3. WE ALL MUST FOLLOW HIPAA! Any and all information that is heard or seen in the ATR is the private information of that student-athlete. This information is not allowed to be shared with anyone else for any reason with the exception of the Sports Medicine Staff at MNU. It does not matter if they are your best friend and you know their family. It is ILLEGAL to disclose anyone’s medical information without prior written consent. If you are confused by this we suggest you research HIPAA very soon.
4. Never help an MNU student-athlete with medical assistance outside of the clinical setting under the supervision of your preceptor. The ONLY exception to this is if it is an emergency, life and death situation. This includes anyone at the dorms, during intramurals, or just hanging out as friends. Again, there will be severe consequences handed down to any ATS caught doing this. (See consequences page)
5. Be professional and courteous at all times. If a student-athlete does not want to work with you, do not take it personally. Just move on to the next one who does want to work with you.
6. NO ATS is allowed to have ANY type of romantic relationship with any current MNU student-athlete on any MNU Athletics Team. (See consequences page)

Section III – Consequences for Not Following Policies & Procedures

1. Breaking ANY rule in Section 1 results in a punishment that is up to the discretion of the Director of Sports Medicine or whomever they appoint to decide punishment.
2. Breaking Section II Policy 2 or 4 will result in a TWO WEEK suspension from all clinical rotations. This ATS will work exclusively in the ATR for those two weeks and will not be allowed to work with any athletes during this time. The ATS work for those two weeks will be determined by the Preceptor in charge of the ATR in the afternoon.
3. Breaking Section II Policy 6 will result in a PERMANENT BAN from working any clinical rotation with an MNU Athletics Team. ALL rotations from that point forward will be off-site.

*ALL CONSEQUENCES WILL BE REQUIRED TO HAVE FINAL APPROVAL BY THE DIRECTOR OF SPORTS MEDICINE OR THEIR APPOINTEE.
FINAL NOTE: The purpose of the clinical rotations is to teach you how to be a professional Certified Athletic Trainer. These rules have been created to make YOU the best professional you can be when you graduate. YOU are always a reflection of the MNU ATP as well as any Preceptor you worked with during your time here. YOU are not licensed medical professionals which means you have ZERO legal right to give anyone medical advice. However, YOU can be sued by anyone you inappropriately give advice to. These policies and procedures are for your protection and are to ensure that, WE as a clinical staff and ATP staff, have done everything in our power to set you up for success after college. These consequences are non-negotiable and are very serious.
Appendix C – Miscellaneous Documentation

Professional Development Points System
Athletic Training Websites
BOC Standards of Professional Practice
Common Terminology
NATA Code of Ethics
Professional Development Points System
MidAmerica Nazarene University Athletic Training Program
Professional Development Units (PDU) Program

The purpose of this policy is to ensure that Athletic Training Students become actively involved in the athletic training profession, integrating into this unique culture prior to graduation, and to educate students about the process of continuing education requirements for maintaining certification and licensure. According to the Board of Certification for Athletic Training, Continuing Education requirements for athletic trainers are intended to promote continued competence, development of current knowledge and skills and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Accordingly, it is the intent of this program, PDU activity should promote competence, development of knowledge and enhance professional skills related to the practice of athletic training.

Each student will be required to submit a PDP tracking log along with all required documentation at the end of each academic year showing 25 hours/credits of professional development. The time frame for each reporting year will begin June 1st and end on the Friday before finals week (exceptions can be made upon request, but only due to extenuating circumstances). The 25 hours/credits requirement is consistent with BOC requirements for practicing Certified Athletic Trainers.

There are 4 categories where hours/credits can be earned. No more than 12 hours may be obtained within any given category. Hours/credits are based upon type and length of activity with no more than 5 credits for any given activity (1 hour activity/lecture = 1 credit up to 5 credits). PDUs will only be awarded for activities that are completed within the academic year. They may not carry forward to subsequent years.

PDU Categories and Credit Descriptions

A – Professional Membership/Involvement
Credit given for annual NATA and KATS membership, membership in other professionally related organizations (ACSM, etc.) and credit for holding leadership positions within discipline related student organizations or applying for professional scholarships.

