

Saginaw Valley State University

Athletic Training Education Program

Student Handbook



2016-2017

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Disclaimer

Note this is a working document and as such, it may be updated at any point of time during the course of the academic year. When such changes occur, students will be notified of these changes via email and in class where they will be provided with an addendum of these changes.

Introduction

History

The Commission on Accreditation of Athletic Training Education (CAATE) (Roundtree, TX; www.caate.net) nationally accredits Saginaw Valley State University's (SVSU) Athletic Training Program (ATP). The ATP at SVSU has evolved over the past 5 years. In 1999, a program director was hired to begin the process of seeking accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Beginning the fall semester 2000, the athletic training major (BS) became a stand alone major. The program had its initial accreditation site visit during the winter semester in 2003 and received initial accreditation during the fall semester 2003. During the 2004-2005 academic year, the ATP oversight and administration was separated from the SVSU Athletic Department (athletic training staff) and oversight of the ATP became the full responsibility of the Department of Kinesiology. During that year, students began completing clinical education experiences at off-campus sites. The athletic training room at SVSU became just one of several clinical education sites utilized by the ATP. Because of the increase in clinical sites, the preceptor to athletic training student (ATS) ratios were decreased to primarily a 1:3 or 1:2 ratio, which makes this ATP unique. The ATP achieved continuing accreditation in March 2009 and successfully earned a 10-year accreditation by CAATE.

In 2010 a new ATP director was hired to run the day-to-day program operations. During the 2011-2012 academic year, a 1-year appointment position for Athletic Training was approved. During that same time period the ATP underwent a complete program curricular renovation to address the 5th Edition of the NATA Educational Competencies. This time period saw a tremendous growth in pre-athletic training major (\approx 90 students), as well as applications to the program.

As a result, the 2012-2013 academic year resulted in the greatest number of students enrolled in the ATP in the history of the program (43). The 2012-2013 academic year also saw the beginning of a new four year curriculum which included the additional of 6 new courses (KINE 234, KINE 235, KINE 335, KINE 435, KINE 436). Four students were appointed to the Michigan Athletic Trainers' Society Student Committee with the prime goal of planning the 2014 MATS Annual Student Meeting. During this same time, the ATP had 10 student presentations at the 2013 GLATA Annual meeting, 5 of these were oral presentations. Additionally, 5 student free communication posters were presented at the 2013 NATA Annual meeting in Las Vegas. There was a MATS student scholarship winner, GLATA Bobby Gunn Leadership winner, and an NATA Foundation scholarship winner as well as a SVSU Faculty Association Student Mentorship Winner for the completion of the project entitled - *Effectiveness of Four-Decontamination Techniques on Bacterial Growth on CPR Manikins After Use in a CPR Course*.

In 2013 the athletic training continued to grow. The one-year temporary athletic training position became a full time tenure track position with the hire of a new clinical coordinator. The program accepted 17 new athletic training students for a total of 38 students.

The 2013-2014 academic year was a very successful year for ATP. Six students were appointed to the Michigan Athletic Trainers' Society Student Committee with the prime goal of planning the 2014 MATS Annual Student Meeting. Three athletic training student were awarded the College of Health and Human Services Braun for the paper entitled - *The Influence of Pitch Count and Type on Elbow and Shoulder Injuries in Adolescent Baseball Pitchers: A Systematic Review*. During this same time, the ATP had 18 student presentations at the 2014 GLATA Annual meeting, 8 of these were oral presentations. Additionally, 17 student free communication posters were presented at the 2014 NATA Annual meeting in Indianapolis, IN. Of these free communication posters , 7 were peer track reviews with published abstracts; two were NATA Undergraduate Research Poster Finalist; and of these *The Effects of a Long Spine Board vs. Vacuum Mattress on Patient Comfort and Cervical Spine Stability: A Systematic Review* was the NATA Research Foundation Undergraduate Free Communication Poster Winner. We had a MATS student scholarship winner, GLATA Bobby Gunn Leadership winner, and an NATA

Foundation scholarship winner. There were two SVSU Faculty Association Student Mentorship Winners.

In 2014 the athletic training program continued to grow. There was a new clinical education coordinator hired to replace the one who had left to pursue another position. The program accepted 16 new athletic training students for a total of 45 students.

The 2014-2015 academic year was a very successful year for ATEP. Three athletic training students were awarded the College of Health and Human Services Braun for the paper entitled - *The Effects of Therapeutic Interventions Administered by Athletic Trainers in the Management of Patellar Tendinopathy in Adults: A Systematic Review*. During this same time, the ATP had nine student presentations at the 2014 GLATA Annual meeting; four of these were oral presentations. Additionally, 6 student free communication posters were presented at the 2015 NATA Annual meeting in St. Louis, MO. All of these free communications, 7 were peer track reviews with published abstracts; one was an NATA Undergraduate Research Poster Finalist; *The Influence of Creatine, Carbohydrate, and Creatine+Carbohydrate Supplementation on Anaerobic Activity in Adolescent Athletes: A Systemic Review*. The program also had an SVSU Faculty Association Student Mentorship Winner for the completion of the project entitled - *Does Body Composition Affect Forearm Extension and Flexion Peak Torque in Regards to Swim Performance?*. There was an implementation of Interprofessional Education (IPE) for the athletic training students during this year. This included, but not limited to, programs/courses with nursing, occupational therapy, sociology, emergency medicine, and physical therapy. Specifically the ATP developed a Sudden Cardiac Arrest simulation done in conjunction with Mobile Medical Response.

In 2015 the program accepted 19 new athletic training students for a total of 44 students.

The 2015-2016 academic year was a very successful year for ATEP. Two athletic training students were awarded the College of Health and Human Services Braun for the paper entitled - *Effects of Aquatic and Land Plyometrics on Athletic Performance: A Systematic Review*. During this same time, the ATP had six student presentations at the 2016 GLATA Annual meeting; two

of these were oral presentations. Eighteen students attended the 2016 GLATA Annual meeting on a 2016 Faculty Resources grant (MK) awarded by the SVSU Foundation Association. Additionally, three students presented, seven free communication posters at the 2016 Athletic Therapy and Rehabilitation International Aquatic Therapy Symposium, Fort Meyers, FL. The program also had two SVSU Faculty Association Student Mentorship Award for the completion of the project entitled – *Among Patients who are in Cardiac Arrest, does Minimization of Pauses in Chest Compressions for Cardiac Rhythm Analysis or Ventilation, Compared with Prolonged Pauses in Chest Compressions for Rhythm Analysis or Ventilations, Change Survival Rate? and An In-depth Examination of Marching Band Injuries and Sudden Illness*. There was an implementation of Interprofessional Education (IPE) for the athletic training students during this year. This included, but was not limited to, programs/courses with nursing, occupational therapy, sociology, emergency medicine, and physical therapy. Specifically the ATP developed a Sudden Cardiac Arrest simulation done in conjunction with Mobile Medical Response and a Mandated Reporter case study (physical abuse) simulation done in conjunction with the social work department/students.

In 2016 the program accepted 16 new athletic training students for a total of 43 students.

Athletic Training Program

The Athletic Training Program is designed for students who want to meet the educational competencies and clinical integrated proficiencies established by the National Athletic Trainers' Association (NATA) Professional Education Council (PEC). By completing the ATP at Saginaw Valley State University, students are eligible to sit for the Board of Certification (BOC) (Omaha, NE) examination and earn the Certified Athletic Trainer (ATC) credential.

Once students have successfully completed the BOC certification exam they are eligible to apply for an athletic training license regulated by the Michigan Department of Community Health, Department of Licensing and Regulatory Affairs (http://www.michigan.gov/lara/0,4601,7-154-35299_28150_27529_45355---,00.html).

The BOC Certification is required for employment as an athletic trainer in MI and most other states (see individual state laws for certification/licensure requirements; <http://www.bocatc.org/state-regulation/map>). Students will be prepared for a variety of career settings at the secondary school, college, university and private/clinical settings. The Athletic Training Major at SVSU is in the Department of Kinesiology housed within the Crystal M. Lange College of Health and Human Services.

Program Mission Statement

The ATP at Saginaw Valley State University is committed to creating opportunities for athletic training students (ATS) to achieve intellectually, professionally and personally through their academic, professional, clinical and cultural experiences. Through didactic and clinical experience, ATS will demonstrate proficiency in the educational competencies and clinical integrated proficiencies developed by the National Athletic Trainers' Association Executive Committee for Education (NATA-ECE) and will thus be prepared to lend their leadership and expertise to the advancement of the athletic training profession.

Kinesiology Department Statements

The Department of Kinesiology shares the University vision to be the premier learning community in Michigan and one of the best in the nation. In concert with the Crystal M. Lange College of Health and Human Services, we are dedicated to fostering a dynamic community of lifelong learners, skilled practitioners, and dedicated leaders. The Department is committed to the creation, enhancement, and dissemination of knowledge in the fields of athletic training and exercise science. As agents of change, we strive to fulfill this commitment through exemplary scholarship, creative endeavors, teaching, technological involvement and service. In this pursuit, we encourage academic excellence - the integration of academic disciplines and quest for social justice based on a knowledge and appreciation of human diversity.

Program Vision

The ATP at Saginaw Valley State University will provide academic, professional, and cultural programs at the highest level of quality and service; it will achieve state and regional recognition for its program and commitment to the development of well rounded athletic training students; it

will attempt to achieve national recognition for its program and commitment to the development of well rounded athletic training students. The ATP's graduates shall distinguish themselves and their University through community service, accomplishments, and leadership in the injury recognition and prevention, cultural, and civic affairs of a diverse and global society where applicable. Through teaching, research, and engagement with the greater community, the ATP will also seek to be the resource for the region's schools, governments, businesses, and people.

Athletic Training Program Goals and Objectives

Athletic Training Students will be able to:

Using the concept of evidence-based medicine/practice (where applicable), students will be able to:

1. Identify and understand risk management and injury prevention strategies and demonstrate the necessary skills to plan, implement, and reassess strategies to mitigate risk and prevent injury and illness in the physically active.
2. Identify and understand acute/emergent injuries and illnesses and demonstrate the ability to recognize, assess, and manage patients with acute/emergent injuries and illnesses and provide appropriate medical referral when applicable.
3. Identify and understand the components of a musculoskeletal physical examination and demonstrate the ability to diagnose a patient for the purpose of identifying: (1) common acquired or congenital risk factors that would predispose the patient to injury, (2) musculoskeletal orthopedic injuries to determine proper care including referral of the patient to other healthcare providers when appropriate.
4. Identify and understand the components of a general medical physical examination and demonstrate the ability to examine and diagnose a patient for the purpose of identifying general medical conditions and disabilities to determine proper care including referral of the patient to other healthcare providers when appropriate.
5. Identify and understand the theoretical foundations of therapeutic modalities and demonstrate the ability to plan, implement, evaluate, and document the efficacy of therapeutic modalities in the treatment of injuries to and illnesses in the physically active.
6. Identify and understand the theoretical foundations of rehabilitation/strength and conditioning and demonstrate the ability to plan, implement, evaluate, and document the

efficacy of therapeutic exercise and performance training in the treatment and prevention of injuries to and illnesses in the physically active.

7. Identify and understand the sociocultural and psychosocial aspects of injuries and illnesses and demonstrate ability to recognize, intervene, and refer to a qualified healthcare provider when appropriate for patients exhibiting sociocultural, mental, emotional, and psychosocial behavioral problems/issues.
8. Identify and understand the nutritional aspects of a healthy lifestyles and improved physical performance and demonstrate the ability to develop and communicate healthy nutritional habits for improved physical performance and recognize, intervene, and refer to a qualified healthcare provider, for patients exhibiting eating disorders or disordered eating.
9. Identify and understand the legal, ethical, and administrative aspects of managing an athletic training healthcare facility and demonstrate the ability to develop and communicate appropriately with stakeholder regarding the daily operations of and management of an athletic training healthcare facility.
10. Identify, understand, and demonstrate the knowledge and skills necessary for entry-level athletic trainers to use a systematic approach to ask and answer clinically relevant questions that affect patient care.
11. Identify, interpret, and incorporate the best available evidence, their clinical experience, and the needs of the patient to maximize patient outcomes.
12. Understand the need for performing quality research (ie., original research, case reports, evidence-based practice, systematic reviews) and provide opportunities for obtaining, interpreting, evaluating, and applying relevant research data, literature, and/or other forms of information to add to the current body of knowledge and/or affect change in the local community.
13. Identify, appreciate, and demonstrate the foundational behaviors of professional practice as established by NATA-Executive Committee for Education as outlined in the NATA *Athletic Training Education Competencies, 5th Edition*.
14. Understand the need for continuing professional education and provide opportunities for students to participate in continuing professional education programming such as national, district, and state professional meetings.

