



UNIVERSITY OF
**NORTHERN
COLORADO**

Athletic Training Program

**Athletic Training Student Handbook
2018 - 2019**

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INTRODUCTION

This handbook outlines the requirements and expectations for students enrolled in the University of Northern Colorado Athletic Training Education Program (ATP). This handbook is revised annually and each new edition supersedes all previous editions. The most recent edition is available on the ATP website at www.unco.edu/uncats.

MISSION

The mission of the University of Northern Colorado ATP is to provide a comprehensive educational experience and a strong clinical foundation to prepare the successful undergraduate student to enter the allied health profession of athletic training.

GOAL

The goal of the University of Northern Colorado's Undergraduate Athletic Training Program is to develop quality athletic training students that will contribute and be active in the athletic training profession, and to promote a positive attitude of healthful living and health care to the physically active across the lifespan.

OUTCOMES and OBJECTIVES OF THE ATP

- **Outcome 1:** Demonstrate academic competency and clinical proficiency within the domains of athletic training.
 - ✓ Objectives:
 - Students will critically analyze and apply the practical knowledge and skills in management of injuries to active individuals of diverse population.
 - Students will critically analyze and apply the practical knowledge and skills in management of illnesses in active individuals, of diverse populations.
 - Students will critically analyze and apply the practical knowledge and skills in athletic training organization & administration.
- **Outcome 2:** Synthesize knowledge of basic science, research methodology, and evidence based research related to athletic training, to answer clinical questions and guide clinical practice.
 - ✓ Objectives:
 - Student will develop answerable clinical questions relevant to injuries and illnesses in active individuals of diverse populations.
 - Students will access and successfully interpret healthcare related data.
 - Students will apply sound evidence to implement safe and effective clinical practice.
- **Outcome 3:** Model culturally competent, inter-professional interaction within the health care community.
 - ✓ Objectives:
 - Students will effectively communicate with all patients using verbal, written, and technological communication skills necessary for success in clinical practice.
 - Students will interact with health care professionals other than athletic trainers while demonstrating appropriate professional behaviors.
 - Students will collaborate with health care professionals from multiple disciplines to provide appropriate patient care and develop appropriate inter-professional attitudes.
- **Outcome 4:** Engage in the field of athletic training or be prepared for graduate study.
 - ✓ Objectives:
 - Students will successfully complete the BOC exam process.
 - Students will develop professional attributes consistent with a practicing athletic trainer.
 - Students will obtain employment as an athletic trainer upon graduation.
- **Outcome 5:** Provide comprehensive educational experiences that are effective in preparing the graduate to enter the profession of Athletic Training.
 - ✓ Objectives:
 - The program will demonstrate high quality of didactic instruction in all AT courses.
 - The program will demonstrate high quality of clinical instruction in all clinical experiences.



ACADEMIC PROGRAM

Overview

The UNC ATP is recognized as a major in the School of Sport and Exercise Science (SES) in the College of Natural and Health Sciences (NHS), culminating in the awarding of a Bachelor of Science degree in Athletic Training. Entry into the clinical phase of the ATP is selective and competitive. Declaration of Seeking Athletic Training as a major does not assure admission into the clinical phase of the ATP. The ATP is comprehensive and includes both didactic (classroom) and clinical education elements. These two elements should not be considered separate entities. They should be viewed as intimately linked and essential to the overall goal of the best Athletic Training education possible. The didactic portion of the ATP focuses on the theory and knowledge behind the practice of Athletic Training. The clinical portion focuses on the “real-world” application of didactic knowledge. Without the clinical portion, the classroom portion has little value because there is no correlation or application possible. Likewise, without the didactic knowledge, the clinical portion is of little value because application without background knowledge is ineffective.

Students should place equal priority on success in both portions of the ATP. To this end, students should understand that their supervised clinical experiences are part of their educational curriculum. Likewise, students should never think of themselves as “working” or covering a sport or being the assigned Athletic Training provider for a sport. Instead, they should think of themselves as Athletic Training Students assigned to a specific clinical instructor who will supervise and mentor the clinical experiences within a specific clinical setting or settings. This clinical experience will involve some student autonomy in activities as well as some collaboration in decision-making between the ATS and clinical instructor, but students should never be the primary person responsible for the care of an athlete or team. All student decisions must be supervised.

Accreditation Status

The UNC ATP was established in the 1960's, and was developed into the clinical program by the late NATA Hall of Fame member Dan Libera. In 1988, the UNC program was recognized by the National Athletic Trainers Association (NATA), and in 1990 the NATA approved the UNC program as an undergraduate curriculum program. In the year of its inception, 1995, the Committee on Accreditation of Allied Health Education Programs (CAAHEP) accredited the UNC Athletic Training Education Program. It maintains its accreditation to this day, although under the new Commission on Accreditation of Athletic Training Education (CAATE). The UNC program, recently re-accredited through 2016, is the longest standing athletic training program in the state of Colorado.

Admission Requirements

ADMISSION CRITERIA:

Admission to the ATP occurs in the Spring semester of each school year. Applications are submitted in mid-November of the Fall semester preceding desired admission. Following admission, the student must complete 5 consecutive and sequential semesters in order to complete the program. Acceptance into the ATP is a competitive process. Application procedures are outlined and described in detail in SES 281 (Introduction to Athletic Training). To be considered for admission into the ATP, each applicant must complete all of the following:

Application: An application to the ATP must be completed and included as the cover sheet of the application packet.

Current Emergency Cardiac Care (ECC) certification: All students must provide evidence of current certification in ECC as an admission requirement of the ATP. ECC certification must be of a level consistent with the requirements of the Board of Certification (BOC). A list of approved ECC certifications can be found at www.bocatc.org. A photocopy of each certification card should be included with the application packet.

Prerequisite courses: Completion of, or current enrollment in, the following courses is required:

- SES 281: Introduction to Athletic Training
- PHYS 220 Introductory Physics I
- SES 220: Anatomical Kinesiology
- FND 210: Medical Terminology
- BIO 110: Principles in Biology
- BIO 245: Intro to Human Anatomy and Physiology **OR** BIO 350: Human Anatomy

These courses must be completed with a grade of C or better (C- is not acceptable) as an admission requirement of the ATP

Grade Point Average: Students applying to the ATP must have a cumulative UNC GPA of 2.8 or higher at the time of application. Enrollment in the ATP will be contingent upon the same required 2.8 cumulative GPA at the end of the Fall semester, prior to beginning clinical rotations.

Observation Hours: Students applying to the ATP are required to complete 40 hours of observation sessions in the Athletic Training Room. These will take place in conjunction with SES 281 in the Fall semester. Performance in these observations will be evaluated by UNC preceptors as well as a current UNC ATS.

Letters of Recommendation: Each student must include three (3) letters or recommendation with their application packet. Students are strongly encouraged to obtain letters from faculty and allied health professionals with whom the student has had professional interaction. Letters should convey the potential for success of the student in the ATP. Letters from family, friends, and employers are accepted, but not recommended.

Interview: Only those students completing all the prerequisite requirements will be invited for an interview. The interview process will carry the greatest weight in the selection process. This portion of the application is intended to identify those students who are dedicated to becoming athletic trainers and possess the technical standards necessary to become a successful athletic trainer.

TECHNICAL STANDARDS FOR ADMISSION:

The UNC program is a rigorous and intense program that places specific requirements and demands on the students enrolled. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the 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 body. All students admitted to the ATP must read, understand, and agree to the technical standards document. The technical standards document can be found in Appendix II of this handbook as well as on the program website.

TRANSFER STUDENTS:

Students transferring from other institutions are encouraged to apply to the ATP. To be eligible for admission, transfer students must meet all of the pre-requisite requirements described above. Observation hours obtained at locations other than this institution will not be accepted and counted towards the admission requirements. Likewise, clinical sequence courses completed at other institutions will not be accepted at this institution. To ensure that you are eligible to apply for admission, students are encouraged to meet with the ATP faculty prior to transfer to the University. In most cases, transfer students will be admitted into a new cohort of students and must complete the 5 semester clinical phase of the ATP. Each transfer situation will be evaluated on a case-by-case basis.