- 5 hours/credit each for renewal of memberships (3 for NATA / 2 for KATS)
- 8 hours/credit for serving on KATS / MAATA Student Leadership Council
- 4 hours/credit for each “Executive Leadership” position held in MATS (President / Treasurer or other organization related to athletic training)
- 2 hours/credit for active involvement with a MATS committee or other committee related to athletic training
- 2 hours/credits for involvement with any other campus activity/organization (documentation of attendance & active participation required)
- 2 hours/credits for each scholarship / award application
• 1 hour/credit for each MATS meeting attended (up to 5 meetings)

Required Documentation:
• Receipt / membership card for membership renewals, letter of involvement from faculty advisor of student organization, copy of scholarship application, certificate of attendance, MATS attendance log

B – Education Programs / Presentation
Activities where you are actively in attendance at a sports medicine related seminar, conference, workshop, evening lecture related to athletic training, or other educational activities such as completing journal quizzes or watching webinars.

Professional Presentation as follows:
• Oral presentation at MAATA (district) or higher = 10
• Poster presentation at MAATA (district) or higher = 8
• Oral presentation at KATS (state) = 7
• Poster presentation at KATS (state) = 6
• Oral or Poster presentation at University level (Scholarship week) = 5

Required Documentation: Official program listing participation or letter of acceptance.

Attendance at professional meetings and/or seminars with hours/credits based on actual time in attendance (no more than 5 for any event)
• KATS Meeting/KATS Student Meeting
• MAATA District Meeting
• ACES Workshop
• NATA National Meeting

Required Documentation: Copy of completed quiz

Journal quizzes as follows:
• Journal of AT or other peer reviewed journal quiz = 4
• Trade magazine quiz = 2

Required Documentation: Copy of completed quiz
C – Volunteer / Civic Activities
Activities where you serve in the capacity of a medical professional outside of ATP requirements and assignments (must be appropriately supervised) or where you volunteer with other sports/medically related organizations. Hours/credits based upon actual service and amount of time (no more than 5 per event) Volunteer activities MUST BE approved by the Program Director/Clinical Coordinator in advance to ensure appropriate supervision.

- Pre-season football/volleyball/soccer coverage – 1 PDU per practice up to 5 credits.
- Collegiate/HS athletic event hosted by MNU or other clinic, where ATC’s are present.
- Taking an athlete to a medical appointment. Student must observe the process, be involved with the medical professional, and report the results of the appointment to the ATC involved with the athlete. (1 PDU)
- Example of Civic Activities: Happy Bottoms, Boys & Girls Club, Big Brothers/Big Sisters, Special or Senior Olympics, Jump Rope for Heart, Relay for Life, etc.

Required Documentation: Letter or memo from official involved with event or MNU Program Director or Clinical Education Coordinator that can verify

D – Miscellaneous Activities
Activities where you are actively engaged in promoting athletic training as a profession or showcasing the AT Program or promoting the MidAmerica Athletic Training Society as an active campus or community group, or where you are actively engaged in a program or event involving development of professional skills or behaviors. Specific activities MUST BE approved by Program Director or Clinical Coordinator in advance. Hours/credits based upon agreement with instructor/supervisor.

- Student legislative letter writing campaign = 1 PDU for each letter written
- Represent MNU on Quiz Bowl team (3 PDU’s)

Required Documentation: Letter or memo documenting activity and involvement signed by Program Director or Clinical Coordinator

Sanctions related to non-compliance with the PDU Requirement
Failing to complete the annual PDU requirement will result in temporary program suspension, just as certification would be suspended for failing to complete required CEU’s. Sanctions may include, but are not limited to:

- PDU’s submitted without proper documentation will result in a forfeiture of those credits.
- Delinquent PDU’s must be submitted prior to the beginning of the subsequent school year.
- Additionally, students delinquent in submitting the PDU will be required to submit an additional 12 PDU’s for the subsequent year (37 instead of 25).

Failure to submit the PDU’s by the beginning of the subsequent school year will result in the student being administratively dropped from all athletic training class. Reinstatement at this point would only be granted upon re-application per the program’s violation and disciplinary policy.

Seniors delinquent in submitting PDU’s will be given no greater than a grade of ‘C’ in Clinical Education VI course and will not be granted BOC exam endorsement from the ATP or letters of recommendation from the ATP faculty or staff.

Common Terminology

**Academic plan:** The document that encompasses all aspects of the student’s classroom, laboratory, and clinical experiences. Also called a specimen program or curriculum plan.

**Affiliation agreement:** formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. This agreement defines the roles and responsibilities of the host site, the affiliate, and the student. Same as the memorandum of understanding.