15. Successfully pass the Board of Certification (BOC) certification examination (first attempt is preferred) and obtain licensure as an athletic trainer in the State of Michigan if and when applicable.
16. Be prepared for employment as an entry-level athletic trainer and/or admission into post-professionals graduate education programs (ie., athletic training, physical therapy, physicians assistant, medical school).
17. Assist local certified athletic trainers to (1) maintain or renew professional certification, (2) prevent outdated clinical practice, and (3) advance ones knowledge, skills and abilities by addressing pertinent issues related to the healthcare delivery of athletes and the physically active in our community.

ATP Philosophy

In the ATP, the only acceptable professional goal is **EXCELLENCE**. In order to be successful in the ATP, students must be committed to excellence in all phases of the program, including (1) academics, (2) scholarship, (3) clinical practice and (4) personal development. In healthcare, no patient wants or deserves mediocre care. Therefore, as an allied healthcare provider, ATS must always strive to provide the best evidence based care available. Athletic trainers and ATS must learn to work as part of the interpersonal healthcare team. In order to accomplish this goal, the ATS must demonstrate exceptional commitment to both knowledge and skill acquisition, development and integration. This can only occur when the ATS is both prepared to learn and actively seeks to apply his or her knowledge and skill in a variety of clinical situations. These two things are completely interdependent. The marriage between classroom preparation and clinical practice is absolutely essential.

Likewise, knowledge is **NOT** something that can be given to a student. Knowledge is earned only when ATS actively pursue and appreciate its potential. Students must constantly seek to improve their understanding and refine their skills; this involves seeking out ongoing interactions between the student and the faculty and clinical preceptors. The SVSU ATP academic and clinical program offers and contains a wealth of knowledge and experience to be gained, but as a student, you will only get from this program what you actively desire and seek. You can have an outstanding education or a mediocre one, but you are the person who controls what and how you

will learn. To this end, you must constantly ask questions and seek the guidance from the faculty and clinical instructors. The only bad questions are ones that were not asked. At the same time, you cannot effectively seek knowledge without first demonstrating a strong and genuine professional commitment. Always remember, no one cares how much you know until they know how much you care. This is true both for your professional education and when working with patients.

Students and faculty should constantly strive to demonstrate appropriate levels of **R**espect, **A**ccountability, **R**esponsibility, and **E**xcellence (RARE) when engaging each other and others, inside and outside the academic classroom. The following outlines the concept of being a RARE student.

- **Responsibility**
 - This is the ability of the student to demonstrate responsibility to self, peers, and the instructor by making moral decisions (concerned with correct conduct) while remaining reliable and dependable.
 - As a responsible student:
 - Peers are able to trust and depend on you. That is, you are reliable and complete task and projects when they were supposed to be done.
 - Make rational and appropriate decisions in your own best interest during the semester in order to allow **YOU** to excel **academically**.
 - Make rational and appropriate decisions in your own best interest during the semester in order to allow **YOU** to excel **professionally**.
 - Make rational and appropriate decisions in your best interest during the semester in order for **YOU** to excel **personally**.
- **Accountability**
 - This is the ability of the student to demonstrate to self, peers and instructor the ability to be obliged to account for your own action(s) and/or lack of action(s).
For example:
 - Accepting the consequences when you are at fault, rather than blaming other for your inaction and/or lack of action.

- Taking time to reflect on-action and in-action during academic and clinical education experiences.
 - Accepting corrective feedback and criticism, with the understanding that when it is offered it is in your best interest.
- **Respectfulness**
 - This is the ability of the student to demonstrate to self, peers and the instructor a minimal level of courteousness, feeling of friendship, level of being respected, sense of worth and dignity, and concern for ones academic, professional, and personal well-being.
- **Excellence**
 - By virtue of engaging in the first three behaviors, the RARE student will hopefully demonstrate a degree of excellence or the “State or Quality of Excelling.” This is ultimately why students are enrolled in higher education, to reach the highest level of achievement possible in order to promote professional and personnel success. As academicians though we should not solely measure excellence via grade point average (GPA), Graduate Record Examination (GRE) scores, or Board of Certification (BOC) passing rates, but by the level of commitment to professional and civic engagement while demonstrating the highest levels of respect, accountability, and responsibility, which some may say are the qualities of leadership.

Program Faculty & Staff Contact Information

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Swan Valley High School

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NOT CURRENTLY USING

Pinconning High School

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NOT CURRENTLY USING

Dow High School

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Bullock Creek High School

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NOT CURRENTLY USING

Bay City Western High School

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Heritage High School

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NOT CURRENTLY USING

John Glenn High School

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Midland High School

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NOT CURRENTLY USING

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NOT CURRENTLY USING

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**NOT CURRENTLY
USING**

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NOT CURRENTLY USING

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NOT CURRENTLY USING

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Colleges/Universities

Delta College

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Covenant Healthcare – Surgical Services

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Mobile Medical Response

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Physician Offices

Orthopedic Center of Mid-Michigan

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NOT CURRENTLY USING

Saginaw Bone and Joint

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48638

Athletic Training Education Glossary

Ability to Intervene. The preceptor is within the immediate physical vicinity and interacts with the ATS on a regular and consistent basis in order to provide direction and correct inappropriate actions. The same as being “physically present.”

Academic Plan. The plan that encompasses all aspects of the student’s academic classroom and clinical experiences.

Affiliate (Affiliated Setting). Institutions, clinics, or other health settings not under the authority of the sponsoring institution but that are used by the ATP for clinical experiences.

Allied Health Care Personnel. Physician Assistants, physical therapists, registered nurses, doctors of dental surgery, and other health care professionals, recognized by the AMA/AOA as allied health professionals, who are involved in direct patient care and are used in the classroom and clinical education portions of the ATP. These individuals may or may not hold formal appointments to the instructional faculty. Same as other health care professionals.

ATP. Athletic Training Program.

Athletic Training Student (ATS). A student enrolled in the athletic training major or graduate major equivalent.

Athletic Trainer: An allied health professional who, with the consultation and supervision of attending physicians, is an integral part of the health care system associated with sports. Through both academic preparation and practical experience, the athletic trainer provides a variety of services, including injury prevention and recognition and immediate care, treatment, and rehabilitation of athletic trauma.

Commission on Accreditation of Athletic Training Education (CAATE). Third party organization setting the educational standards for all accredited athletic training programs.

Clinical Education Coordinator. The individual a program may designate as having the primary responsibilities for the coordination of the clinical experience activities associated with the ATP.

Clinical Education. The application of knowledge and skills, learned in classroom and laboratory settings, to actual practice on patients under the supervision of a preceptor.

Clinical Experiences. Those clinical education experiences for the ATS that involve direct patient care and the application of athletic training skills under the supervision of a qualified instructor.

Clinical Instruction Site. The location in which a preceptor interacts with the ATS for clinical experiences. If the site is not in geographical proximity to the ATP, then there must be annual review and documentation that the remote clinical site meets all educational requirements.

Clinical Plan. The plan that encompasses all aspects of the clinical education and clinical experiences.

Clinical Ratio. The ratio of preceptor to the number of athletic training students. The ratio is calculated for all students assigned to the preceptor for the length of the experience or academic term. The ratio must not exceed eight students per preceptor. If directed observation students are providing direct patient care or require supervision they must be included in this ratio.

Direct Patient Care. The application of professional knowledge and skills in the provision of health care.

Direct Supervision. Supervision of the athletic training student during clinical education experience. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient.

Formal Instruction. Teaching of required competencies and proficiencies with instructional emphasis in structured classroom and laboratory environment(s). Same as didactic instruction.

Interprofessional Education. Refers to occasions when students from two or more professions in health and social care learn together during all or part of their **professional training** with the object of cultivating collaborative practice for providing client- or **patient-centered health care**.

Interprofessional Practice: A collaborative interaction among interprofessional team members to provide quality, individualized care for patients.

Informal Learning: Education happens outside the classroom, in after hours programs, community-based organizations, museums, libraries, or at home.

Learning Over Time (Mastery of Skills). The process by which professional knowledge and skills are learned and evaluated. This process involves the initial formal instruction and evaluation of that knowledge and skill, followed by a time of sufficient length to allow for practice and internalization of the information/skill, and then a subsequent re-evaluation of that information/skill in a clinical (actual or simulated) setting.

Physical Examination. An examination performed by an appropriate health care provider (MD, DO, PA, NP) to verify that the student is able to meet the physical and mental requirements (i.e., technical standards) with or without reasonable accommodation as defined by the ADA.

Preceptor. An appropriately credentialed professional identified and trained by the program to provide instruction and evaluation of the Athletic Training Educational Competencies and/or Clinical Integrated Proficiencies. The preceptor may not be a current student within the ATP.

Pre-Professional Student. A student who has not yet been admitted formally into the ATP. May be required to participate in non-patient activities as described by the term Directed Observation Athletic Training Student.

Program Director. The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the administration and implementation of the ATP.

Program Dismissal. Permanent termination from the program.

Program Suspension. Temporary removal from one or more courses with possibility for future reinstatement.

Service Learning: Teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities (Learn and Serve America National Service Learning Clearinghouse).

Service Work. Volunteer activities outside of the required clinical experiences (e.g., Special Olympics, State Games). If athletic training skills are part of this service work, then they must be supervised in those activities.

Supervision: The action or process of watching and directing what someone does or how something is done

NATA Code of Ethics

Preamble

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle 1: Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

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 unless the person consents to such release or release is permitted or 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 adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining 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 accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, 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 via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

Principle 4: Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members, who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5: Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting, as consultants shall not use, directly or by

implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

ATP Curriculum

The Department of Kinesiology offers an undergraduate program resulting in a Bachelors of Science (BS) in Athletic Training. The Athletic Training Program at SVSU is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), which enables students to obtain BOC exam eligibility and licensure as athletic trainer in the State of Michigan. The ATP is specifically designed to prepare students for careers as an allied healthcare provider. The program will provide students with the *minimum requirements* for a student's professional education with the goal to exceed these minimums to provide ATS with the highest quality education possible. To accomplish this, the ATP will employ innovative, teacher and student-centered learning methodologies to connect the classroom, laboratory and clinical education settings whenever possible to further enhance. Athletic trainers are employed in corporations, public schools, physical therapy clinics, universities, professional organizations, the military, factories, and hospitals.

Academic Requirements (Athletic Training Major)

Curricular Content

The Saginaw Valley State University ATP curricular content (programming) is designed in accordance to the *Athletic Training Educational Competencies 5th Edition* developed by the National Athletic Trainers' Association Professional Education Committee. These entry-level, minimal educational competencies are categorized according to eight content areas that comprise the role of the certified athletic trainer as part of the integrated healthcare team. The students will gain knowledge and skills in the following academic areas:

1. Evidence-Based Practice (EBP)
2. Prevention and Health Promotion (PHP)

3. Clinical Examination and Diagnosis (CE)
4. Acute Care of Injuries and Illnesses (AC)
5. Therapeutic Interventions (TI)
6. Psychosocial Strategies and Referral (PS)
7. Healthcare Administration (HA)
8. Professional Development and Responsibility (PD).

The entry-level knowledge identified within each content area can be further categorized according to the following areas: (1) cognitive domain (knowledge and intellectual skills), (2) psychomotor domain (manipulative and motor skills development) and (3) clinical integrated proficiencies (CIP). Clinical integration proficiencies represent the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care. The CIPs have been reorganized to reflect their global nature. For example, therapeutic interventions do not occur in isolation from physical assessment. In most cases, assessment of the CIPs should occur when students is engaged in real client/patient care and may be necessarily assessed over multiple interactions with the same client/patient. In a few instances, assessment may require simulated scenarios, as certain circumstances may occur rarely but are nevertheless important to the well-prepared practitioner.

The incorporation of evidence-based practice principles into care provided by athletic trainers is also central to optimizing outcomes. Assessment of student competence in the CIPs should reflect the extent to which these principles are integrated. Assessment of students in the use of Foundational Behaviors in the context of real patient care should also occur.

Academic Attendance in ATP Courses

The Saginaw Valley State University ATP faculty expects ATS to attend all classes for which they have registered for during a given semester. Registration in a course is regarded as an agreement between the student and the institution, the fulfillment of which depends on regular and punctual class attendance. The attendance policy will be clearly stated in each ATP course syllabus by the respective faculty member. If there is to be an unavoidable absence, the student should inform the classroom instructor in advance and be responsible for making up all work that

is missed regardless of the reason for the absence. Athletic training students participating in varsity sports or traveling as an athletic training students with a certified athletic trainer are excused from class (with a University athletics absence form for varsity athletes) but are **NOT EXCUSED** from the course material or any assignments or exams due during your scheduled absence. All missed work must be made up.

Students, as well as faculty are expected to be on time for all ATP courses. Students must wait ten (10) minutes for the ATP instructor to arrive and start the scheduled class. If the instructor **DOES NOT** appear within ten minutes; the ATS should check the faculty member's office. If the ATP faculty cannot be located at this time, ATS are excused **UNLESS** the instructor has made prior arrangements (ie., online learning)

Academic Counseling

Students will be assigned a faculty academic advisor (normal the ATP director). Each student must meet with his or her faculty advisor at least once per semester, prior to registering for the following semester.