APPEALS PROCESS:

Should an eligible student not be selected for admission to the ATP, he/she may appeal that decision to the ATP Retention and Review Committee (RRC). Such appeal should be requested in writing to the program director no later than 5 pm on the Wednesday of the week preceding the start of the Spring semester in which the new cohort is scheduled to begin. The decision of the RRC with regard to admission to the program will be final. Students not selected for admission are encouraged to schedule a meeting with the program director to discuss options. Students may re-apply the following year. There is no limit on the number of times a student may apply.

Didactic Education

OVERVIEW & PHILOSOPHY

Education is an active and reciprocal process by which the student constructs an education by consuming, organizing, and applying information and experiences made available to them. It is not something that can be given to a student. In other words, a student will only get out of their didactic education, what they put into it. The only way to succeed in this program is for a student to take control of his/her education and to take advantage of every educational opportunity to learn and improve. All instructors involved in the ATP go to great lengths to provide students with the most current and comprehensive educational materials. However, it is the student, and only the student, who controls their educational success. To the same extent, this didactic education is of no value to the student without a clinical correlation. Students cannot become good practitioners with only exposure to ideas and concepts. Those ideas and concepts must be experienced clinically and practically in order to cement them into learning.

REQUIRED COURSEWORK

Required Major Core Credits – 71-72 hours

- SES 220 Anatomical Kinesiology (4)
- SES 281 Introduction to Athletic Training (4)
- SES 322 Exercise Physiology I (3)
- SES 323 Motor Learning and Development (3)
- SES 324 Exercise Physiology II (3)
- SES 331 Biomechanics (3)
- SES 333 Psych. Anal. of Sports, Exer. & Phys. Activity (3)
- SES 381 Clinical Practicum in Athletic Training Level I (3)
- SES 382 Clinical Practicum in Athletic Training Level II (3)
- SES 383 Clinical Practicum in Athletic Training Level III (3)
- SES 480 Adv. Funct. Assessment of Str. & Cond. (3)
- SES 481 Clinical Practicum in Athletic Training Level IV (3)
- SES 482 Clinical Practicum in Athletic Training Level V (3)
- SES 485 Mechanisms and Evaluation of Sports Injury (5)
- SES 486 Clin. Methods of Sports Injury Rehabilitation (4)
- SES 487 Therapeutic Modalities (3)
- SES 488 Athletic Training Administration (2)
- SES 489 Medical Conditions (2)
- BIO 245 Introduction to Human Anat. and Phys. (4)
- BIO 246 Advanced Human Anatomy and Physiology (3)
- or
- BIO 341 Human Anatomy (4)
- BIO 350 Human Physiology (4)
- FND 210 Medical Terminology (2)
- FND 455 Nutrition for Fitness and Athletic Performance (3)

Required Specified LAC Credits - 18 hours

- LAC area 2. Mathematics
 - STAT 150 Statistics for Health Sciences (3)
- LAC area 5. Social and Behavioral Sciences
 - PSY 120 Principles of Psychology (3) (5.e.)
- LAC area 6. - Physical and Life Sciences
 - BIO 110 Principles of Biology (4)
 - FND 250 Principles of Nutrition (3)
 - PHYS 220 Introductory Physics I (5)

Elective LAC Credits - 22 hours

Elective University-Wide Credits – 8-9 hours

A grade of "C" or higher is required in all required courses; the course must be retaken until a "C" is achieved.



SAMPLE FOUR-YEAR PLAN

This is a sample schedule and your specific course schedule is likely to be different. See your advisor for help in putting together your individual plan of study. The ATP is designed to be completed by full-time students in consecutive semesters. Students who wish to deviate from the usual sequence must first petition both their advisor and the ATP Program Director and submit a written plan that outlines, in detail, the manner in which they will complete the program. Petitions will be reviewed and considered, but no guarantee of approval is made for atypical plans of study.

Year One			
Fall Semester		Spring Semester	
Course	Hrs	Course	Hrs
Liberal Arts Core/Electives	6	Liberal Arts Core/Electives	3
ENG 122: College Composition (LAC 1a)	3	BIO 245: Intro. to Human Anat. & Phys.	4
BIO 110: Principles of Biology (LAC 6)	4	FND 210: Medical Terminology	2
PSY 120: Principles of Psychology (LAC 5c)	3	SES 220: Anatomical Kinesiology	4
SEMESTER TOTAL	16	STAT 150: Introduction to Statistical Analysis (LAC 2)	3
		SEMESTER TOTAL	16

Year Two			
Fall Semester		Spring Semester	
Course	Hrs	Course	Hrs
Liberal Arts Core/Electives	1	Liberal Arts Core	4
PHYS 220: Introductory Physics I (LAC 6)	5	SES 322: Exercise Physiology I	3
FND 250: Principles of Nutrition (LAC 6)	3	SES 381: Clinical Practicum in AT: Level I	3
SES 331: Biomechanics	3	SES 485: Mechanisms & Evaluation of Sport Injury	5
SES 281: Introduction to Athletic Training	4	SEMESTER TOTAL	15
SEMESTER TOTAL	16		

Year Three			
Fall Semester		Spring Semester	
Course	Hrs	Course	Hrs
Liberal Arts Core	3	Liberal Arts Core	3
BIO 246: Advanced Human Anat. & Phys.	3	SES 323: Motor Learning & Development	3
SES 333: Psychological Anal. of Sp., Ex., & PA	3	SES 324: Exercise Physiology II	3
SES 382: Clinical Practicum in AT: Level II	3	SES 383: Clinical Practicum in AT: Level III	3
SES 487: Therapeutic Modalities	3	SES 486: Clinical Methods of Sports Injury Rehab.	4
SEMESTER TOTAL	15	SEMESTER TOTAL	16

Year Four			
Fall Semester		Spring Semester	
Course	Hrs	Course	Hrs
Elective	1	Elective	5
FND 455: Nutrition for Fitness & Athletic Perf.	3	BIO 476: Medical Pharmacology	3
SES 480: Adv. Funct. Assessment of Str. & Cond.	3	SES 482: Clinical Practicum in AT: Level V	3
SES 481: Clinical Practicum in AT: Level IV	3	SES 489: Medical Conditions	2
SES 488: Athletic Training Administration	3	SEMESTER TOTAL	13
SEMESTER TOTAL	13		

*indicates pre-requisite course for admission into ATP



Clinical Experience and Education

OVERVIEW & PHILOSOPHY:

Clinical experiences are an integral part of any athletic training curriculum and the importance of these clinical experiences should be viewed on the same level as the didactic (classroom) portion. For this reason, all clinical experiences occur as a part of the *Clinical Practicum in Athletic Training* course sequence and academic credit hours are earned for them. These courses include both clinical education, in the form of in-class application of integrated care, as well as “real-world” clinical experiences where students engage in supervised clinical practice and gain experience. In order to be well prepared as Athletic Trainers, students must work diligently in the classroom to understand the material presented AND they must also work diligently in the clinical setting to apply their knowledge to real-world clinical situations and to develop a high level of clinical skill. Clinical experiences are NOT “work” experiences. Instead, they are educational experiences where classroom knowledge is applied in real-world settings. As such, students may not receive any monetary remuneration (excluding scholarships) during their clinical education experiences.

CLINICAL EXPERIENCE:

As a component of each semester’s *Clinical Practicum in Athletic Training* course (SES 381, 382, 383, 481, and 482), students typically obtain approximately 20-25 hours per week of clinical athletic training experience. Students are required to be given 1 day per week off from clinical experiences. Students must obtain a minimum of 150 hours in a semester and may not obtain more than 500 hours in a semester. The intent of the ATP is for students to average between 20-25 hours per week for the semester. Students will log their hours each week using ATrack Online and those hours will be reviewed weekly by the Clinical Education coordinator. It is the responsibility of the student to regularly and accurately log those hours in which they are engaged in supervised clinical experiences. If a student is consistently logging hours per week below 10 or in excess of 25, the student and their preceptor will be notified and adjustments to the student’s clinical hours must be made. Likewise, should a student not be given at least one day per week away from clinical experiences, the student and preceptor will be notified and accommodations must be made at the direction of the Clinical Education Coordinator &/or the Program Director.