**Affiliated clinical site:** A physical area or location where clinical education occurs. Can only be an affiliated clinical site if the affiliation agreements have been signed and approved.

**Approved Clinical Preceptor (ACP):** A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base that has received training and met all MNU ATP program requirements.

**Athletic Training Student (ATS):** A student who has been formally admitted into the college or university’s Athletic Training Program. This student is expected to participate in clinical coverage and skill development through the Clinical Education courses established by the ATP.

**Clinical education:** The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor.

**Clinical Education Coordinator (CEC):** The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the development, implementation, and delivery of the Clinical Education aspects of the ATP.

**Clinical site:** See Affiliated clinical site.

**Communicable disease:** A contagion that may be directly transmitted from person-to-person or by a person from an inert surface.

**Course/coursework:** Courses involve classroom (didactic), laboratory, and clinical learning experience.

**Direct patient care:** The application of athletic training knowledge, skills, and clinical abilities on an actual patient.


**Fees:** Institutional charges incurred by the student other than tuition and excluding room and board.

**Goals:** The primary or desired results needed to meet an outcome. These are usually larger and longer term than objectives.
**Health Care Professional:** Athletic Trainer, Chiropractor, Dentist, Registered Dietician, Emergency Medical Technician, Nurse Practitioner, Nutritionist, Occupational Therapist, Optometrist, Orthotist, Paramedic, Pharmacist, Physical Therapist, Physician Assistant, Physician (MD/DO), Podiatrist, Prosthetist, Psychologist, Registered Nurse, or Social Worker. These individuals must hold a current credential to practice the discipline in the state and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty.

**Infectious disease:** A disease caused by microorganisms entering the body. An infectious disease may or may not be contagious.

**Laboratory:** A setting where students practice skills on a simulated patient (i.e., role playing) in a controlled environment.

**Objectives:** Sub-goals required to meet the larger goal. Generally objectives are more focused and shorter-term than the overriding goal.

**Observe student:** A student who is not formally admitted into the program. Observe students may be required to participate in non-patient activities as described by the term Directed Observation Athletic Training.

**Physician:** A medical doctor (MD) or doctor of osteopathic medicine (DO) who possesses the appropriate state licensure.

**Pre-professional student:** See Observe student.

**Preceptor:** See Approved Clinical Preceptor

**Professional development:** Continuing education opportunities and professional enhancement, typically is offered through the participation in symposia, conferences, and in-services that allow for the continuation of eligibility for professional credentials.

**Program Director:** The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the implementation, delivery, and administration of the AT program.

**Retention:** Matriculating through the AT program culminating in graduation.

**Sponsoring institution:** The college or university that offers the academic program and awards the degree associated with the athletic training program.

**Team physician:** The physician (MD or DO) responsible for the provision of health care services for the student athlete. The team physician may also be the medical director; however, this is not required by the Standards.
Technical standards: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.
Athletic Training Websites

American Academy of Emergency Medicine: www.aaem.org
American Academy of Pediatrics: www.aap.org
American College of Sports Medicine: www.acsm.org
American Dietetic Association: www.eatright.org
American Heart Association: www.americanheart.org
American Journal of Sports Medicine: www.ajs.sagepub.com/
American Physical Therapy Association: www.apta.org
American Red Cross: www.redcross.org
American Society for Testing and Materials: www.astm.org
Athletic Training & Sports Health Care: www.atshc.com
Board of Certification (BOC): http://www.bocatc.org
Commission on Accreditation of Athletic Training Education: http://www.caate.net
Collegiate Sports Medicine Foundation: www.csmfoundation.org
Health People 2010: http://www.healthypeople.gov/
Journal of Athletic Training: www.nata.org/jat/
Kansas Athletic Trainer’s Society: http://ksathletictrainers.org/rehabilitation
MidAmerica Athletic Trainer’s Association: http://www.maatad5.org/
NATA Executive Committee for Education: http://www.nata.org/education/ExecutiveComm4Edu.htm
National Academy of Sports Medicine: https://www.nasm.org/
National Athletic Trainers’ Association (NATA): www.nata.org
NATA Research and Education Foundation: http://www.natafoundation.org/
National Operating Committee on Standards for Athletic Equipment: www.nocsae.org
National Strength and Conditioning Association: www.nsca-lift.org
Orthopedic Links: www.staehelin.ch/olinks.html
Physician and Sports Medicine: www.physportsmed.com
Professional Baseball Athletic Trainers Society: http://www.pbats.com/
Sports Medicine: www.sportsmedicine.com
Sports Medicine Links: www.sportslink.org/
United States Anti-Doping Agency: www.usantidoping.org/
United States Department of Agriculture Food and Nutrition Info Center: www.nal.usda.gov/fnic
Virtual Hospital: www.vh.org
Web MD: www.webmd.com
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 respect the rights, welfare and dignity of all.
1.1 Members shall not discriminate against any legally protected class.
1.2 Members shall be committed to providing competent care.
1.3 Members shall preserve the confidentiality of privileged information and shall not release 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.
2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
2.2 Members shall be familiar with and abide by all National Athletic Trainers’ Association standards, rules and regulations.
2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