Students are encouraged to "use" their faculty advisor (and all AT faculty) for more than just course scheduling. All ATP faculty members have an "open door policy" whereby students can utilize them for discussions regarding academic, research, personal problems, career counseling, etc.

During the pre-registration period, students should make an appointment with their athletic training advisor and bring with them a copy of the most recent graduation progress document(s) to schedule classes. It is extremely important that students have very thorough academic advising because of the strict sequence of courses. Failure to consistently meet with one's advisor could possibly create a situation where the student has to stay an extra semester or year to take the course(s) he/she missed. Therefore, it is the student's responsibility to meet with his or her athletic training advisor a minimum of one time per semester, and to keep abreast of course and curriculum offerings and changes.

Scholarships

There are different scholarships that can be awarded eligible Students. The faculty will assist those students interested in applying for any or all of the following:

- Great Lakes Athletic Trainers' Association (GLATA) Scholarships (available via NATAREF)
 - GLATA Living Pinky Newell Graduate Scholarship
 - GLATA Living Pinky Newell Undergraduate Scholarship
 - GLATA Living Memorial Graduate Scholarship
 - Applications are due by February 1st each year.
 - Applicants must be members of the NATA by the previous November.
 - For more information - <http://natafoundation.org/scholarship-program>
 - Michigan Athletic Trainers' Society (MATS)
 - MATS Athletic Training Student Scholarship
 - Applications are normally due by March 31st each year.
 - Applicants must be members of the MATS.
 - Points are award for the scholarship based on GPA, membership status (NATA, MATS, ACSM, professional and community activity).
 - For more information - <http://www.matsonline.org>
 - Saginaw Valley State University
 - Faculty Association Mentor Scholarship
 - Provides assistance of varying amount yearly to students who commit to work with a faculty mentor to complete a research project.
 - Office of Financial Aid
 - To help assist students with their financial needs, the Office of Scholarships and Financial Aid will provide information on federal, state and private Scholarships. Scholarships are a type of financial aid that does not have to be repaid. Scholarships may be awarded based on a students academic, need or both academic and need basis.
 - Please visit the financial aid office located in Wickes Hall, RM141
- a. For more information – <http://www.svsu.edu/financialaid/>

Grounds for Suspension or Dismissal

A student can be suspended or dismissed from the ATP at any time during his or her stay for violating any of the following infractions at the discretion of the ATP faculty. Suspension is defined as a “*temporary removal from one or more courses with possibility for future reinstatement*”. Dismissal is defined as a “*permanent termination from the program*”. Suspended or dismissed students have the right to appeal the decision by referring to the Grievance Policy and Procedures as stated in this handbook. The following are examples of possible reasons for program suspension and/or dismissal. Please note that this list is not all-inclusive and any program suspension and/or dismissal is based on the severity of the issue/concern.

1. Academic dishonesty in any department or University course.
2. Repetitive failing grades in University courses.
3. Repetitive failing grades in ATP or support course.
4. Failure to accomplish practicum course requirements, such as clinical education hours, competencies, or proficiencies as indicated by the course syllabus.
5. Dismissal from a clinical education setting by the preceptor.
6. Unprofessional or unethical conduct as defined by the NATA Code of Ethics or BOC Standards of Professional Practice (http://www.bocatc.org/images/stories/multiple_references/standardsprofessionalpractice.pdf).
7. Insubordination.
8. The conviction and/or known use, distribution, or possession of illegal drugs or controlled substances.
9. The conviction of a felony.
10. Other incidences that may not be listed above that are considered offensive and not within the mission of the athletic training program, Department of Kinesiology, College of Health and Human Services, or the University.

Professional Organization

In the following section you will find links to the applications for joining the major national and state professional organizations in Athletic Training/Sports Medicine.

1. The National Athletic Trainers' Association: www.nata.org
2. The Great Lakes Athletic Trainers' Association: <http://www.glata.org>
3. The Michigan Athletic Trainers Society: <http://www.matsonline.org/>
4. The American College of Sports Medicine: www.acsm.org
5. The National Strength and Conditioning Association: <http://nsca.org>
6. Aquatic Therapy and Rehabilitation Institute- <http://www.atri.org/>

Joining a professional organization is one mechanism of demonstrating your interest and commitment to the profession. Another benefit of becoming part of a professional organization is reduced continuing education costs. Additionally, the BOC certification exam is **LESS EXPENSIVE** for a student who is a member of the NATA.

National Athletic Trainers' Association

The National Athletic Trainers' Association (NATA) extends professional membership to both non-certified students and certified athletic trainers. Wayne State University student will be required to become members of the professional association.

Michigan Athletic Trainers' Society

Through the Michigan Athletic Trainers' Society (MATS), students can learn more about the athletic training profession and get involved in local educational and social events. Starting the Fall of 2016, all new admitted students agree to become a student member of the Michigan Athletic Trainers Society (\$10.00) and attend the Fall 2016 student meeting (\$10.00) (October 23 at Michigan State University, Lansing, MI).

Applications to become a member of MATS can be found at:

https://www.matsonline.org/en/member_login/

Athletic Training Student Association

The Saginaw Valley Athletic Training (SVAT) club is a student organization that is open to all SVSU students that are interested in the Athletic Training profession and the field of Sports Medicine. Membership in the SVAT club is on a volunteer basis. The faculty believes it is very

important for students to take an active role in the continuing development and support of the Athletic Training Association. Moreover, by having more students participate and become active members, fund-raising for the club should increase, as well as the camaraderie between students and between students and faculty/staff. Additionally, fund-raising will enhance the potential for more students to attend state, district, and/or national Athletic Training/Sports Medicine Conferences. Students who do not join the club will not receive club benefits such as athletic training items purchased for students and/or financial assistance to attend conferences.

ATP Clinical Education

Clinical education represents the athletic training students' formal acquisition, practice, and assessment of entry-level athletic training clinical skills and integrated proficiencies through simulated or the preferred method of direct patient contact under the **direct supervision** of a preceptor. Formal evaluation of the application and integration of clinical proficiencies are completed by a preceptor and may be completed in conjunction with additional preceptors or classroom instructors. Related to clinical education is the field experience, in which students have the opportunity to practice clinical proficiencies under the supervision of a clinical instructor.

The purpose of clinical education is to allow for the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care, particularly through the use of CIPs. In most cases, assessment of the CIPs should occur when students are engaged in real client/patient care and may be necessarily assessed over multiple interactions with the same client/patient. In a few instances, assessment may require simulated scenarios, as certain circumstances may occur rarely but are nevertheless important to the well-prepared practitioner.

The incorporation of evidence-based practice principles into care provided by athletic trainers is central to optimizing outcomes. Assessment of student competence in the CIPs should reflect the extent to which these principles are integrated. Assessment of students in the use of Foundational Behaviors in the context of real patient care should also occur. The preceptor serves as an instructor and role model for the student during this educational experience.

Students in KINE 344, 346, 444, and 446 are typically assigned to a preceptor for 14-15 weeks during each semester, though on occasion students may split an assignment between two different preceptors at two different clinical sites. During this time, the student must demonstrate entry-level competency in the skill set defined by the associated practicum course (KINE 344, 346, 444, 446). It is the responsibility of the student to dedicate him/herself to becoming proficient, and it is the responsibility of the preceptor to provide adequate opportunities for teaching, application, and assessment of the skills.

Students in KINE 244 and 246 are typically split into two groups and are assigned to an SVSU preceptor for 7 weeks during the fall and winter. During the “off” 7-weeks (and occasionally the “on” 7-weeks) student will complete short clinical education experiences at other affiliated sites (ie., Mobile Medical Response, Emergency Department, High School) or will have guest speakers at SVSU either during class time or during a pre-determined evening (every attempt to notify about the date is attempted). EVERY effort must be made to attend the evening sessions. Ample notification should be given to the class instructor as to why a student can’t attend so an alternative assignment can be arranged. During this time, the student must demonstrate entry-level competency in the skill set defined by the associated practicum course (KINE 244, 246). It is the responsibility of the student to dedicate him/herself to becoming proficient, and it is the responsibility of the preceptor to provide adequate opportunities for teaching, application, and assessment of the skills.

Students will complete six-clinical education or practicum courses during a minimum of four academic semester or two years according to the accreditation standards. Each practicum, which consists of a defined set of clinical competencies and CIPs that contain skills learned in courses taken prior to that semester that will be reviewed using the “Learning over Time Model.”

Students will be assigned to a preceptor in a high school, collegiate, and outpatient rehabilitation setting for no less than 6 hours/week and no more than 20 hours/week unless reviewed with and agreed upon by the ATP program faculty and with at least one day off during every 7-day time period.

During this time, the preceptor should review skills with the ATS, allow them time to practice the skills, and assess the ATS' level of competency. In addition to this clinical education, preceptors also provide **clinical education experiences** at their site, which add to the student's overall experience.

The clinical education component is achieved through the successful completion of six (6) practicum courses, normally over the course of two and a half to three (2 ½ - 3) years. Students will be assigned to a certified athletic trainer (AT) for at least 75% of their clinical education. Students may also have opportunities to learn from other health care providers, such as a PTs, OTs, MD/DOs, NPs, PAs, RNs, etc. The practicum courses provide a primary focus on the following content, however; all educational competencies and CIP identified by the NATA *Athletic Training Educational Competencies, 5th Edition* are addressed:

1. Practicum I – Emergency Response
2. Practicum II – Prevention and Health Promotion
3. Practicum III – Clinical Examination and Diagnosis- Upper extremity
4. Practicum IV – Clinical Examination and Diagnosis- Lower extremity
5. Practicum V – Therapeutic Interventions (Basic Modalities and Rehabilitation), Clinical Examination and Diagnosis (Gen Med) and Psychosocial Strategies and Referral
6. Practicum VI – Therapeutic Interventions (Advanced Modalities and Rehabilitation) and Nutrition

What sets this program apart is the emphasis on learning, developing, and obtaining proficiency in all clinical proficiency skills. Students are not assigned to a “work environment”, but rather are assigned to a preceptor who is committed to preparing the ATS to become a competent, well-rounded athletic trainer. An athletic department or workplace does NOT dictate students' clinical education experiences. Rather, the students' experiences are dictated by the concept of learning over time. Students will still have many opportunities to participate in clinical experiences that occur in traditional athletic training environments, and they will develop into their role as a health care provider even further.

Clinical Education Guidelines

When an athletic training student (ATS) is assigned to a preceptor it is essential that all parties involved understand that the ATS is in the clinical education setting to learn and participate in patient care under the **DIRECT SUPERVISION** of a preceptor. Athletic training students are **NOT** there to simply provide a free service to patients and support personnel, act as medical responder or to serve as a replacement for a full-time athletic trainer. The responsibilities of the ATS and preceptor are provided in the document below.

The **ATS's** and **preceptor's** responsibilities include:

1. Understanding that clinical education must follow a logical progression that allows for increasing amounts of clinically supervised responsibility and direct patient care thereby leading to autonomous critical thinking and clinical decision making upon graduation.
2. The clinical education experience must reinforce the sequence of formal instruction of athletic training knowledge, skills, and clinical abilities, including clinical decision-making.
3. Understanding that clinical education must provide ATS with authentic, real-time direct patient care in order to integrate athletic training knowledge, skills, and clinical abilities, including decision-making and professional behaviors required of the profession in order to develop proficiency as an Athletic Trainer.

The **ATS's** responsibilities include:

1. Placing a priority on **academic work**, but not neglect commitments made to the affiliate site.
2. **Communicating** with your preceptor/classroom instructor regarding daily clinical experience opportunities and scheduling.
3. Practicing competencies with your preceptor/peers to develop skill proficiency, critical thinking and clinical decision-making.
4. Mentoring and teaching lower level students in the program (where and when applicable) when at an affiliate site.
5. Applying critical thinking, communication, and problem solving skills in making appropriate clinical decisions that directly affect patient care and outcomes.
6. Being prepared for proficiency assessments on a **DAILY** basis while at the affiliate site.
7. Obtaining ATP clinical experiences during scheduled direct patient care supervision by your preceptor.

8. Performing skills **ONLY** learned and assessed and when directly supervised by your preceptor, allowing for autonomy and self-initiative.
9. Being willing to learn about variations in applying the same technique or skill.
10. Providing honest, constructive feedback of the ATP clinical experience through the preceptor and site evaluations, completed at the end of each rotation.