These experiences will provide the athletic training student an opportunity for the practical application of athletic training knowledge and skills, under the direct supervision of a preceptor. The intercollegiate athletic program at UNC consists of 19 sports and related activities that serve as the primary clinical setting supplemented with other approved affiliate settings, including an out-patient sports medicine clinic as well as several High School settings. The minimum time period to complete the clinical experience requirements is 5 consecutive semesters.

CLINICAL ROTATIONS:

Each 16 week semester is divided into two separate eight (8) week rotations. First, second and third semester clinical athletic training students will rotate through two 8-week clinical rotations per semester. Fourth and fifth semester clinical athletic training students will typically, although not always, be assigned to a preceptor for the entire semester. All clinical experience rotations are subject to change at any time and are at the discretion of the Clinical Education Coordinator.

CLINICAL EDUCATION:

During the course of a semester, all clinical competencies and proficiencies assigned to each clinical course must be evaluated and passed as competent for the ATS to progress to the next clinical course. Failure to complete and pass assigned clinical course competencies will result in clinical suspension, until those clinically assigned course competencies are evaluated and passed. It is the ATS responsibility to work with the clinical course instructor to develop a plan to complete the course requirements. *Should an ATS fail to complete any assigned competencies for that semester, the ATS will not be allowed to continue the clinical course progression, and therefore, will be unable to progress in the ATP.*

Clinical Experience Student Requirements/Anticipated Costs

In order to ensure the protection of both the Athletic Training Student (ATS) and the patients that they will come in contact with during clinical experiences, the following items must be provided to the Clinical Education Coordinator (CEC).

- Signed Technical Standards Form
- Completed Health Center Clearance Form
- Proof of current Emergency Cardiac Care certification
- Proof of current approved Student Liability Insurance policy coverage
- Proof of completion of current blood borne pathogen / communicable disease policy education and training
- Completed Clinical Supervision Agreement Form

No engagement in any clinical experiences may begin until all items have been satisfactorily provided and both the student and preceptor are notified by the CEC that clinical experiences may commence.

TECHINICAL STANDARDS FORM:

The technical standards document can be found in Appendix II of this handbook as well as on the program website. By signing the document, the student verifies that they can meet all of the technical standards with or without accommodations. Should accommodations be required in order to meet any of the technical standards, the student must notify both the program and the University’s Disability Support Services (DSS). Upon notification, DSS will follow their internal processes in order to validate the need for accommodations as well as to determine the appropriate accommodations, if any are possible. Should a student’s health status change such that the student, with or without accommodations, cannot meet any of the technical standards, the student must notify the program immediately and the aforementioned involvement of DSS will occur.



HEALTH CENTER CLEARANCE FORM:

The program requires you to provide a signed copy of this form at the start of the clinical phase of the program in order for you to provide evidence that you have obtained all required immunizations. These immunization requirements are for the protection of both you and the patients you will come in contact with. This form must be taken to the UNC Student Health Center where they will review all of your required immunizations and will sign the form if all is in order. If the UNC Student Health Center does not have record of any of the listed immunizations, you will need to either provide them evidence or get those immunizations completed before they will sign that form. You can get any immunizations from any provider. If you choose to go to somewhere other than the UNC Student Health Center for any missing immunizations, be sure to get a copy of verification of the immunization to provide to the Student Health Center. The Student Health Center charges a \$25 administrative fee for reviewing this form. This fee is set by them and is consistent with all other health care programs on campus. Please see www.unco.edu/shc/immunization/immune.htm for more information regarding the University immunization requirements.

PROOF OF CURRENT ECC CERTIFICATION:

All students engaging in clinical education experiences are required to have and maintain current certification in Emergency Cardiac Care that is accepted by the BOC Inc. At all times, every Athletic Training student must have current ECC certification. Failure to do so will result in the removal of a student from a clinical experience and may create means for probation &/or disenrollment from the education program. Costs (approximately \$50 per certification need, depending on the provider) associated with certification are the responsibility of the student.

STUDENT LIABILITY INSURANCE POLICY COVERAGE:

The program requires all students to have and maintain Student Liability Insurance that covers your activities as an ATS. Information regarding where to find appropriate policies can be found at <http://www.unco.edu/uncats/clinical.htm#insurance>. If you wish to choose an insurance option that is not listed, it must be approved by the program as acceptable. The premium for most student policies is typically around \$40 for a 1 year term, with discounts available for members of the NATA, as well as multi-year term discounts. Costs associated with insurance are the responsibility of the student. Before you can begin clinical experiences, you must provide the program with a copy of proof of insurance.

CURRENT BLOOD BORNE PATHOGEN / COMMUNICABLE DISEASE POLICY EDUCATION AND TRAINING:

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Diseases such as streptococcus and influenza can be spread by discharge from nose or throat, either by droplet through the air, or by contact with objects contaminated by these discharges. Thus, they can be spread by casual contact such as that which occurs in a school setting or healthcare environment. Athletic Training Students who are diagnosed by a medical professional with a communicable disease that may be transmitted by casual contact should immediately notify the Clinical Coordinator as well as their direct clinical preceptor. The student shall not report to their clinical assignment until cleared by a physician.

In compliance with the Occupational Safety & Health Administration (OSHA) and the Center for Disease Control (CDC) recommendations, all involved in the UNC ATP are expected to follow and abide by the policies and procedures outline in the University office of Environmental Health & Safety's Biological Safety Manual when dealing with blood and bodily fluids. This manual can be found at www.unco.edu/facility/EHS/Procedures/Environmental/environmental.html. Workshops and in-services are provided each academic year to keep you informed and up to date with current information. Failure to comply, and abide by the procedures outlined in the manual can result in probation and/or removal from the program, and may affect your clinical practicum grade. Remember these policies are for your safety and protection. No student or prospective student may engage in any clinical experiences, including observational experiences unless they have been adequately educated about the University's policies & procedures regarding bloodborne pathogens.

The program requires annual completion of education and training in blood borne pathogens and the program's communicable disease policy. The initial training for all students occurs as a component of SES 281 and must be completed prior to any observational experiences. Annual training for all students will typically occur in January of each year at the start of the Spring semester.

Post Exposure Plan and Follow up

If students follow the prevention guidelines as presented in BBP training, an exposure incident to a BBP should be a rare event. However, if the student does have an exposure incident, it is important to remember that prompt action is important and may be critical for the effectiveness of prophylactic treatment which must be administered within a specific time period.

- If contact with blood or other potentially infectious material occurs on skin with cuts, rashes, acne or dermatitis, wash the area for 10 minutes with soap and water.
- If blood or other potentially infectious material splashes in the eyes or on mucus membranes, flush the area for 15 minutes with water or normal saline.
- After this immediate action, the student should immediately notify their preceptor, program director and/or CEC and complete the Post Exposure Plan Form (see Appendix).
- Obtain medical attention at the UNC student health center located in Cassidy Hall. If the UNC Student Health center is closed, medical attention should be obtained through North Colorado Medical Center.
- The Program Director and/or CEC will contact the UNC Environmental Health and Safety Department.



CLINICAL SUPERVISION AGREEMENT FORM:

This form is an agreement between you, your preceptor, and the program, that identifies the expectations for clinical supervision. This document must be signed by all parties listed before clinical experiences can begin.

ATRACK ONLINE ACCESS:

The UNC ATP has chosen to utilize ATrack Online as its athletic training student tracking program. As such, all necessary hour logs, evaluation tools, clinical proficiency test data and other programmatic data will be entered and stored there. Students are required to have access to their individual account. Free access is granted to all paid members of the National Athletic Trainers' Association (NATA). Should a student not wish to join the NATA, that student must purchase a subscription to ATrack. Costs associated with access to ATrack are the responsibility of the student. Students can opt to join the NATA for a cost of approximately \$105. That membership includes access to ATrack Online. Alternatively, a student can opt to purchase a 1 year subscription to ATrack Online for \$120.

TRAVEL TO CLINICAL & AFFILIATE SITES:

While the majority of clinical experiences will take place on the UNC campus, there will be times during which a student is required to engage in clinical experiences off campus. It is the responsibility of the student to provide for transportation to and from those clinical experiences. Costs associated with that transportation will be the responsibility of the student. Currently, all off campus affiliate sites are within 20 miles of campus. The costs associated with travel to affiliate sites is typically \$50 or less for a given 8-week rotation. All students will be assigned to a minimum of 2 different 8-week affiliate site rotations during the course of the program.