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 their practice acts and other pertinent regulation.
3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
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 or that reflects negatively on the profession.

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 National Athletic Trainers’ Association current or past volunteer leaders 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 to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
BOC Standards of Professional Practice

Introduction

The mission of the Board of Certification Inc. (BOC) is to certify Athletic Trainers and to identify, for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs. The BOC has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers’ Association. However, in 1989, the BOC became an independent non-profit corporation.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer that confers the ATC® credential and establishes requirements for maintaining status as a Certified Athletic Trainer (to be referred to as “Athletic Trainer” from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The BOC Standards of Professional Practice consists of two sections:

I. Practice Standards
II. Code of Professional Responsibility

I. Practice Standards

Preamble

The Practice Standards (Standards) establish essential practice expectations for all Athletic Trainers. Compliance with the Standards is mandatory.

The Standards are intended to:

- assist the public in understanding what to expect from an Athletic Trainer
- assist the Athletic Trainer in evaluating the quality of patient care
- assist the Athletic Trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes
The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Standards at all times.

**Standard 1: Direction**
The Athletic Trainer renders service or treatment under the direction of a physician.

**Standard 2: Prevention**
The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

**Standard 3: Immediate Care**
The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

**Standard 4: Clinical Evaluation and Diagnosis**
Prior to treatment, the Athletic Trainer assesses the patient’s level of function. The patient’s input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

**Standard 5: Treatment, Rehabilitation and Reconditioning**
In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

**Standard 6: Program Discontinuation**
The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient’s status.

**Standard 7: Organization and Administration**
All services are documented in writing by the Athletic Trainer and are part of the patient’s permanent records. The Athletic Trainer accepts responsibility for recording details of the patient’s health status.

**II. Code of Professional Responsibility**

**Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other
action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, www.bocatc.org.

Code 1: Patient Responsibility
The Athletic Trainer or applicant:

1.1 Renders quality patient care regardless of the patient’s race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law
1.2 Protects the patient from harm, acts always in the patient’s best interests and is an advocate for the patient’s welfare
1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice
1.4 Maintains the confidentiality of patient information in accordance with applicable law
1.5 Communicates clearly and truthfully with patients and other persons involved in the patient’s program, including, but not limited to, appropriate discussion of assessment results, program plans and progress
1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain
1.7 Exercises reasonable care, skill and judgment in all professional work

Code 2: Competency
The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities
2.2 Participates in continuous quality improvement activities
2.3 Complies with the most current BOC recertification policies and requirements

Code 3: Professional Responsibility
The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards
3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
3.3 Collaborates and cooperates with other healthcare providers involved in a patient’s care
3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient’s care
3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education
3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education
3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
3.8 Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials

3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public

3.10 Complies with all confidentiality and disclosure requirements of the BOC

3.11 Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity

3.12 Cooperates with BOC investigations into alleged illegal or unethical activities; this includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion

3.13 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

**Code 4: Research**
The Athletic Trainer or applicant who engages in research:

4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions

4.2 Protects the rights and well-being of research subjects

4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems and healthcare delivery

**Code 5: Social Responsibility**
The Athletic Trainer or applicant:

5.1 Uses professional skills and knowledge to positively impact the community

**Code 6: Business Practices**
The Athletic Trainer or applicant:

6.1 Refrains from deceptive or fraudulent business practices

6.2 Maintains adequate and customary professional liability insurance
Special thanks to multiple Athletic Training Programs who served as outstanding resources in developing this handbook