The **preceptor's** responsibilities include:

1. Accepting ATS assigned to his/her facility without discrimination.
2. Accepting ATS for no less than 6 hours/week and no more than 20 hours/week unless reviewed with and agreed upon by the ATP program faculty.
3. Providing students with a least one day off during every 7-day time period.
4. Providing **DIRECT SUPERVISION** in the context of direct patient care, which is defined as direct visual and auditory interaction between the preceptor and the ATS while allowing for graduated ATS autonomy.
5. Providing supervised opportunities for ATS to actively participate in direct patient care related to developing clinical integration proficiencies, communication skills and clinical decision-making during actual patient care.
6. Providing assessment of ATS clinical integration proficiencies, communication skills and clinical decision-making during actual patient care.
7. Assisting in administering the *Patient Satisfaction Survey* for improved patient outcomes by the ATS.
8. Ensuring ATS **ONLY** perform skills he/she has learned and been assessed on in prior courses or by the preceptor.
9. Completing and documenting the Clinical Integrated Proficiencies found in this document.
10. Providing supervised opportunities for ATS to actively participate in patient care related to interprofessional clinical care.
11. Providing supervised opportunities for ATS to actively participate in experiences with the medical director or team physician when appropriate.
12. Allowing ATS an opportunity to answer his/her own questions using critical thinking and problem solving skills.

13. Guiding the ATS in using communication skills and developing professional and ethical behaviors.
14. Assessing the ATS on practicum related competencies and the clinical experience level of the ATS.
15. Providing ongoing feedback to assist in developing proficiency in skills related to the practicum course, clinical experience level and compliance with the program's policies and procedures.
16. Demonstrating **professional behaviors** required of the profession and of an athletic trainer as defined by the *BOC Standards of Professional Practice* and the *NATA Code of Ethics*.

Clinical Documentation and Rotation Length

During the clinical education experience a student must document the number of hours directly supervised by a preceptor on the *Monthly Clinical Hour Log* located on the current practicum course CAMPUS site. On rare occasion the SVSU faculty may allow for additional clinical education experience hours to be documented, especially when an occasion is educational in nature and takes away from possible clinical hours (ie., attending GLATA annual meeting). The documentation must occur each day/event and must be accurate; hours can be rounded to the nearest 15 minutes. **Falsifying clinical hours is grounds for course failure and dismissal from the ATP.** The following hours **CANNOT** be included when documenting hours on the *Monthly Clinical Hour Log*:

1. Time spent traveling with a team
2. Academic hours
3. Unsupervised hours

Students are required to establish a clinical education schedule with their preceptor that should include an average of 12 hours per week, but no less than 6 hours/week and no more than 20 hours/week unless reviewed with and agreed upon by the ATP program faculty and with at least one day off during every 7-day time period.

Students will also be required to complete at a minimum 6 hours during regularly scheduled practices, when and where applicable. If this is an issue due to the sporting schedule and ATS class schedule exception to this rule may override the policy; however, this will only occur when the issue is brought to the attention of the athletic training faculty. Students who **DO NOT** complete the minimum number of clinical hours for a clinical application course will have a point reduction from their course grade. See the practicum course syllabi for specific grading details.

Students cannot load clinical education experience hours at the beginning, middle, or end of the experience without prior approval of the program director; this is not conducive to learning over time and developing proficiency in a skill or technique.

Clinical hours can be earned during the summer months (i.e., preseason practices) assuming the experiences are voluntary and students have documented completion or proof of: (1) liability insurance policy, (2) current CPR card, (3) TB test, and (4) appropriate background checks. Students will be allowed to accumulate 30% of the hours required for the fall practicum courses.

Clinical Experience Assignments

The Saginaw Valley State University ATP must balance students' career goals with their educational needs. Students will be assigned to a variety of on-campus and off-campus clinical rotations. Each student will, minimally, gain experience with male and female patients, patients of different ages and backgrounds, high school and collegiate athletics (including both high and low-risk sports), a physical therapy/sports medicine-type rehabilitation clinic, and a general medical setting such as a physician's office or during doctors clinical on-campus.

Each semester, students will be asked to submit their preferences, including any extenuating circumstances that limit their ability to complete certain rotations. A conflict with paid employment is **NOT** considered a legitimate extenuating circumstance, or is the distance of clinical site or the cost of fuel. Within the educational parameters, the faculty will make every effort to accommodate each student's interests, needs, and career goals, although these needs cannot always be met.

Requirements to Participate in Clinical Education Experiences as Part of the Practicum Courses

In order to comply with various agencies where students may complete clinical education experiences, the following items are required of each student, paid for by the student where applicable.

1. Liability insurance policy
 - a. Students **MUST** purchase their own personal liability insurance policy with \$1,000,000 coverage per occurrence and \$3,000,000 aggregate coverage. This will be explained further in this document and in the *Athletic Training Clinical Competency Packages*.
2. Immunization records
 - a. Students must submit a photocopy of their immunization records or verification by a licensed health care provider (MD/DO/PA/NP) indicating vaccination for those immunizations required on the initial health appraisal document (done on initial enrollment in the ATP).
3. TB Test
 - a. Students must obtain an annual TB test and submit the verification of the results, or they must submit a chest X-ray with accompanying medical records. The test can be completed at the MedExpress on Bay Rd, Saginaw for approximately \$15.00.
4. Bloodborne pathogens training
 - a. Students must attend/complete annual bloodborne pathogens training. This will be explained further in this document and in the *Athletic Training Clinical Competency Packages*.
 - b. Students will then be required to complete a bloodborne pathogens exam on Canvas while enrolled in his/her fall practicum course.
5. FERPA training
 - a. Students must complete FERPA training. This will be explained further in the appropriate practicum *Athletic Training Clinical Competency Packages*
 - b. Students will then be required to complete an exam on Canvas while enrolled in his/her fall practicum course.

6. HIPPA training
 - a. Students must complete HIPPA training. This will be explained further in the appropriate practicum *Athletic Training Clinical Competency Packages*.
 - b. Students will then be required to complete an exam on Canvas while enrolled in his/her fall practicum course.
7. Program Technical Standards For Continued Matriculation
 - a. Students must complete ATP technical standards for continued matriculation. This will be explained further in the appropriate practicum *Athletic Training Clinical Competency Packages*
8. Communicable disease policy
 - a. Students must complete the communicable disease policy document. This will be explained further in this document and in the *Athletic Training Clinical Competency Packages*.
9. Yearly health appraisal.
 - a. Students must complete a yearly health appraisal. This will be explained further the appropriate practicum *Athletic Training Clinical Competency Packages*
10. Current Basic Life Support card
 - a. Students must have on file a current Emergency Cardiac Care (ECC) card. Recertification challenges will be offered each semester as needed for a cost \$35.00 dollars.
11. Current American Red Cross First Aid or American Heart Association Heart saver First Aid
 - a. Students must have on file a current First Aid card. Recertification challenges will be offered each semester as needed for a cost \$15.00 dollars. This rule applies to the 2015-2016 and 2016-2017 cohorts (ie., juniors and sophomores).
12. FBI and Michigan state background checks where applicable.
 - a. This will be explained further in the document.
 - b. Cost for this can vary between \$85.00-\$100.00
13. Appropriate professional clothing
 - a. Students will receive 1-polo and 2 t-shirts upon admittance to the program. Each subsequent year students will receive 1 or 2 new t-shirts and possibly another piece of clothing. Beyond that students may receive clothing from their practicum site or can

purchase additional clothing at the SVSU bookstore or through the SVAT club. Students who withdraw from the program during the first year will be required to return all clothing purchased by the ATP.

14. Athletic training supplies

- a. Students will receive a fanny or hip pack of some sort upon admittance to the program. This pack will contain items such as EMT shears, pocket mirror and tweezers, etc. The student or the practicum site will provide any other supplies. Students who withdraw from the program during the first year will be required to return all supplies and clothing purchased by the ATP.

Failure to submit these items will result in the inability to assign a student to a clinical education experience. Students are responsible bearing the cost of all clinical education experience requirements.

Clinical Education Supervision Policy

While supervising ATSs, the preceptor **MUST** be physically present and have the ability to intervene on behalf of the ATS to provide on-going and consistent education. The preceptor **MUST** consistently and physically interact with the ATS at the site of the clinical experience in order for the experience to be a positive and worthwhile educational experience. Autonomy can be allowed; however, ATS should **NEVER** be placed in a situation to make return to play decisions for an athlete or in situations where they are making decisions regarding a patients plan of care alone.

In situations where a preceptor fails to show for a ATS's clinical education experience or may leave for a period of time to cover another events, students are required to leave the facility where they are assigned or walk to the same event with the preceptor. They are **NOT** to provide any athletic training services or act as an ATS without clinical supervision by a qualified professional at any time.

Clinical Education Attendance

Each ATS enrolled in the ATP has the privilege, not the right, to attend the assigned clinical education experience(s). Students are expected to follow **ALL** rules of ethics and conduct delineated in this handbook and those of the clinical experience site. If any student is dismissed from the clinical education experience for disciplinary behavior, his/her education in the ATP may be suspended or terminated.

Students are to attend the clinical education experience at the time and facility designated by preceptor, coordinator of clinical education and/or the ATP director. Students cannot miss ATP courses or practicum classes to attend clinical education experiences without permission of the classroom instructor.

Upon arrival at the clinical education site, the student must check in with the preceptor prior to beginning the clinical education experience. Prior to departing the clinical site each day, the student is responsible to check out with the preceptor and **DOCUMENT** the correct number of hours on the *Monthly Clinical Hour Log*. Hours are to be rounded to the closest 15 minutes.

Punctuality is a high priority, as this is a sign of dependability. **Falsifying clinical hours is grounds for course failure and dismissal from the ATP.**

If snow or flooding or any other act of nature prevents an ATS from attending the clinical education experience, the student will arrange to make up the clinical time with his/her preceptor as necessary. In the event that a sudden conflict, illness, or emergency arises, the ATS must notify the preceptor immediately via phone (do not text or email unless agreed upon ahead of time) or in person. Only in the most extreme conditions (i.e., death in the immediate family, hospitalization) will this notification be waived. When an ATS is not there at a predesigned time, preceptors do worry about the ATS personal safety.

Students are responsible to communicate with the preceptor on a daily basis regarding the hours of operation for the preceptor related to the assigned clinical education experience. The ATS and preceptor must work out an attendance schedule to meet the minimum number of hours required by the enrolled practicum course. Students are expected to be present at all designated hours. In

the event a student needs to miss his/her assigned clinical time, arrangements should be made with preceptor prior to missing the clinical time.

Unexcused absences and tardiness to clinical education experiences will be reflected in the ATS's final clinical evaluation by the preceptor and will negatively impact the ATS's grade in his or her practicum course.

Changing Clinical Education Assignments

Students who wish to change their clinical assignment for any reason must first obtain written permission from the Clinical Education Coordinator, the Program Director, or both. The student must also get written approval from their current and proposed supervising preceptor. The student must utilize the *Change of Clinical Assignment Form*, found in Appendix B.

Clinical Education Rotation Evaluations

Evaluations and outcome measures are a crucial part of the academic process, both for the program and ATS. Required evaluations include:

1. An ATS and Preceptor Mid-Term Conference (see below).
2. A *Preceptor Evaluation of the ATS* at the end of each clinical education experience.
3. A *ATS Evaluation of the Preceptor* at the end of each clinical education experience.
4. A *Clinical Education Site Evaluation* at the end of each clinical education experience.
5. An *ATS Self-Evaluation* end of each clinical education experience using the designated Practicum Evaluation Form.
6. Six *Patient Satisfaction Surveys* (KINE 344, 346, 444, and 446 only). The preceptor should select the patients to receive this survey as RANDOM and should then collect the surveys and provide them to the student near the end of the semester to help protect patient anonymity.

All ATS enrolled in ATP must schedule a conference with their assigned preceptor at the mid-point and end of each clinical rotation. The purpose of the conference is to discuss the ATS clinical strengths, weakness, and satisfactory or unsatisfactory completion of practicum course

competencies and CIPs to date. Students will document these meetings in the clinical course journal.

Transportation to Clinical Education Experience

Students are expected to assume responsibility for their own transportation to the various clinical education experience assignments that are off campus. As part of the curriculum student may be required to drive up to 60 minutes each way based on current available sites and student clinical education needs. While we understand this may be a burden, it is necessary, so please do not request a change of venue because it is “to far”. Please note that the ATP attempts to work with those students who do not have their own transportation, but remember that the **STUDENT HAS THE ULTIMATE RESPONSIBILITY** in making sure that s/he arrives to his/her clinical experience site on time. This includes the cost of gas. Car-pooling is strongly encouraged and recommended when possible.

It should be noted that students are **NOT** authorized to drive an institutional vehicle as part of the clinical education experience, unless appropriate training and paperwork have been completed.

Policies and Procedures

Students participating in clinical education experiences at SVSU are expected to abide by the Policies and Procedures Manual established by the SVSU Athletic Training Staff in addition to the ATP policies. Students participating in clinical education experiences at sites other than SVSU are still required to abide by the Policies and Procedures Manual established by those clinical education site. Failure to following these policies and procedures can result in suspension or dismissal from the clinical education site

Students in clinical education experiences at other clinical sites must abide by the guidelines for that site as well.