ADDITIONAL COSTS:

The ATP will assume the majority of the costs associated with supplies essential to the educational process. However, there may be costs associated with other items including but not limited to appropriate clothing, personal supplies & equipment (fanny packs, scissors, etc.), memberships to affiliate organizations, and other identified requirements of a clinical site (background checks, immunizations, etc.). Those costs will be the responsibility of the student. The specific amount for a given student is dependent upon the specific desires of the student. On average, students may be required to assume approximately \$100 per academic year in miscellaneous additional costs.

THERAPEUTIC EQUIPMENT SAFETY POLICY:

The UNC Athletic Training Program requires that therapeutic equipment at all clinical sites is inspected, calibrated, and maintained according to the manufacturer's recommendations. The purpose of this policy is to safeguard the health of the patient and the safety of the student and clinician.

Maintenance of Therapeutic Equipment

- A qualified technician will annually inspect and calibrate applicable therapeutic equipment at all clinical sites. This includes all sites at UNC and all off-campus clinical sites where athletic training students are placed.
 - All pieces of therapeutic equipment (e.g. hydrocollator, ice machine, paraffin bath) that have electrical power should be inspected annually for safety.
 - All therapeutic modalities that have electrical power and are used to administer specific dosage-based treatment (e.g. ultrasound, electrical muscle stimulation) should be inspected for safety, as well as calibrated.
 - Sites accredited by the Joint Commission, Accreditation Association for Ambulatory Health Care, or other recognized external accrediting agencies are exempt from this requirement but are expected to follow the policies of those agencies.
- The preceptor(s)/staff at each clinical site must arrange inspection and calibration for the therapeutic equipment.
- The preceptor(s)/staff at each clinical site must arrange payment (if required) for the inspection and calibration. UNC is not responsible for payment or reimbursement for inspection and calibration at clinical sites.
- Verification of inspection and calibration will be maintained as follows:
 - Hard or electronic copies of inspection and calibration records by the preceptor(s) at each clinical site; the method may be determined by the site but the information must be readily accessible at any time by the preceptor(s) for presentation to the Clinical Education Coordinator/Athletic Training Program.
 - Visible notification (e.g., sticker, signage) on applicable therapeutic equipment is ideal but not required.
- The preceptor(s) at each clinical site are also responsible for ongoing maintenance of therapeutic equipment. Any equipment that appears to be unsafe for patient or clinician use shall not be used and shall be clearly marked as not for use until it can be properly inspected and calibrated.
- The Clinical Education Coordinator will verify regular inspection and calibration of all applicable therapeutic equipment at each clinical site during routine site visits and/or prior to placement of athletic training students at a site.

Clinical Education Supervision

Although one of the major goals of a clinical experience is for students to become autonomous in their skills & decision making, students should never confuse autonomy with unsupervised practice. Students will ALWAYS practice Athletic Training under the supervision of a UNC preceptor. Autonomy in practice by students refers to students becoming proficient to the extent that they collaborate in making and implementing decisions regarding the care of their patients. Students should work to become competent and comfortable in decision-making, but all care related decisions made by students must be reviewed with their preceptor prior to implementation. Clinical experiences will frequently involve student autonomy in activity and collaboration in decision-making, but students are never the primary care provider for a patient or team. To this end, it is wholly incorrect for a student to see themselves as "the athletic trainer" for a team or to look at his/her time in clinical experience as "covering" a practice or a game. Instead, clinical experiences must be seen from an educational perspective and the students must see

themselves as being there to learn and to increase in skill and to develop an understanding for and appreciation of all aspects of the profession.

The University of Northern Colorado's clinical athletic training education is a vital part of the athletic training student's complete learning goals. Clinical education integrates the didactic knowledge from the classroom with the practical application of athletic training skill and critical decision making, under direct supervision, to develop the confidence and real world experience while adhering to the standards of supervision of clinical education set forth by the CAATE. At no time should athletic training students work independently of their assigned preceptor, or make decisions without the collaboration of their preceptor, nor should supervision of an ATS be transferred to any person other than the assigned preceptor without the express written approval of the UNC ATP program director. At no time will the athletic training student be viewed as a replacement of a certified athletic trainer (ATC).

CAATE supervision standards and guidelines are defined as follows:

Direct Supervision: Constant visual and auditory interaction between the student and the preceptor must be maintained. The preceptor must be physically present for proficiency instruction and evaluation.

Supervision: Daily personal/verbal contact at the site of supervision between the athletic training student and the preceptor who plans, directs, advises, and evaluates the students' athletic training field experience. The preceptor shall be physically present to intervene on behalf of the athlete/patient.

Clinical Education: Clinical education represents the athletic training student's formal acquisition, practice, and preceptor evaluation of the entry-level Athletic Training Clinical Proficiencies through classroom, laboratory, and clinical education experiences under the direct supervision of an preceptor.

Clinical Education Experience: Those educational opportunities within a clinical environment where clinical proficiencies are taught and evaluated by an preceptor.

Field Experience: includes experiential learning opportunities for the athletic training student under the direct supervision of an preceptor to practice and apply the entry-level Athletic Training Clinical Proficiencies in a clinical environment. Settings for these experiences typically include athletic training facilities, athletic practices and competitive events.

UNC Clinical Supervision Policy

The UNC ATP does not support unsupervised clinical experiences nor are they considered part of the athletic training student's clinical educational experience. Athletic training students may not represent themselves as an athletic trainer or perform athletic training activities outside of their clinical experience. However, there may be unplanned times that an athletic training student is briefly unsupervised. During these uncommon times athletic training students will not engage in athletic training activities. At any time should an athletic training student find him/herself in an unsupervised situation he/she understands that he/she has the opportunity to act as a voluntary first aid provider, and can only provide first aid services, which will be viewed as non-compulsory. This voluntary opportunity may be refused by the athletic training student at any time. This refusal will have no detrimental effect on the athletic training student's clinical education.

At the beginning of each semester, all athletic training students will read, understand and sign the clinical education / practice agreement prior to being allowed to perform athletic training clinical experiences.

Confidentiality & HIPAA/FERPA Compliance Policy

All athletic training students are bound by the NATA Code of Ethics when working with all patients regardless of the clinical site. All students are specifically reminded that Principle 1 section 1.3 of the Code of Ethics states the following: *"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."*

All students are expected to comply with the University's HIPAA policy (<http://www.unco.edu/ship/main/PDFs/HIPAA%20Policy.pdf>) and FERPA policy (<http://www.unco.edu/regrec/FERPA/Index.html>).

At the beginning of each semester, all athletic training students will read, understand and sign the clinical experience agreement form prior to being allowed to perform athletic training clinical experiences. By signing this form, it is understood that the student agrees to comply with this policy and all HIPAA & FERPA regulations referenced in the above documents/policies.

Guidelines for Students in Clinical Experiences

GENERAL GUIDELINES:

What follows are some general guidelines and expectations for clinical experiences. At the commencement of each clinical experience it is the responsibility of the ATS to clarify all guidelines and expectations with their specific clinical supervisor.

➤ *Professional Appearance, Attire, & Grooming:*

Good grooming and personal hygiene are essential for health care providers and usually is the basis for your patients' first impression of you. Along these lines, students should maintain a neat and professional appearance at all times during clinical experiences. Their appearance should not distract from the professional image they are trying to develop. Any jewelry should be minimal, professionally tasteful, and should not interfere with the performance of any clinical procedures or tasks. Extremes of appearance are to be avoided during clinical experiences. For example, facial piercings are considered inappropriate with the exception of a single set of tasteful & unobtrusive earrings for females. The decision on professional appropriateness of appearance is made solely at the discretion of the Program Director. Students should be aware that clinical experiences require specific professional attire. Students are issued and have the opportunity to purchase UNC athletic training shirts and other gear. Only clothing that is UNC oriented or otherwise neutral in nature will be acceptable for clinical experiences. Certain clinical experiences (games, events, travel, etc.) will require a specific dress



code that may vary from other clinical experiences. Students should clarify the dress code for each specific clinical experience with their clinical supervisor on or before the first day of the experience. Students who do not comply with the appearance, attire, grooming, or dress code for their clinical experience will be excused from the experience for the day. An ongoing pattern of inappropriate dress may be grounds for dismissal from the experience and/or ATP. Be sure to clarify appearance expectations with your clinical supervisor & /or the Program Director prior to beginning each clinical experience.

On occasion, there will be opportunities for students to participate in extra events (e.g. Conference championships, tournaments, HS events, etc.). When these events are organized by UNC Athletics, you will be supervised by a UNC preceptor and the event is considered part of your clinical experience. In these situations, the usual dress code will be in effect. In the event that these extra events are not associated with a clinical experience (i.e. you are not being supervised by a UNC preceptor), then you are not functioning as a component of the UNC ATP, nor are you functioning as an Athletic Training Student. You should NOT wear any UNC athletic training attire or any clothing that would identify you as an Athletic Training Student in these situations.

➤ **Professional Conduct:**

Among your first and most important goals in this program is to earn the professional respect of your patients, peers, and supervisors. This respect is key to developing a good rapport with patients, physicians, coaches, etc., key to obtaining recommendations that may lead to employment opportunities, and key to your ultimate professional success. This respect will never be earned without first demonstrating a strong sense of personal responsibility that goes hand-in-hand with being in a profession that places the well-being of others as its highest priority.

You need to demonstrate personal responsibility on a daily basis in this program. You can do so by, first, demanding excellence of yourself and second, demanding it from those around you. You must assume personal responsibility for your own success by seizing upon every available opportunity to grow and develop professionally and seeking out the quality opportunities that are less available. You must assume personal responsibility for the health and well-being of your patients by never compromising their quality of care or assuming someone else will make sure the patient gets the care that they need. You must assume personal responsibility for the quality and condition of your working environment by being meticulous about the upkeep of facilities and equipment. You must assume personal responsibility for getting the job done by never blindly assuming that someone else will take care of it. You must assume personal responsibility for your reputation and this program's reputation by never compromising on your professionalism and work-ethic. You must assume personal responsibility for your conduct in your classes, your clinical experiences, and in your personal life and recognize that all three will influence people's respect for you. You must assume personal responsibility for your mistakes by acknowledging them and learning from the constructive criticism that accompanies them. You must assume personal responsibility for maintaining the legacy of the students who went before you by working hard to be excellent rather than assuming you will be excellent simply because others who preceded you worked hard and became excellent.

➤ **Sound Judgment:**

As a healthcare provider, your ability to make sound judgments while under pressure is absolutely vital to your success and to your professional credibility. Anything that would cause the soundness of your judgment to be questioned will weaken your reputation. This is true of both your professional and personal judgment. On a professional level, you are held to a legal standard of care that involves acting in the manner that would be expected of a reasonable and prudent person with similar training. Part of this is practicing within the bounds of a student and not overstepping your bounds by engaging in unsupervised practice.

On a personal level, your judgment will be a significant factor in your ability to garner favorable recommendations, to open doors to new opportunities, and to earn the respect of your peers, patients, and supervisors. Do not make the mistake of thinking that your actions in your private life will not influence your professional life. The two are far more interrelated than many students realize. Your actions outside of your duties as an athletic training student can and do affect your future. Lapses in judgment such as alcohol or controlled substance law violations, poor conduct at professional meetings or alumni functions, inappropriate voicemail greetings or email addresses, posting embarrassing (or illegal activity) photos or information on publicly accessible websites (like *twitter* & *facebook*), etc. will cause your judgment to be questioned by your peers, your supervisors, your patients and your potential employers. If you demonstrate questionable judgment, you should not expect to receive favorable recommendations from your faculty nor should you expect the faculty to put their personal reputation or this program's reputation in jeopardy by creating special opportunities for you. If you want access to the kinds of opportunities that this program is known for creating, then earn them through your judgment and your work ethic.

➤ **Punctuality:**

Students are expected to be punctual for their classes and clinical experiences. Tardiness is not acceptable for practicing professionals and it is therefore not acceptable for students. Any instance of tardiness or absenteeism should be accompanied by an appropriate excuse. Outside jobs and student organization obligations are not an appropriate excuse for tardiness or absenteeism. An ongoing pattern of tardiness or absenteeism is ground for removal from a clinical experience and potentially for dismissal from the ATP.

➤ **Care of Facilities and Equipment:**

All clinical experience locations have nice facilities and equipment for student use during classes, laboratories, and clinical experiences. These will remain nice only if EVERY student takes personal responsibility for their care and upkeep. If you don't take pride in maintaining what you have, you will not have it. For example: No cooler (or lid) should EVER be put away without being washed and disinfected. All patient care areas should be kept meticulously clean at all times. Gators, golf carts, etc. should be driven far more carefully than you drive your own car. All Athletic Training facilities should be



treated like a hospital and not like a locker room. Supplies are expensive and should never be wasted. Access to our facilities and equipment should be closely monitored and problems reported immediately. You are not to take equipment of site without consent of your supervising athletic training (i.e. no coolers at your home).

A few general guidelines to follow:

1. if it needs done....YOU do it and don't assume someone else will
2. if you take it out....put it away when you are done
3. if you make it dirty....clean it up
4. if you used the last one....re-stock or tell your supervisor if we are out
5. if someone shouldn't be using something....don't let them have it
6. if you broke it....fix it or accept responsibility and tell your supervisor. We realize accidents happen.
7. if you haven't been trained to do it....don't do it without your supervisor's assistance
8. if you are unsure....ask your supervisor

➤ *Relations with Other Medical Professionals:*

Students should be very professional when interacting with physicians and other medical professionals. These interactions are very important to the clinical education of the student and they are to be actively sought out. Students are encouraged to ask questions when appropriate and to use appropriate professional jargon. Avoid using laymen's terms with professionals and avoid using jargon with patients.

➤ *Relations with Coaches:*

It is important that students learn to develop professional relationships with the coaches of teams with whom they are completing clinical experiences. Generally, your clinical supervisor will provide status reports to coaches although students will be required to do this on occasion as part of their education. You should discuss how to handle coaches' questions with your clinical supervisor. Generally, students' interactions with coaches should increase with each clinical experience. Occasionally such interactions can present difficulties. If a student has difficulty with a coach or athlete, he/she should make this known to the clinical supervisor immediately. Most problems can be easily resolved if approached early. Delay in dealing with a problem makes it more difficult to resolve.



- ***Relations with Athletes:***

The student-athletes and patients at UNC and any of our affiliated clinical sites are your PATIENTS. They are NOT your peers, NOT your social group, and NOT your dating pool. They can sometimes be your friends, but YOU must maintain the boundaries of such friendships so that you do not compromise your professional relationship. You must earn the respect of your patients in order to be effective care providers to them. The person who is your drinking buddy or date will almost never trust you to be the person who takes care of their serious healthcare needs. Understand that the nature of your relationship with your patients is a professional one first and a friendship second. You are NOT in their chain of contact for emergencies and you ARE NOT PERMITTED to provide them care outside of your supervised role as a student. If a student athlete calls you personally to request care for a problem (whether it occurs in athletics or outside of athletics) you should advise them to seek care in an AT facility or in the emergency room as is appropriate and you should also notify your supervisor at the first opportunity to do so. You should never provide private “after hours” or “off the books” care that circumvents the healthcare plan that we have put in place for our student-athletes and patients. Doing so is both unethical and illegal.
- ***Relations with Other Athletic Training Students:***

Romantic relationships with other ATS are discouraged. In the past, the breakup of some of these relationships has created a hostile atmosphere in clinical facilities where the students are assigned. Such an atmosphere is detrimental to the learning of students and delivery of patient care in the facility. Students creating a hostile environment will be removed from their clinical experience for the duration of the experience and this may lead to a failing grade in the Clinical Practicum in AT course.
- ***Professional Respect & Differences of Opinion:***