Transportation of an Ill or Injured Patient

An ATS should not be the primary driver in the transportation of an injured or ill patient unless the necessary training and paperwork have been completed. A student liability policy purchased

by the student does not cover these situations. An ATS transporting an injured or ill patient is not under the direct (auditory and visual) supervision of his/her preceptor, thus placing the patient at risk. Therefore, an ATS should transport only patients/athletes who have been deemed stable by the preceptor. This should never be done without prior approval **EACH TIME** by the preceptor.

Cell Phones

Cell phones are to be used for emergencies only while at the clinical education experience. Cell phones must not be used for personal calls, texting, or emailing unless approved by the preceptors. When approved they should be used sparingly and in venues not in direct line of the public, coaches, or administration.

Violation of Athletic Training Policies and Procedures

If a student fails to attend a clinical education experience, behave in an inappropriate manner, deviates from the ethical standards of conduct, or violates any of the rules in the handbook the ATS is subject to a disciplinary actions (suspension or dismissal). Multiple written warnings for the same offense can result in clinical education experience or program suspension or dismissal. The following protocol will be followed for a student's failure to attend his/her clinical education experience:

1. After the first infraction, a conference will be scheduled between the student and the preceptor to discuss the incidence and come to a resolution. The student will be given a verbal warning by the preceptor.
2. After the second infraction, a conference will be scheduled between the student and the preceptor to discuss the incidence and come to a resolution. The student will be given a written warning by the preceptor.
3. After the third infraction, a conference will be scheduled between the student, preceptor, and coordinator of clinical education to discuss the incident and come to a resolution. In addition, the student's clinical hours for the next 7 days will not be counted towards their clinical hours. The student, preceptor, and coordinator of clinical education will complete and place a copy of the *Student Conference Report*, and the report will in the student's file.
4. After the fourth infraction, a conference will be scheduled between the student, preceptor, coordinator of clinical education, and ATP director to discuss all incidents. A fourth

infraction is grounds for possible dismissal from the ATP program. A *Student Conference Report* will be completed and placed in the student's file.

Therapeutic Modality Policy

The Saginaw Valley State University (SVSU) Athletic Training Program and its affiliated clinical sites possess multiple therapeutic modalities intended for the treatment of patients and as tools in the instruction of modality principles and practices as required by the *National Athletic Trainers' Associations' Education Competencies, 5th edition*. Any student use of therapeutic modalities on campus or at off campus clinical education sites must be performed under the supervision of an Athletic Trainer or other licensed health care provider.

ANY MODALITY THAT HAS BEEN DEEMED UNSAFE OR NOT IN COMPLIANCE WITH THE FOLLOWING CALIBRATION POLICY WILL BE OFF LIMITS TO ALL ATHLETIC TRAINING STUDENTS FOR USE.

IF AS A STUDENT YOU SEE THE UNIT IS NOT CURRENT WITH ITS CALIBRATIONS, PLEASE MAKE THE AT FACULTY AWARE OF THIS ISSUE ASAP.

Modality Calibration

Following manufacturer recommendations, all electrical therapeutic modalities plugging into an alternating current (eg., neuromuscular electrical stimulation, ultrasound) must be calibrated at each affiliated site annually by a certified calibration technician contracted by each affiliation at their cost. Calibrations must occur annually in order to ensure proper working of the units and to provide for a safe environment for the athletic training students. Verification (ie., invoice, photo of calibration tag, personal verification by the SVSU clinical coordinator) of said calibrations should be sent to or collected by the Athletic Training Program, specially to the attention of the clinical coordinator.

Electrical integrity checks on non-modulating modalities (ie., hydrocollator, paraffin wax bath, intermittent or cold compression units, high/low tables, traction) must be performed at each

affiliated site annually by a certified calibration technician or state certified electrician contracted by each affiliation at their cost. A signed letter by the state certified electrician identifying the units and ability of said units to be used safely should be sent to or collected by the Athletic Training Program, specially to the attention of the clinical coordinator.

Following manufacturer recommendation, ice machines should be cleaned with a descaler at least once a year, if not more depending upon on hard the water is at that particular location. This is at the discretion of each affiliated clinical site.

Ground Fault Interrupters

Ground Fault Circuit Interrupters (GFCIs) are required for all therapeutic modalities and should be in good working order and documented as safe by a qualified professional.

Modality Problems and Repair

Any mechanical problems encountered by a preceptor, clinical staff or ATS should be reported to the supervising athletic trainer or preceptor immediately. That modality will be removed from use by ATS until the problem is remedied and properly documented. If the repair cannot be performed on site by the clinical staff, the compromised modality should be shipped out for repair or a technician should be hired to perform the repair on site per the discretion of the afflicted clinical site.

Athletic Training Program Admission/Retention/Eligibility Requirements

Requirements for Admission to the Athletic Training Program

A committee (ATP program director, ATP clinical coordinator, and department chair), based upon current selection criteria, will select students to be admitted to the ATP. Students should apply to the ATP after completing the prerequisite application requirements. Application materials can be downloaded from the Athletic Training Application tab on Vpsace or at forms at <http://www.svsu.edu/hhs/programs/athletic-training/apply-now.html>. The admission process takes place once a year during the winter semester for a fall admission.

Selection Criteria for the Athletic Training Program

Ordinarily, the entering class is admitted to the ATP in the fall semester. Admission to SVSU is required for, but does not guarantee, acceptance into the ATP. The program is planned to accommodate a limited number of students each year and this number varies depending on available resources (for more information on available slots please contact the program director at dcberry@svsu.edu). Prospective students must submit an application to the ATP director for admission to the Athletic Training Program by **April 15th** preceding fall admission. If April 15th falls on a weekend, application material will be due to the following Monday. Preference will be given to those applicants who have meet the following:

1. Completed a minimum of 12 college level semester hours and are currently enrolled in a minimum of 12 college level semester hours for a total of 24 college level semester hours.
2. Achieved a minimum cumulative 2.75 GPA for all completed course work (based on all college-level work computed both at SVSU and at other schools and colleges).
3. Completed (or are in the process of completing) the following courses with a GPA of 2.75 or better in each:
 - a. KINE 120 - First Aid and CPR for the Professional Rescuer.
 - b. KINE 232 - Athletic Injury Management.
 - c. KINE 232L - Athletic Injury Management Laboratory.
 - d. KINE 252 - Introduction to Athletic Training & Exercise Science.
4. Submitted valid certifications:
 - a. American Heart Association Heartsaver First Aid or American Red Cross First Aid, Responding to Emergencies or Emergency Response
 - b. American Heart Association BLS for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer
5. Submitted the following forms and documents:
 - a. Completed ATP Application form
 - b. Copy of un-official transcripts from all post-secondary institutions attended.
 - c. Completed Confidential Letter of Recommendation form (2 are required; recommended one teacher and one person who can speak to applicants personal qualities).

- d. Completed physical examination and verification of immunizations by an MD/DO/NP/PA
 - e. Copy of Immunization Record, also know as a MCIR (Michigan Care Improvement Registry).
 - f. Completed Hepatitis B vaccination or waiver of vaccination.
 - g. Completed Technical Standards form
 - h. Completed Confidentiality Agreement form
 - i. Completed Athletic Training Student contract.
6. Complete an interview with a member of AT faculty.

The admissions committee as necessary will then review applications. Applications will be ranked using the following rubrics:

- 1. Prerequisite GPA (KINE 120, 232, 232L, and 252) = 25%
- 2. Overall GPA (SVSU and other post-secondary institutions if applicable) = 50%
- 3. Confidential letter of recommendation recommendations = 15%
- 4. Athletic training application form/essay/interview = 10%

Student submitting application by the April 15th due date who **DO NOT** meet all of the pre-requisite courses or requirements may be accepted to the ATP on a probation period. During this probation period, students work towards completing the didactic program requirements as outlined in the acceptance letter. During this period all probationary students will be excluded from the clinical education portion of the curriculum. Once the probation requirements are meet a clinical education program of study will be designed for the student.

Technical Standards For Admission

The ATP at SVSU is a rigorous and intense educational program that places specific requirements and demands on the ATS enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of patients. The technical standards set forth by the ATP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the

program's accrediting agency (Commission on Accreditation of Athletic Training Education (CAATE). All students admitted to the Athletic Training Educational 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.

Technical Standard Requirements

Candidates for selection to the ATP 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 judgment 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 Athletic Training Program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

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

The Office of Disability Services (Curtiss 112, or call 964-7000) at SVSU will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/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 a 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.

Emergency Cardiac Care and First Aid

A photocopy of each ATS's current Emergency Cardiac Care (ECC) card (skills include one and two rescuer CPR and AED, airway obstruction and BVM) and basic first aid certifications must be presented to the ATP director as part of the application. Each August by the first day of clinical education experiences a current copy of the student's ECC must be in the file. Students **CANNOT** complete any clinical education experiences until he/she has a copy of his/her CPR card on file. A student without a current ECC certification on file will be placed on probation and suspended from clinical education experiences until he or she fulfills this essential requirement.

It is the student's responsibility to obtain initial certification and recertification of ECC and basic first aid training via the KINE 120 course or through an appropriate certification agency such as the American Red Cross or American Heart Association. The ATP will schedule regular challenges to allow students the opportunity to maintain their certification. However, it is not

always feasible to schedule these challenges around every student's schedule. The cost is \$35 and \$15 for BLS and basic first aid recertification, respectively; but is subject to change.

Bloodborne Pathogens Training

Students must complete Bloodborne Pathogens training prior to beginning clinical education experiences. This training must be repeated annually to remain in the ATP. Training will be provided initially in KINE 120 and repeated in KINE 320 (if this course is taken as part of the program of study). Annual training will be completed as part of the online tutorial program outlined in the *Athletic Training Clinical Competency Packages*. Upon completion of the online modules and videos, students will then be required to complete a bloodborne pathogens exam on Canvas while enrolled in his/her fall practicum course. A score of 80% is required to be successful. See Appendix C for the SVSU Bloodborne Pathogens Post-Exposure Procedures and Forms. See Canvas for a copy of the SVSU Bloodborne Pathogen Policy.

Criminal Background Checks

Following formal acceptance into the Athletic Training major, students must submit and pay for an FBI Criminal Background (Appendix D) and Michigan State police (<http://apps.michigan.gov/ichat/home.aspx>) check. The cost is approximately \$85.00 and \$15.00, respectively and must be paid in person and online respectively,

The Michigan State police (<http://apps.michigan.gov/ichat/home.aspx>) check will then be completed each subsequent year matriculated in the ATP. The cost is approximately \$15.00 and must be paid online.

The ATP director must insure that a satisfactory background check is completed for all ATS prior to participating in off-campus clinical education experiences, especially those sites with patients who are minors and those regulated by the Joint Commission on the Accreditation of Health Care Organizations (JCAHO). In some instances an additional an additional FBI Criminal Background check may be required by an affiliated site. Should this occur, the ATS should speak directly to the AT program director to seek possible reimbursement.

Background checks must be on file with the ATP Director. Failure to complete the background check can result in dismissal from the ATP.

Standards for Progression/Retention in the Athletic Training Program

Students will be retained within the SVSU ATP providing the following criteria are maintained throughout the student's undergraduate experience:

1. Athletic Training major courses must be taken in sequence as specified unless specifically approved by the AT faculty advisor.
2. Progression into any athletic training course at any level cannot take place if a student has a grade of "I" in any prerequisite course unless specifically approved by the AT faculty advisor.
3. Progression in the athletic training practicum courses requires that the students meet a passing grade of 80% on the final practical and 75% on the written final..
4. Successful completion of the athletic training practicum courses requires that the students meet a passing grade of 80% on the final preceptor evaluation Failure to meet this benchmark will result in an automatic "D" grade for the clinical practicum course and will require the ATS to complete the clinical practicum course for a second time.
5. Receive a grade of "C" or better in all major courses within the Athletic Training major.
6. Maintain a cumulative GPA of at least 2.75 and athletic training (KINE courses) GPA of 3.0.
7. The student may repeat an athletic training course only once and no more than one athletic training course may be repeated. If the student fails a second athletic training course he or she will not be allowed to progress until a corrective plan of action is implemented, documented, and completed.
8. Maintain personal liability insurance in order to participate in clinical experiences.
9. Maintain emergency cardiac care certification.
10. Demonstrate professional and ethical behavior as members in the Athletic Training Program.
11. Abide by all policies and procedures as outlined in the *Athletic Training Student Handbook* and in the *Athletic Training Clinical Competency Packages* (KINE 244, KINE 246, KINE 344, KINE 346, KINE 444, KINE 446) of the Athletic Training Program at SVSU.

Students who fail to meet the retention criteria will be placed on probation in the Athletic Training major for one semester. If standards are not met by the end of the probationary period as defined by the AT faculty advisor, the student may be suspended or dismissed from the major. Students who receive any grade below a “C” in an athletic training major course, professional knowledge course, and/or support course must repeat that course and receive a grade of "C" or higher to remain in the major. Failure to repeat the course (when offered) can result in suspension or dismissal from the program based upon the circumstance of the event.