It is foreseeable that students will have differences of opinion with other students or supervisors regarding patient care. In such cases, students should NEVER express to the athlete/patient their disagreement with the patient care or decisions of their peers, their supervisors or physicians. Instead, students should discuss disagreements privately with the other ATS, preceptors, or physicians. Never argue in the presence of the patient – it only serves to undermine the patient’s confidence in both you and the other person. Likewise, students should show appropriate professional respect for their instructors, supervisors, physicians, coaches, patients, etc. Disrespectful behavior is unprofessional and may be grounds for removal from a clinical experience. An ongoing pattern of disrespectful behavior may be grounds for disenrollment from the major.
- ***Harassment & Discrimination:***

Harassment of other students, athletes, staff, etc. is a severe breach of professional ethics. Harassment and discrimination can take many forms including but not limited to sexual harassment (including sexual preference discrimination), gender discrimination, racial/ethnic discrimination, religious discrimination, sport-based discrimination, socioeconomic discrimination, etc. Athletic Training must be a color blind and gender blind profession in terms of the quality of care provided. No form of harassment or discrimination will be tolerated and students engaging in such discrimination in classes or clinical experiences will be immediately removed from the experience. An ongoing pattern of harassment / discrimination may be grounds for dismissal from the ATP.
- ***Unethical & Criminal Activity:***

Students are expected to abide by the University’s Student Code of Conduct and by all laws of the State of Colorado. Student conduct violations may result in severe penalties including expulsion from the University. Violation of state laws can potentially result in a student becoming ineligible to obtain certification to practice Athletic Training. Any criminal activity may be grounds for dismissal, including those incorrectly perceived as “minor violations” by students. Violations such as drug/alcohol/tobacco violations, theft, and more severe crimes are all potential grounds for dismissal from the ATP.
- ***Removal from Clinical Experiences:***

Clinical supervisors have a primary responsibility to ensure the safety of and provide care for their patients. To this end, a clinical supervisor may remove a student from his/her clinical experience at any time for conduct that compromises the safety or care of the patient or others in the clinical site. Behaviors that are grounds for temporary removal from the clinical experience include but are not limited to confidentiality breaches, harassment, absenteeism or tardiness, malpractice / negligence, failure to fulfill responsibilities, or other activities that the supervisor deems as unsafe or inappropriate.

Students are removed from experiences on a temporary basis and may be reinstated. Removal from an experience for more than three days requires the concurrence of the Program Director and Clinical Coordinator. Students removed for the remainder of the term for disciplinary or patient safety reasons will not be reassigned to another clinical until the next experience cycle. Removal from a clinical experience will most certainly impact the clinical grade of the student, possibly to the extent that it requires repeating the course. Ongoing patterns of unsafe / unprofessional behavior may be grounds for dismissal from the ATP.

Evaluation Aspects of the ATP

GENERAL GUIDELINES:

All aspects of the ATP will be regularly and consistently evaluated in order to improve both the quality of the educational process and the quality of the student engaged in that process. All evaluative tools will be administered using ATrack Online. As such all involved in the program must have access to an ATrack Online account.

END OF ROTATION STUDENT EVALUATIONS:

A component of the student's grade in each of the *Clinical Practicum in Athletic Training* courses involves the student's performance in the clinical experiences and thus is evaluated by the preceptor that supervised that experience. At the completion of each 8-week rotation, the preceptor will evaluate each student that was under their supervision. Preceptors will evaluate various athletic training knowledge and skill aspects of each student using a 5 point scale. Likewise, the preceptor will evaluate various personal characteristics of the student using the same 5 point scale. Finally, a numerical grade will be assigned to the student in each of 5 categories. These numerical scores will be incorporated into the grade that the student earns in their *Clinical Practicum in Athletic Training* course. Below are the evaluative criteria used to determine that grade.

Demonstration & Mastery of Semester Appropriate Clinical Skills

	100-90	89-80	79-70	69-60	59-below
Criterion	Consistently demonstrates expected level of mastery of all semester appropriate clinical skills	Consistently demonstrates expected level of mastery of most semester appropriate clinical skills	Consistently demonstrates expected level of mastery of some semester appropriate clinical skills	Inconsistently demonstrates expected level of mastery of most semester appropriate clinical	Fails to demonstrate expected level of mastery of most semester appropriate clinical
	Consistently demonstrates willingness to engage in development of all semester appropriate clinical skills	Consistently demonstrates willingness to engage in development of most semester appropriate clinical skills	Consistently demonstrates willingness to engage in development of some semester appropriate clinical skills	Inconsistently demonstrates willingness to engage in development of most semester appropriate clinical skills	Fails to demonstrate willingness to engage in development of most semester appropriate clinical skills
	Consistently seeks feedback on development of all semester appropriate clinical skills	Consistently seeks feedback on development of most semester appropriate clinical skills	Consistently seeks feedback on development of some semester appropriate clinical skills	Inconsistently seeks feedback on development of most semester appropriate clinical skills	Fails to seek feedback on development of most semester appropriate clinical skills
	Correctly analyzes and interprets situations both independently and correctly, and chooses the most appropriate action to resolve the issue. Actions are consistent with site policy and procedure	Correctly analyzes and interprets situations both independently and correctly, but fails to choose the most appropriate action to resolve the issue. Actions are consistent with site policy and procedure	Correctly analyzes and interprets situations only with the guidance of a preceptor. The student is able to perform appropriate actions to resolve the issue	Incorrectly analyzes and interprets situations and thus acts inappropriately. The consequences of the incorrect analysis are minimal	Incorrectly analyzes and interprets situations and thus acts inappropriately. The consequences of the incorrect analysis are potentially serious

Fulfillment of Clinical Rotation Responsibilities

	100-90	89-80	79-70	69-60	59-below
Criterion	Consistently completes all expected &/or assigned clinical responsibilities	Consistently completes most expected &/or assigned clinical responsibilities	Consistently completes some expected &/or assigned clinical responsibilities	Inconsistently completes most expected &/or assigned clinical responsibilities	Fails to complete most expected &/or assigned clinical responsibilities
	Consistently demonstrates willingness to engage in all aspects of clinical rotation	Consistently demonstrates willingness to engage in most aspects of clinical rotation	Consistently demonstrates willingness to engage in some aspects of clinical rotation	Inconsistently demonstrates willingness to engage in most aspects of clinical rotation	Fails to demonstrate willingness to engage in most aspects of clinical rotation
	Consistently demonstrates efficiency of performance of all expected &/or assigned clinical responsibilities	Consistently demonstrates efficiency of performance of most expected &/or assigned clinical responsibilities	Consistently demonstrates efficiency of performance of some expected &/or assigned clinical responsibilities	Inconsistently demonstrates efficiency of performance of most expected &/or assigned clinical responsibilities	Fails to demonstrate efficiency of performance of most expected &/or assigned clinical responsibilities

Organization & Administration

	50-45	44-40	39-35	34-30	29-below
Criterion	Demonstrates the ability to appropriately and accurately document daily clinical site function, both in written and computer formats, and rarely requires prompting to do so. There are no errors in the documentation	Demonstrates the ability to appropriately and accurately document daily clinical site function, both in written and computer formats, but requires occasional prompting to perform the skills. There are no errors in the documentation	Demonstrates the ability to appropriately document daily clinical site function, both in written and computer formats, but requires consistent prompting in order to perform the task. There are no errors in the documentation.	Demonstrates the ability to appropriately document daily clinical site function, both in written and computer formats, but makes occasional errors in documentation	Fails to demonstrate the ability to appropriately document daily clinical site function
	Demonstrates the ability to appropriately and thoroughly participate in athletic training site maintenance, and does so without being prompted	Demonstrates the ability to appropriately and thoroughly participate in athletic training site maintenance, but requires occasional prompting to perform the skills	Demonstrates the ability to appropriately and thoroughly participate in athletic training site maintenance, but requires consistent prompting in order to perform the required tasks	Demonstrates the ability to participate in athletic training site maintenance, but the job done is sloppy or incomplete	Fails to demonstrate the ability to appropriately and thoroughly participate in athletic training site maintenance
	Demonstrates appropriate knowledge of the function of athletic training supplies and is able to locate needed supplies in a timely manner	Demonstrates appropriate knowledge of the function of athletic training supplies and is able to locate needed supplies. The time for completion is longer than expected.	Has occasional lapses in the knowledge of the function of athletic training supplies and/or is unable to locate needed supplies. The implications of the lapses are not serious.	Has occasional lapses in the knowledge of the function of athletic training supplies and/or is unable to locate needed supplies. The implications of the lapses are serious	Demonstrates lack of understanding of the function and location of training room supplies

Professionalism

	50-45	44-40	39-35	34-30	29-below
Criterion	Consistently reports to all practical experience assignments on time or early and stays until completion as the situation warrants	Consistently reports to most practical experience assignments on time or early and stays until completion as the situation warrants	Consistently reports to some practical experience assignments on time or early and stays until completion as the situation warrants	Reports to some practical experience assignments late and/or does not stay until completion as the situation warrants	Consistently reports to most practical experience assignments late and/or does not stay until completion as the situation warrants
	Maintains a professional rapport with patients in all practical experience assignments	Maintains a professional rapport with patients in most practical experience assignments	Maintains a professional rapport with patients in some practical experience assignments	Occasionally fails to maintain a professional rapport with patients, resulting in lack of respect and trust from the majority of people dealt with	Consistently demonstrates a lack of professional rapport with patients
	Consistently maintains a professional rapport with the preceptor, accepts feedback positively and implements changes as needed	Usually maintains a professional rapport with the preceptor, accepts feedback positively and implements changes as needed	Occasionally maintains a professional rapport with the preceptor, accepts feedback positively and implements changes as needed	Occasionally questions the authority of the preceptor, which is exhibited in behaviors such as excessive questioning of policies/procedures or a negative view of instructor feedback. Recommended changes are not regularly implemented.	Consistently questions the authority of the instructor, which is exhibited in behaviors such as excessive questions of policies /procedures or a negative view of instructor feedback. Recommended changes are not implemented
	Always maintains appropriate appearance (dress, grooming, etc.) at all practical experience assignments	Usually maintains appropriate appearance (dress, grooming, etc.) at most practical experience assignments	Occasionally maintains appropriate appearance (dress, grooming, etc.) at some practical experience assignments	Rarely maintains appropriate appearance (dress, grooming, etc.) at most practical experience assignments	Fails to maintain appropriate appearance (dress, grooming, etc.) at most practical experience assignments

Communication

	50-45	44-40	39-35	34-30	29-below
Criterion	Possesses good listening skills and demonstrates the ability to effectively communicate with the clinical instructors, athletes, coaches and other necessary personnel in a professional manner, both verbally and in writing	Demonstrates the ability to effectively communicate with the clinical instructors, athletes, coaches and other necessary personnel in a professional manner, both verbally and in writing. However, has a lapse in skills which makes communication ineffective at times.	Demonstrates the ability to effectively communicate with preceptors, athletes, coaches and other necessary personnel in a professional manner, but needs improvement in written or verbal skills at this time and/or may lack appropriate listening skills	Demonstrates knowledge of the communication process but lacks sufficient ability to effectively communicate with the clinical instructors, athletes, coaches and other necessary personnel in a professional manner. The student needs significant improvement in written, verbal and/or listening skills.	Frequently demonstrates the inability to effectively communicate in the athletic training setting.

END OF ROTATION PRECEPTOR & CLINICAL SITE EVALUATIONS:

At the completion of each 8-week rotation, the ATS will evaluate both the preceptor that supervised their clinical experiences and the site at which that experience took place. Students will evaluate the quality of the experience provided by the preceptor and the quality and value of the clinical site. This information will be summarized and presented to each preceptor at the end of each semester so that useful information can be incorporated into future clinical situations.

END OF SEMESTER EVALUATION:

At the completion of each semester, the ATS will meet with the program director, the clinical education coordinator, and all preceptors from the semester during which the semester will be reviewed. At that time, recommendations for progression in the program will be made. The ATS will be provided with a summary document explaining the actions taken.

PROGRAM COMPLETION, ALUMNI, & EMPLOYER EVALUATIONS:

Upon completion of the ATP, graduating students will have the opportunity to evaluate the ATP as a whole. The quality of both the didactic and clinical portions will be assessed to determine their overall effectiveness in preparing the graduate for successful completion of the BOC exam. Following each graduates first year of employment after graduation, both the graduate and the graduate's employer will have the opportunity to evaluate the ATP in terms of its ability to prepare the graduate for successful employment and practice as an athletic trainer.

Record of all program related evaluation forms will be housed in the program's account on ATrack. Copies of all evaluation tools can be found in the Appendices section of this handbook as well as on the ATP website at www.unco.edu/uncats.



ATP Retention and Review Committee

The ATP Retention and Review Committee (RRC) is charged with handling all issues associated with progression, retention, probation, and dismissal of ATS. It will also serve as a steering committee to help guide and direct the program towards fulfillment of its mission and goals. This committee will be made up of all ATP core faculty, one (1) non-ATP faculty member in the School of SES, and two (2) current UNC Preceptors. The committee will convene whenever necessary.

Progression / Retention in the ATP

In order to remain in good standing and be automatically retained and progressed in the ATP each semester all ATS must:

- Make normal academic progress
- Maintain a cumulative GPA of at least 2.80
- Complete all required ATP courses with a grade of “C” or higher.
- Observe and practice all policies and procedures of the ATP
- Maintain current certification in Emergency Cardiac Care (ECC) at a level consistent with those approved by the BOC
- Display strong personal qualities and demonstrate appropriate behavior and maturity on campus as well as within the community such that the ATP and the University are well represented

Should a student fail to meet any of the criteria listed above, he/she will be called before the ATP Retention & Review Committee (RRC).

PROBATION CRITERIA:

Students may be placed on probation by the RRC for failure to meet any of the above listed criteria. Students placed on probation will be given specific conditions that must be met to remove their probationary status. Students who incur more than one cause for probation in the same semester OR who incur an additional violation while on probation may be recommended to the RRC for disenrollment from the ATP.

DISENROLLMENT CRITERIA:

Should a student blatantly violate any ATP policy or procedure, or any of the above progression/retention criteria, he/she may be called before the RRC for potential disenrollment from the ATP. Any ATS placed on probation that fails to meet the conditions set forth by the RRC to remove their probationary status will also be called before the RRC for potential disenrollment.

Student Grievance Policy

The program realizes that misunderstandings and disagreements may arise during the course of a student’s enrollment in the program. Initially, disagreements, complaints, misunderstandings and grievances directly associated with the Athletic Training student’s commitments or involvement in the program can be resolved by using informal discussion, exchanges, counseling, persuasion, and other informal procedures. It is the intent of this policy to maximize these informal procedures so long as such measures prove effective.

FORMAL PROCEDURES:

The formal procedural provisions of this policy should be set in motion only when the informal procedures prove to be or manifestly will be ineffective. It is expected that the great majority of cases will be handled in accordance with informal procedures. The student may file a formal complaint, in writing, with the Program Director. If the complaint involves the Program Director, the complaint should be filed with the Director of the School of SES. Such complaint shall state the name, address, phone number, and email address of the complainant, the names, times, places of persons and/or events surrounding the subject of the complaint, and the substantial nature of the problem, so as to fairly apprise the Program Director or School Director of the facts and/or parties incident to the complaint. The RRC will then convene to review the complaint and will take appropriate action.

Should the student have an academic grievance that falls under the purview of the University Academic Appeals procedure (outlined in the University Board Policy Manual, p. 36), the procedures outlined in that manual must be followed instead.

Athletic Training Student “CEU” Requirements

GENERAL GUIDELINES:

As a component of each semester’s clinical course grade, each student will be required to complete a number of “CEU” outside of the associated clinical experiences. The number of hours is commensurate with the student’s semester level in the program.

- 1st Semester ATS requires 5 CEU’s
- 2nd Semester ATS requires 10 CEU’s
- 3rd Semester ATS requires 15 CEU’s
- 4th Semester ATS requires 20 CEU’s
- 5th Semester ATS requires 25 CEU’s

REPORTING PROCESS:

All claimed CEU’s must be recorded on the CEU Reporting Sheet. For each item listed on the CEU Reporting Sheet, a corresponding CEU Approval & Verification Form must be completed.