Failure of a Course

1. Must earn a “C” or better and meet all required benchmarks in all required major courses or this is considered a failure.
2. Students who fail any required course or predetermined benchmarks will be placed on probation in the Athletic Training major for one semester. If standards are not met by the end of the probationary period, the student may be suspended or dismissed from the major. Students who receive any grade lower than a C in a required major course must repeat that course and receive a grade of "C" or higher to remain in the major. Failure to repeat the course (*when offered*) will result in dismissal from the program.
3. Failure of 2 required major courses mandates suspension from ATP until both courses are repeated successfully with a grade of C or higher. Students may not take any other required courses in the major until the two failed courses are repeated successfully.
4. Failure of 3 required major courses may result in dismissal from the ATP at the discretion of the AT program director.
5. Incomplete grades in clinical courses must be completed before registering for another clinical course.
6. Students may repeat required major courses only one time. Students who do not comply with this requirement must re-apply for admission to the ATP.

Suspension and Dismissal for other than Academic Reasons

All students are required to maintain high health and safe practice standards while enrolled in the ATP. The faculty and/or preceptors reserve the right to dismiss ATS from clinical education sites

on a daily basis when they are too ill or unprepared to benefit from the clinical education experience.

Students with physical and/or psychological difficulty may be required to seek the care of a qualified health professional. Dependent upon the individual situation, the ATS may be placed on probation until an appropriate health professional affirms that the student's health is satisfactory for progression in the Athletic Training Program.

Leave of Absence

Students may need to take a leave of absence due to illness, injury, religious missions, military assignments, or other personal issues. Students who do so must submit a request in writing to the ATP director. If the time period is longer than one calendar year, the student must retake both the final written and oral/practical exam from the last clinical practicum course completed. If a student fails to resume the program within 6 months of the requested leave of absence- his or her spot in the program will be given to another student. This student will not need to reapply to the program based on the current program requirements.

If the student scores 80% or higher on both exams, he or she will be allowed to continue their course of study as scheduled. However, if the student does not earn the minimum score on both exams, remediation will be required. The ATP faculty will develop a remediation plan that will include independent study, additional examinations, and/or retaking of required courses.

Remediation must be completed prior to continuing with the student's AT major coursework.

It is not in the student's best interest to continue matriculating through the program if they have not retained the knowledge from previous courses. Our goal is to maximize the student's ability to succeed in both future coursework and on the BOC certification examination.

Graduation Requirements

To complete the Bachelor of Science degree with a major in Athletic Training, the student must meet the below criteria:

1. Grade "C" or better in all athletic training major courses (*including clinical education courses*).

2. Grade "C" or better in the professional knowledge and support courses.
3. Maintain a cumulative GPA of at least 2.75 and athletic training (KINE courses) GPA of 3.0.
4. Adhere to Athletic Training Program Policies and Procedures.
5. Adhere to Athletic Training Program Student Handbook policies.
6. Successfully complete all athletic training clinical education courses as defined by each course's benchmarks.

NOTE: the student is responsible for completing courses in ATP and for fulfilling all requirements for graduation. It is also his or her responsibility to assure that all academic programming outline by the University catalogue is complete.

Eligibility for BOC Certification

Certifying athletic trainers ensures high standards of professional practice. Certification by the Board of Certification (BOC) (Omaha, NE) is considered the entry-level credential and is required by most employers nationwide. Students in the ATP at Saginaw Valley State University will become eligible to sit for the certification examination if they:

1. Complete the Athletic Training Program in no fewer than two academic years.
2. Receive a baccalaureate degree (Athletic Training major) from Saginaw Valley State University.

In addition to certification, athletic trainers may have to meet individual state licensing. In the state of Michigan, licensing is governed by the Department of Community Health – Department of Licensing and Regulatory Affairs - <http://www.michigan.gov/lara>. To determine if these added requirements apply in other states, athletic trainers must check with the states in which they intend to practice.

Athletic Training Student Policies and Procedures

Dress Code

The guidelines below reflect the minimum standards for clinical rotations with SVSU athletic teams. Off-site clinical rotations may require a more formal dress code. When in doubt, please consult your preceptor.

Students in violation of the dress code will lose 5 points from their total number of points in their clinical practicum course for each violation date.

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

1. T-shirt with SVSU Athletic Training logo. *
2. "Polo" style shirt with SVSU Athletic Training logo. *
3. Sweatshirt with SVSU logo. *
4. Solid color, neat, pants or shorts. **

** ATS will be provided 2-T-shirts and 1 other item if money allows in 2015-2016. Returning students will be responsible for their own polo.*

***Shorts are not acceptable attire at Sports Medicine/Physical Therapy Clinics, Medical Rotations, or Surgical Observations.*

All students enrolled in the ATP program must follow the additional uniform guidelines while attending clinical education experiences:

1. Students should dress appropriately during clinical education experience assignments both on and off campus.
2. Appropriate dress is professional, functional and positively represents SVSU's Athletics Department and the ATP.
3. An ATP logo shirt (T-shirt or polo) must be worn at all times that a student is engaged in their clinical experience unless the supervising preceptor specifies other dress. **Shirts must be tucked in at all times.**
4. Jeans are NOT allowed.
5. Solid color pants or walking shorts are acceptable with appropriate colors being white, tan, black, gray or blue. Students must wear tan pants for all indoor events, but may wear tan shorts for outdoor event coverage. Students may wear nylon wind pants for daily clinical assignments only in an athletic training room setting if permitted by the preceptor. Cotton

sweat pants or any variation thereof are not permitted. Pants that are excessively long or casual are not acceptable.

6. Hats must have an SVSU logo or be plain black, red or white and can only be worn outdoors.
7. Shoes must be closed toe and flat. Tennis or turf shoes are recommended. Flip-flops or any variations thereof are **NOT** acceptable.
8. Skirts, dresses, and brightly colored multi-patterned clothes (e.g., Hawaiian shorts) should not be worn.
9. Shorts should be walking or coaching shorts. No running shorts, workout shorts, “short” shorts, or tights are allowed. Some indoor events (i.e., basketball, volleyball) may warrant different attire that will be determined by the clinical instructor.
10. All ATS must practice good hygiene. The ATP director, coordinator of clinical education, as well as preceptors will determine what is acceptable for those instances in question.
 - a. Hair should be kept neat and out of the way. Mustaches must be kept trimmed.
 - b. ATS are expected to use discretion with make-up, perfume, cologne, and jewelry.
 - c. No attention causing hairstyle or accessories may be worn.
 - d. No body piercing to areas other than the ear lobe are allowed while attending clinical education experiences; this is an OSHA requirement.
11. When attending professional meetings, (i.e., MATS, GLATA, NATA, etc) students should dress “business casual” (dress pants, polo or button shirts), which means **NO** jeans or shorts, but men do not have to wear ties (unless making a presentation), and women do not have to wear skirts/dresses. Holding an office in a student association follows the same guidelines as making a presentation. SVSU logo shirts are not needed.
12. When attending clinical education rotations in a medical clinic or hospital, students must wear solid color pants, SVSU polo or other collared buttoned shirt, and dress shoes (no tennis shoes), unless the site specifies another dress code.

NOTE: Individual clinical sites may have different or additional requirements to which students must adhere.

SVSU Name Badge

Students will be required to wear an SVSU ATP name badge while their completing clinical education experiences. These name badges can be secured at the Cashier's office (Wickes Hall). Failure to wear badges will result in a loss of points to the Athletic Training Clinical Competency and Proficiency Course Packet tied to the associated practicum course (KINE 244, 246, 344, 346, 444, 446).

The ATP at no cost to the student provides the first name badge. If the badge is lost it will be the responsibility of the ATS to secure a new badge at his or her expense (less than \$6.00).

Liability Insurance

It is the policy of the ATP that all ATS purchase their own professional liability insurance. All ATS need to provide documentation of their current liability insurance before participating in any clinical education experience. Please submit documentation of professional liability insurance to the ATP prior to attending your clinical education site. For more information on purchasing personal liability insurance please visit the following websites:

1. [HPSO - www.hpsso.com](http://www.hpsso.com) - ≈ cost \$38.00
 - a. Left side of the screen -look for "Professional Liability Insurance"
 - b. Click on "Apply" now.
 - c. Click on "Individual"
 - d. Click on "Michigan", "Athletic Training", "Student" and follow the remaining directions.
 - e. Click on "Complete online Application" and follow the remaining directions.
2. Mercer -
http://www.proliability.com/?utm_source=msn&utm_medium=cpc&utm_campaign=MSN_B_MERCER_NOMOD_E&utm_term=merc_88826779-VQ6-8807524304-VQ16-c - ≈ cost \$35.00 for one year and \$98 for three years.
 - a. Click "Healthcare Professionals" and select "Athletic Trainer"
 - b. Click "Get a Quote"
 - c. Complete the information required. If you belong to the NATA I think you get a discount. Select the length of the term. A THREE YEAR POLICY WILL BE MORE COSTLY UP FRONT-BUT CHEAPER IN THE LONG RU (by 13 dollars)!
 - d. For area of study click "Athletic Training"
 - e. Select 1 m/ 3 m for your policy type.

Student Health Records

Each ATS must have a complete physical examination (including a medical history and an immunization review) prior to acceptance into the ATP. This examination **MUST** be completed by a licensed healthcare provider (i.e., MD/DO/NP/PA). Each student must also have on file an up-to-date Hepatitis B record sheet, tuberculosis test, and copy of their MCIR immunization records. Hepatitis B vaccinations and tuberculosis tests can be obtained at the SVSU health center. The immunization record must also be reviewed by a licensed healthcare. All immunizations will also be reviewed by our Medical Director. Any student needing additional immunizations or titer tests per the Medical Director will assume all costs associated with any immunizations.

Communicable Disease Policy

An active communicable disease policy is designed to protect you– the ATS - and the student-athletes and patients with whom you have contact. Any preceptor or ATP faculty member who believes a student is at risk can ask the ATS to seek out medical clearance prior to returning to the clinical education site.

Definition

A communicable disease is a disease that may be transmitted directly or indirectly from one individual to another. Communicable diseases cited by the Centers for Disease Control and Prevention (CDC) include:

Bloodborne pathogens	Conjunctivitis	Cytomegalovirus	Diphtheria
Gastrointestinal infections, acute	Hepatitis A, B, C, D, E	Herpes simplex	Measles
Meningococcal disease	Mumps	Parovirus	Pertussis
Poliomyelitis	Rabies	Rubella	Scabies and pediculosis
Staphylococcus aureus infection and carriage	Streptococcus infection	Tuberculosis	

The clinical presentation of a communicable disease includes, but is not limited to:

Fever	Skin rash	Nasal discharge	Coughing
Open and/or oozing skin lesions	Yellowing of the skin, eyes, or mouth	Unexplained fatigue	Chest pain
Dizziness			

Procedures

In the event an ATS student contracts a communicable disease that could jeopardize other students, faculty/staff, preceptors, or patient, the ATS should:

1. Seek immediate medical attention for formal evaluation. Also, inform the attending physician that you are a student in an Allied Health Education Program and discuss if you should be restricted from interaction at clinical sites or with other students.
2. The ATS should have written documentation from the attending physician in regards to the ability to continue with classes and clinical education experiences or if any restrictions are required.
3. The ATS should contact their preceptor and ATP faculty immediately following evaluation and consultation with a physician to discuss the ATS's status.
4. As long as an ATS is deemed to be contagious by a physician, that student will not be allowed to attend his/her clinical education experience. By the ATS contacting his/her preceptor and ATP faculty promptly, appropriate remediation can be facilitated.
5. In the event there is a prolonged communicable illness and the student cannot finish the required clinical experience hours or required coursework, a grade of "I" (incomplete) will be granted and the student will be allowed to make-up the work in the following semester.
6. The costs associated with the referral to a medical center and any additional medical care will be the responsibility of the ATS's primary insurance and the student themselves.

Confidentiality/HIPPA

Athletic trainers and ATS are placed in a situation where they have access to private and privileged information. The NATA Code of Ethics and BOC Standards of Professional Practice requires athletic trainers to keep a high standard when it comes to confidentiality. Please respect

the confidentiality of all student-athletes/patients at on-campus or off-campus sites. The student-athlete/patient's medical records are confidential and **MAY NOT** be released without written consent from the student-athlete/patient. An ATS is not allowed to release information to **ANYONE** unless directed to do so by a supervising preceptor.

An ATS may hear things about student-athletes, patients, coaches, and/or colleagues. This is where professionalism, confidentiality, and ethics are tested. It is a good practice and required that athletic training students do not repeat things that are heard or observed about student-athletes, patients, coaches, or colleagues. This includes talking or gossiping amongst fellow athletic training students. If there is concern or need to talk about a student-athlete/patient, then the ATS should seek a supervising clinical instructor in whom they can confide. One exception is the discussion of a student-athlete/patient's injury or illness when a clinical instructor chooses to utilize it as learning experience for the ATS. Keep in mind that this information is still confidential and should be treated accordingly.

If an ATS violates the confidentiality policy they will be suspended from their clinical education experience, which will result in an incomplete grade in the corresponding athletic practicum course.

A confidentiality agreement will be provide in the *Athletic Training Clinical Competency Package* each fall for athletic training students must read and sign. If an ATS chooses not to sign this agreement then they are also choosing not to be a part of the Athletic Training Program. By signing this agreement the ATS is simply agreeing to respect and honor the confidentiality of the student-athletes, patients, coaches, athletic trainers, and other support staff associated with the ATP at SVSU. This includes all on-campus and off-campus sites.

To abide with this policy one must only:

1. Discuss patient/student-athlete information with authorized personnel only and only in a private location where unauthorized persons cannot overhear.
2. Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records or information.

3. Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
4. Omit the patient/student-athlete's name and other unique identifiers when using case reports or hypothetical situations for educational or training purposes.
5. Verify with the patient/student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.
6. Screen requests for access to all patient/student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
7. Never release patient/student-athlete medical records and other confidential information to external sources. Release of medical and other confidential information is the responsibility of the paid athletic training staff.
8. Use appropriate information security procedures for users of electronic information systems.

See Appendix E for the Confidentiality Agreement that all ATS are required to read, sign, and submit for their file.

Documentation

Documentation is important in many ways. Although time consuming, the ATS should participate in documentation as assigned by your clinical instructor. The appropriate forms will be provided at each clinical education site. All medical documentation should be written legibly and in ink using proper medical terminology. The following is an example of one method to utilize when out at your clinical education sites. Remember that all **RECORDS ARE CONFIDENTIAL AND SHALL NOT BE DISCUSSED WITH ANYONE ACCEPT YOUR PRECEPTOR.**

Romantic Relationships with Athletes

A voluntary, intimate, romantic, or sexual relationship between an ATS and a student-athlete (SVSU and Delta college ONLY) is not prohibited (when they are both of legal age according to

the state). When athletes are not of legal state age it is ***ILLEGAL*** to engage in voluntary, intimate, romantic, or sexual relationship. When a consenting relationship exists, ATS must inform his or her immediate supervisor to ensure that the ATS is **NOT** placed in a position where a conflict of interest may exist. A conflict of interest exists when the ATS is assigned to the same sport as the student-athlete with whom he/she has the relationship. In these situations, the ATS shall be removed from that sport assignment and transferred to another assignment at the discretion of the supervising preceptor and/or ATP faculty. Violations of this policy by an ATS will result in disciplinary action.

Romantic Relationships with Coaches and Patients

A voluntary, intimate, romantic, or sexual relationship between an ATS and a coach or patient is prohibited during a clinical education experience. Once the clinical education experience is over consenting adults can behave as they choose. However, a relationship with a SVSU coach is **UNACCEPTABLE**.

Romantic Relationships with Preceptors

A voluntary, intimate, romantic, or sexual relationship between an ATS and preceptor or is prohibited and will be remain prohibited until the ATS has graduated from the ATP at SVSU.

Participation in Extracurricular Activities

Students in the ATP are encouraged to participate in extracurricular activities (i.e., intramurals, part-time jobs, athletics, fraternity/sorority) as part of the collegiate experience. However, the student **MUST** meet all requirements of the clinical practicum courses, clinical education experiences, and clinical hours to remain in the ATP and be eligible for graduation. These requirements are part of the academic curriculum of the ATP program and must be the primary or first priority. Using work as an excuse for missing class, clinical education experiences, or being unable to complete clinical education hours at any clinical education site IS NOT an acceptable.

For ATP students who participate in varsity or club athletics, additional responsibilities occur. Due to the rigor of the ATP a student may only participate in **ONE** varsity or club sport during

the academic year unless special permission is granted by the Program Director. To prevent a conflict of interest, the ATP student will **NOT** obtain clinical education experiences on the team that s/he participates.

Students participating in varsity or club athletics at SVSU **MUST** sign an agreement, along with their head coach, delineating the expectations of the ATS, both in and out of the regular athletic season. See Appendix F for the *Varsity/Club Athletic Participation by Athletic Training Students* contract.

This contract be signed and submitted for the student's file by September 15 of **EACH** academic year following formal admission to the ATP. During the year in which the student-athlete applies for admission to the ATP, a copy of this contract must accompany the program application.

Obtaining Additional Athletic Training Experience

There will be many opportunities to obtain athletic training experience outside of the formal clinical education assignments, however these experiences are voluntary and will not count toward the required 150 clinical education experience hours. It should also be noted that the ATS liability insurance policy will not be enforced during these experiences outside of the formal clinical experiences. These opportunities may be coordinated through each individual clinical instructor or SVSU faculty and staff.

Student Conference Report - Violation of Athletic Training Policies and Procedures

If a student fails to attend a clinical education experience, behaves in an inappropriate manner, deviates from the ethical standards of conduct, or violates any of the rules in the handbook, at the affiliated site, or within the *Athletic Training Clinical Competency Package* the ATS is subject to a disciplinary actions (suspension or dismissal). Multiple written warnings for the same offense can result in clinical education experience or program suspension or dismissal. The following protocol will be followed for a student's failure to attend his/her clinical education experience:

1. After the first infraction, a conference will be scheduled between the ATS and the preceptor to discuss the incidence and come to a resolution. The ATS will be given a verbal warning by the preceptor.

2. After the second infraction, a conference will be scheduled between the ATS and the preceptor to discuss the incidence and come to a resolution. The ATS will be given a written warning by the preceptor.
3. After the third infraction, a conference will be scheduled between the AST, preceptor, and coordinator of clinical education to discuss the incident and come to a resolution. In addition, the student's clinical hours for the next 7 days will not be counted towards their clinical hours. The ATS, preceptor, and coordinator of clinical education will complete and place a copy of the *Student Conference Report*, and the report will in the student's file.
4. After the fourth infraction, a conference will be scheduled between the ATS, preceptor, coordinator of clinical education, and AT program director to discuss all incidents. A fourth infraction is grounds for possible dismissal from the ATP program. A *Student Conference Report* will be completed and placed in the student's file.

See Appendix G for a copy of the *Student Conference Report*.

Grievance Procedure

The ATP faculty recognizes the rights of students enrolled in the ATP to express grievances and attempts to seek solutions and answers to problems, complaints, or injustices arising from the day-to-day working relationships and differences which may occur between student, faculty or administration. Whenever a misunderstanding or problem exists, ATS are urged to discuss the situation immediately with their classroom instructor, preceptor, and ATP faculty and staff in a calm and constructive manner. Small problems and poor communication tend to become large problems, and are harder to resolve when not discussed with an individual who can correct them in a timely fashion. This grievance procedure is intended for use by the ATS in both the clinical and classroom areas.

Process of Informal Resolution

1. Initial conference with faculty or preceptor.
2. If no resolution is reached, then meet with AT program director and/or coordinator of clinical education depending on the nature of the situation.

3. If no resolution is reached, then student is referred to College of Health and Human Services (CHHS) Student Conduct Committee.
4. If no resolution reached, then meet with Department Chair, Kinesiology (John Lowry; jlowry@svsu.edu).
5. If no resolution reached, then meet with Assistant Dean, College of Health and Human Services (Jeremy Knous; jknous@svsu.edu).
6. If no resolution reached, then meet with Dean, College of Health and Human Services (Dr. Judith Ruland; jruland@svsu.edu)

ATP Sanctions

1. Warning – regarding conduct.
2. Probation – must show improved conduct during this period.
3. Suspension – temporary or permanent separation from the ATP.
4. Personal Development Sanctions – may require counseling or remediation.
5. Temporary Interim/Emergency Sanctions – if potential for harm exists.

Expulsion/Dismissal

- Permanent termination from the ATP
 - Infliction of bodily harm to anyone.
 - Noncompliance with policies regarding patient care.
 - Performance of patient care activities that exceed the ATS's scope of practice.
 - Infliction of emotional or mental distress to whom
 - Substantial disruption of clinic or classroom activities.
 - Presenting a threat to the stability and continuance of ATP functions
 - Being convicted of a felony.

Termination/Withdrawal/Readmission

- Inactive status – withdraw in writing
- Termination – case by case
 - Must wait one full year for readmission
- Readmission

- Upon approval of ATP faculty
- If space in program allows

Qualities and Traits of a Saginaw Valley State University Athletic Training Student

There are characteristics, which athletic training students can attain by learning from and interacting with other professionals. Students of the ATP will receive daily guidance with regard to facing new challenges, intellectual growth, and conduct/behavior. Each day in the clinical education setting students will come closer to valuing and demonstrating these qualities which are important for success as an Athletic Trainer.

As part of your experiences at SVSU we hope to create students who demonstrates the qualities of RARE students.

- **Responsibility**
 - This is the ability of the student to demonstrate responsibility to self, peers, and the instructor by making moral decisions (concerned with correct conduct) while remaining reliable and dependable.
 - As a responsible student:
 - Peers are able to trust and depend on you. That is, you are reliable and complete task and projects when they were supposed to be done.
 - Make rational and appropriate decisions in your own best interest during the semester in order to allow YOU to excel professionally.
 - Make rational and appropriate decisions in your best interest during the semester in order for YOU to excel personally.
- **Accountability**
 - This is the ability of the student to demonstrate to themselves, peers, and instructors the ability to be obliged to account for your own action(s) and/or lack of action(s). For example:
 - Accepting the consequences when you are at fault, rather than blaming others for your inaction.
 - Taking time to reflect on actions and inactions during academic and clinical education experiences.
 - Accepting corrective feedback and criticism, with the understanding that

when it is offered it is in your best interest.

- **Respectfulness**

- This is the ability of the student to demonstrate to themselves, peers, and instructors a minimal level of courteousness, feeling of friendship, level of being respected, sense of worth and dignity, and concern for one's academic, professional, and personal well-being.

- **Excellence**

- By virtue of engaging in the first three behaviors, the RARE student will hopefully demonstrate a degree of excellence or the "State or Quality of Excelling." This is ultimately why students are enrolled in higher education, to reach the highest level of achievement.

Appendix A

Clinical Education Guidelines

Saginaw Valley State University
Department of Kinesiology
Athletic Training Program Clinical Education Guidelines

When an athletic training student (ATS) is assigned to a preceptor it is essential that all parties involved understand that the ATS is in the clinical education setting to learn and participate in patient care under the **DIRECT SUPERVISION** of a preceptor. Athletic training students are **NOT** there to simply provide a free service to patients and support personnel, act as medical responder or to serve as a replacement for a full-time athletic trainer. The responsibilities of the ATS and preceptor are provided in the document below.

The **ATS's** and **preceptor's** responsibilities include:

1. Understanding that clinical education must follow a logical progression that allows for increasing amounts of clinically supervised responsibility and direct patient care thereby leading to autonomous critical thinking and clinical decision making upon graduation.
2. The clinical education experience must reinforce the sequence of formal instruction of athletic training knowledge, skills, and clinical abilities, including clinical decision-making.
3. Understanding that clinical education must provide ATS with authentic, real-time direct patient care in order to integrate athletic training knowledge, skills, and clinical abilities, including decision-making and professional behaviors required of the profession in order to develop proficiency as an Athletic Trainer.

The **ATS's** responsibilities include:

4. Placing a priority on **academic work**, but not neglect commitments made to the affiliate site.
5. **Communicating** with your preceptor/classroom instructor regarding daily clinical experience opportunities and scheduling.
6. Practicing competencies with your preceptor/peers to develop skill proficiency, critical thinking and clinical decision making.
7. Mentoring and teaching lower level students in the program (where and when applicable) when at an affiliate site.
8. Applying critical thinking, communication, and problem solving skills in making appropriate clinical decisions that directly affect patient care and outcomes.
9. Being prepared for proficiency assessments on a **DAILY** basis while at the affiliate site.
10. Obtaining ATP clinical experiences during scheduled direct patient care supervision by your preceptor.
11. Performing skills **ONLY** learned and assessed and when directly supervised by your preceptor, allowing for autonomy and self-initiative.
12. Being willing to learn about variations in applying the same technique or skill.
13. Providing honest, constructive feedback of the ATP clinical experience through the preceptor and site evaluations, completed at the end of each rotation.

The **preceptor's** responsibilities include:

14. Accepting ATS assigned to his/her facility without discrimination.

15. Accepting ATS for no less than 6 hours/week and no more than 20 hours/week unless reviewed with and agreed upon by the ATP program faculty.
16. Providing students with a least one day off during every 7-day time period.
17. Providing **DIRECT SUPERVISION** in the context of direct patient care, which is defined as direct visual and auditory interaction between the preceptor and the ATS while allowing for graduated ATS autonomy.
18. Providing supervised opportunities for ATS to actively participate in direct patient care related to developing clinical integration proficiencies, communication skills and clinical decision-making during actual patient care.
19. Providing assessment of ATS clinical integration proficiencies, communication skills and clinical decision-making during actual patient care.
20. Assisting in administering the *Patient Satisfaction Survey* for improved patient outcomes by the ATS.
21. Ensuring ATS **ONLY** perform skills he/she has learned and been assessed on in prior courses or by the preceptor.
22. Completing and documenting the Clinical Integrated Proficiencies found in this document.
23. Providing supervised opportunities for ATS to actively participate in patient care related to interprofessional clinical care.
24. Providing supervised opportunities for ATS to actively participate in experiences with the medical director or team physician when appropriate.
25. Allowing ATS an opportunity to answer his/her own questions using critical thinking and problem solving skills.
26. Guiding the ATS in using communication skills and developing professional and ethical behaviors.
27. Assessing the ATS on practicum related competencies and the clinical experience level of the ATS.
28. Providing ongoing feedback to assist in developing proficiency in skills related to the practicum course, clinical experience level and compliance with the program's policies and procedures.
29. Demonstrating **professional behaviors** required of the profession and of an athletic trainer as defined by the *BOC Standards of Professional Practice* and the *NATA Code of Ethics*.

I, _____, understand the Clinical Education Guidelines as provided above.

Student's Signature

Date

Preceptor's Signature

Date

Appendix B

Change of Clinical Assignment Form

**Saginaw Valley State University
Department of Kinesiology
Athletic Training Program**

Change/Addition of Clinical Assignment

Student _____ Date _____

Current Clinical Assignment _____

Proposed Clinical Assignment _____

Reason for change or addition

Student Signature/Date

Current Preceptor Signature/Date

Proposed Preceptor Signature/Date

Clinical Coordinator or Program Director Signature/Date

Appendix C

Bloodborne Pathogens Post-Exposure Procedures

**Saginaw Valley State University
Department of Kinesiology
Athletic Training Program**

Bloodborne Pathogens Post-Exposure Procedures

This information is designed to assist ATS to respond correctly after an occupational exposure to human blood, ensure compliance with the OSHA Bloodborne Pathogens Standard, and facilitate timely resolution of workers compensation claims resulting from exposures.

- **What is an occupational bloodborne pathogen exposure?**
 - An occupational bloodborne pathogen exposure is contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

- **What are the possible exposure methods?**
 - **Methods of exposure:** An occupational exposure to human blood other potentially infectious material occurs in one or more of the following ways:
 - A stick with a contaminated sharp object (i.e., needle)
 - A splash to the eyes, nose, or mouth (i.e., mucous membrane)
 - A contact with non-intact skin (i.e., cut on hand)
 - Prolonged contact with intact skin

- **Post Exposure Procedures**
 - Involving a needle stick or other potential exposure to a bloodborne pathogen by an employee, student intern, or assigned volunteer.
 - **Cleanse the wound** and surrounding area with soap and water (for a needle stick), or flush eyes, nose or mouth with copious amounts of tap water (for a splash to the face).
 - **Inform your preceptor so they can call the appropriate infection control/blood exposure triage staff on duty**, and alert them to expect you for immediate evaluation and treatment (an evaluation should be within two hours of exposure).
 - **Request the source individual** to complete the Consent or Refusal (By source individual) for HIV, HBV, and HCV Infectivity Testing form, if appropriate. (Once the source individual gives consent for testing, your department is responsible for coordinating blood testing.)

- **What are the exposed bloodborne individual's responsibilities?**
 - The exposed individual is responsible for:
 - Becoming familiar with post-exposure procedures before an exposure occurs
 - Obtaining medical treatment and follow up. (See "Post Exposure Procedures" above)
 - Completing necessary forms
 - Notifying his/her supervisor or clinical instructor of your exposure

- **What are the responsibilities of the supervisor?**
 - The supervisor or clinical instructor is responsible to:
 - Becoming familiar with these procedures before an exposure occurs
 - Knowing the location of the nearest health care provider able to perform post-exposure evaluation and treatment
 - Having available rapid access to the health care provider's telephone number

Appendix D

Directions for Criminal Background Check

Directions for Criminal Background Check

1. **Complete Section II** and sign the attached –**LIVESCAN FINGERPRINT REQUEST** form and then print. You can type your responses into the document.
2. Contact the Saginaw County Sheriff to be sure they are taking prints on the day you want them done. They finger print- Monday-Friday 8:00 am - 4:00 pm. The phone number- (989) 790-5420.
3. Go to the Record Office for the Sheriffs Office at [618 Cass Street, Saginaw, MI 48602](#). The background check will take 15-30 minutes to complete depending on wait time. Thirty minute parking is available in front of the Cass Street entrance. If parking isn't available in front, the side streets declare designated two-hour parking spots in the road.
4. Bring with you **\$70.00 in cash**, the **completed LIVESCAN FINGERPRINT REQUEST**, and **picture ID** (license).
5. They will provide you a copy of a new **LIVESCAN FINGERPRINT REQUEST**- this **MUST** be brought back to me.

LIVESCAN FINGERPRINT REQUEST

Return completed form after fingerprint capture to:
Employer or state licensing authority ***

I. CJIS Information: Type or clearly print answers to all fields.	
1. Date Printed	2. Picture ID Type Presented
3. TCN Number	4. Live Scan Operator
5. Requesting Agency ID	6. Agency Name

II. Applicant Information: Type or clearly print answers to all fields.		
1a. First Name	1b. Middle Initial	1c. Last Name
2. Date of Birth	3. Race	4. Sex
5. Address		
6. City	7. State	8. ZIP Code

Fingerprint Reason
Code:

I understand the personal information and fingerprints submitted by live scan are used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above.

I further understand MSP and the FBI may also retain the submitted information and fingerprints as permitted by the Federal Privacy Act of 1974 (5 USC § 552a(b)) for routine uses beyond the principal purpose listed above. Routine uses include, but are not limited to, disclosures to: governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security, or public safety.

Signature: _____ **Date:** _____

28 CFR §16.34- Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

****DISCLAIMER: ALL FINGERPRINTS PROCESSED WITH INCORRECT FINGERPRINT CODES ARE THE RESPONSIBILITY OF THE REQUESTING AGENCY. MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT FINGERPRINT CODES. ****

AUTHORITY: MCL 28.214, MCL 28.273 & MCL 28.162

COMPLIANCE: Voluntary, however failure to complete this Agreement will result in denial of request.

Appendix E

Confidentiality, Privacy, and Security Agreement

**Saginaw Valley State University
Department of Kinesiology
Athletic Training Program**

Confidentiality, Privacy, and Security Agreement

Saginaw Valley State University's Athletic Training information systems and those at affiliate sites contain confidential information pertaining to patients/student-athletes, health care professionals, and the Athletics Department(s). These systems may include computer hard drives, removable media storage mediums, filing cabinets, and medical records. This information is required by law to be protected, and thus imposes many obligations. This agreement is established to inform individuals who use these resources of their responsibilities and to secure their agreement to abide by the associated policies.

I WILL:

- Only disclose information, verbally and in written form, to those authorized to receive it.
- Respect the privacy and rules governing the use of any information accessible through an information system or computer network and only utilize information necessary for performance of my job.
- Report any violation of confidentiality of computer usage policies.
- Respect the ownership of proprietary software.
- Respect the finite capability of the systems and limit my use so as not to interfere unreasonably with the activity of others.
- Abide by all the procedures and policies established to manage the use of the system.

_____ Student Initials

I WILL NOT:

- Exhibit or divulge the contents of any record or report except to fulfill a work assignment.
- Attempt to access information by using a user identification code or password other than my own.
- Remove any records, reports, or copies from their storage location except in the performance of my duties.
- Release my user identification code or password to anyone or allow anyone to access or alter information under my identity.
- Use these resources to engage in illegal activities, or harass anyone.
- Allow unauthorized use of information maintained, stored or processed by SVSU Athletic Training or affiliate clinical sites.
- See personal benefit of, or permit others to benefit personally by any confidential information or use of equipment available through my clinical assignment.
- Remove any documents from Athletic Training or other clinical facilities, for any reason, without prior consent from my supervisor.

_____ Student Initials

I UNDERSTAND:

- That the information accessed through all medical information systems contains sensitive and confidential patient, business, financial, and employee information.
- That I may access health information on myself, but must have specific authorization to access information on anyone else.
- That I am responsible for logging out of computer information systems and will not leave unattended a display device to which I have logged on.
- That all access to medical information systems will be monitored.

- That my user identification code and password are the equivalent of my signature and that I am accountable for all entries and actions recorded under them.
- That my obligation under this agreement will continue after termination of my employment and that my privileges are subject to review, revision, and renewal.
- That violators of this agreement will be denied access to information systems (electronic or otherwise), subject to disciplinary action (including termination/removal from the program) and may be subject to penalties under state law and federal law and regulations.

_____ Student Initials

I AM FULLY AWARE:

- SVSU Athletic Training and affiliate clinical sites purchase or license the use of copies of computer software from a variety of outside companies.
- SVSU Athletic Training and affiliate clinical sites do not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
- With regard to the use on local area networks or on multiple machines, students shall use the software only in accordance with the license agreement.
- Clinical supervisors learning of any misuse of software or related documentation within the department shall notify the Head Athletic Trainer and/or Athletic Training Program Director immediately.
- According to the US Copyright Law, illegal reproduction of software can be subjected to civil damages of as much as \$100,000 per work copied and criminal penalties, including fines and imprisonment. Athletic Training students who knowingly make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances and may include termination/removal from the program. The Athletic Training Program does not condone the illegal duplication of software.

_____ Student Initials

By signing, I pledge that I have read, understand, and will comply with Saginaw Valley State University's ATP Confidentiality, Privacy, and Security Agreement.

Student Signature

Date

Print Name

Appendix F

Varsity/Club Athletic Participation by Athletic Training Students

**Saginaw Valley State University
Department of Kinesiology
Athletic Training Program**

Varsity/Club Athletic Participation by Athletic Training Students

Athletic Training students who participate in varsity or club sports must review and sign this form along with the head coach of their team **EVERY** academic year. Students are expected to meet **ALL** of the requirements of the athletic training program, including clinical hour and service hour requirements, despite sport commitments.

The Athletic Training Faculty will work with the athletic training student in an attempt to find clinical education experiences particularly during the active season, which minimally conflict with the sport, but recognize that this is difficult and not always possible. During the off-season we ask the athletic team to work with the athletic training student in an attempt to find time to allow for completion of the clinical education experiences.

The purpose of this form is:

1. To ensure that Athletic Training Students abide by our policy of participating in only one sport, as stated in the current SVSU Athletic Training Student Handbook. This is to help assure the student that he/she will obtain a minimum level of clinical proficiency necessary to be successful and marketable in the field.
2. So that the Athletic Training faculty can make the necessary clinical assignments both on and off-campus, allowing the student to meet the minimum course and graduation requirements.
3. So that the Athletic Training student can obtain a variety of clinical experiences in a variety of clinical settings. Students who participate in more than one sport can obtain very little to no quality clinical experiences. Even a student who participates in only one sport limits his/her exposure to certain clinical education experiences.

This is to certify that I, _____, understand the policy explained above. I am declaring that I will be participating in _____ during the current academic year. I am responsible for meeting all of my classroom and clinical expectations.

Student Signature

Date

This is to certify that I, _____, head coach of SVSU's

_____ team, understand the policy explained above and will support the above-named student in pursuit of their educational goals.

Head Coach Signature

Date

Appendix G

Student Conference Report

**Saginaw Valley State University
Department of Kinesiology
Athletic Training Program**

Student Conference Report

Student _____ Date _____

Date of Incident _____ Date of Conference _____

Persons Present at Conference: _____

Place of Occurrence

Incident (be specific, include date, times, etc.)

Action to be taken:

1st WRITTEN 2nd WRITTEN SUSPENSION TERMINATION

Comments:

I have seen the statement of the incident. I have discussed this matter with the instructor. My signature represents this discussion.

Student Signature/Date

Preceptor Signature/Date

Coordinator of Clinical Education Signature/Date

Program Director Signature/Date

**Saginaw Valley State University
Department of Kinesiology
Athletic Training Program**

Athletic Training Program Handbook Student Agreement

I have downloaded/received a copy of the 2014-2015 *Saginaw Valley State University Athletic Training Program Student Handbook*. The entire contents of this handbook discussing the policies and procedures of the Athletic Training Program have been read and understood.

I intend to comply fully with the policies and procedures stated above and in the *Saginaw Valley State University Athletic Training Program Student Handbook* as prescribed by the Athletic Training Program and Saginaw Valley State University. Failure to follow the above rules, regulations, and guidelines can result in disciplinary measures, and/or not completing the major in the desired time frame. I also understand my rights and responsibilities as a student in Saginaw Valley State University Athletic Training courses and/or clinical education experiences.

Student's Full Name (Printed)

Student Signature

Date