APPROVAL & VERIFICATION PROCESS:

For each claimed CEU, a CEU Approval & Verification Form must thoroughly and accurately completed. This process consists of two steps, approval & verification. Prior to the CEU experience, the student must have the CEU opportunity be approved by the Clinical Education Coordinator. This approval requires the appropriate signature on the CEU Approval & Verification form. No



CEU may be claimed unless prior approval for the CEU is granted. Upon completion of the approved CEU, verification of the claimed CEU must be completed. The CEU Approval & Verification form must either be signed by the person supervising the approved CEU experience or must be accompanied by documentation (certificate, card, other form of proof, etc.) to verify that the approved CEU experience was completed. Any item listed on the CEU Reporting Form that does not have a sufficient CEU Approval & Verification Form to support it will not be accepted. All students are required to have the CEU Approval & Verification Form signed (if necessary) within 1 week of the completion of the CEU activity. Failure to do so will result in that CEU activity being rendered void.

CEU SUBMISSION DEADLINES:

All semester CEU's must be completed and submitted as described above by Monday of the semester's final's week at 5pm. Failure to complete &/or submit all CEU's for the semester will result in a grade of 0 to be recorded for the CEU portion of the clinical practicum course grade.

CEU CATEGORIES

CEU's can be obtained through activities in one of the designated categories. No more than 50% of the ATS CEU's can be obtained in any one category. No CEU's may be obtained from an activity outside of the designated categories without prior approval from the Clinical Education Coordinator. Each activity, each semester requires prior approval. Even if an activity was approved previously, there is no guarantee that it will be approved again. CEU opportunities that are completed without prior approval will not be considered to be part of the program, and may not be counted. The following are categories in which students can obtain "CEU's":

➤ *Extra Clinical Experience:*

ATS who volunteer to assist a UNC affiliated preceptor with any events that are above & beyond of the student's clinical experience requirements can obtain CEU's consistent with the ATS level of involvement.

- 0-10 hours = 1 CEU
- 11-20 hrs = 2 CEUs
- 21-30 hrs = 3 CEUs
- 31-40 hrs = 4 CEUs
- 41-50 hrs = 5 CEUs

Extra experience time accumulation is associated with the time actually spent engaged in the supervised clinical experience. Time is not accrued for non-education aspects including but not limited to travel to or from the site, meals, "down time" or other non-educational aspects. Additionally, no extra experiences may take place (even voluntarily) on a student's assigned day off from clinical experiences.

Each unique experience will count on its own merits. Time is not accumulated for multiple experiences unless those multiple experiences are part of the same overall experience (i.e. Pre-season)

➤ *Professional Organizations:*

ATS who join/maintain membership in an approved allied health organization or student association can obtain CEU's. The number of CEU's will be consistent with the level of involvement in the organization. The following are typical, but not guaranteed CEU values.

- Membership in an appropriate & approved professional organization = 1 CEU
- Service as committee chair or officer in an appropriate & approved professional organization = 2 CEU's
- Service as committee member in an appropriate & approved professional organization = 1 CEU

➤ *Professional Development:*

ATS who are involved with any scholarship or professional development experiences may obtain CEU's. This may include attendance or involvement with any meeting or conference, involvement with research, presentations, scholarships, grants etc. The following are typical, but not guaranteed CEU values.

- Attendance at approved conference/meeting = # CEU's consistent with BOC
- Involvement in research project or study = 1 CEU
- Presentation or organization of a presentation outside of scope of a course = 2 CEU's
- Attendance at approved presentation outside of scope of a course = 1 CEU
- Application for an appropriate & approved scholarship or grant = 1 CEU
- Awarded an appropriate & approved scholarship or grant = 1 CEU

➤ *Other:*

ATS may seek approval for any not previously listed opportunity category. These opportunities will be approved on a case-by-case basis and are approved at the sole discretion of the Clinical Education Coordinator.

Dan Libera Scholarship

Students in their 4th semester in the clinical phase of the program are eligible to apply for the Dan Libera Scholarship. Information on specific eligibility requirements and the application process can be found through the University's Universal Scholarship application program. This can be accessed through the Student Tab in URSA.

Clinical Athletic Training Program Clinical Experience Agreement



NAME: _____

Personal Information:

Local Address:

Phone:

Bearmail Address:

Emergency Contact:

Name & Relationship:

Address:

Phone:

In order to ensure the protection of both the Athletic Training Student (ATS) and the patients that they will come in contact with during clinical experiences, the following items must be provided to the Program Director (PD).

- Signed Technical Standards Form
- Completed Health Center Clearance Form
- Proof of current Emergency Cardiac Care certification
- Proof of current approved Student Liability Insurance policy coverage
- Proof of completion of current blood borne pathogen / communicable disease policy education and training
- Completed Clinical Supervision Agreement Form

No engagement in any clinical experiences may begin until all items have been satisfactorily provided and both the student and preceptor are notified by the PD that clinical experiences may commence.

Clinical Experience Agreement:

I have read, understand, and agree to abide by all policies, procedures, and guidelines identified in the current version of the Student Handbook (as posted on the program website). I have provided the PD all requested materials and will not engage in any clinical experience until I have been notified that I am cleared to do so by the PD.

ATS Signature: _____

Date: _____

PD Clearance:

The above listed student has satisfactorily provided all requested materials and is cleared to begin clinical education experiences associated with the AT program.

PD Signature: _____

Date: _____

TECHNICAL STANDARDS FOR ADMISSION

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

Candidates for selection to the University of Northern Colorado's Athletic Training Program must demonstrate:

- 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.
- 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.
- The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatments information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
- The ability to record the physical examination results and a treatment plan clearly and accurately.
- The capacity to maintain composure and continue to function well during periods of high stress.
- The perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
- Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
- Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the athletic training educational program will be required to verify they understand and meet these technical standards, or that they believe that, with certain accommodations, they can meet the standards. The University of Northern Colorado's disability access center will evaluate a student who states that 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 of whether the accommodations requested are reasonable, taking into account whether the accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all course work, clinical experiences and internships deemed essential to graduation.

- I certify that I have read and understand the technical standards for selection listed above.
- I believe to the best of my knowledge that I meet each of these standards without accommodation.
- I understand that if I am unable to meet these standards I will not be admitted into the program.
- I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations.
- I will contact the University of Northern Colorado's disability access center to determine what accommodations may be available.
- I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant: _____ Date: _____



Athletic Training Program

Clinical Athletic Training Program
Health Center Clearance

NAME: _____

BEAR NUMBER: _____

TODAY'S DATE: _____

Immunizations:

MMR (Measles, Mumps, Rubella) - Completed series (dates): MMR Dose #1 _____

MMR Dose #2 _____

OR

Date of Positive Titer: _____

TDAP (Tetanus/Pertussis) - required every 10 years or less: Date Given: _____

Hepatitis B Vaccine - Completed Series (dates): Hep B Dose #1 _____

Hep B Dose #2 _____

Hep B Dose #3 _____

OR

Date of Positive Titer (HbsAB) : _____

Varicella (Chicken Pox) - Completed Series (dates): Varicella Dose #1 _____

Varicella Dose #2 _____

OR

Date of Positive Titer: _____

OR

Signed Physician statement verifying disease on file:

Tuberculin Skin Test (TB/PPD) Date PPD given: _____

Date Read: _____

Results: _____ mm (must be documented in mm)

If Positive, Date of Chest X-Ray: _____

Results: _____

****After initial clearance received by the Clinical Athletic Training program, a yearly PPD is required (unless hx of positive PPD). The student may have the PPD done at a place of convenience. However, if it has been greater than 12 months since last PPD, a 2-step MUST be done. The student must present a copy of yearly PPD to the Clinical Athletic Training program.**

Temporary Clearance Given:

Temporary clearance given ONLY for finishing vaccine series (i.e. Hep B or MMR. All other requirements must be met)

Reason for Temporary Clearance: _____

Date Temporary Clearance expires: _____

Provider Signature: _____

FINAL CLEARANCE:

(Final clearance given ONLY when all above requirements are met)

Student Signature: _____

Date: _____

Provider Signature: _____

Date: _____



UNIVERSITY OF
NORTHERN
COLORADO

Athletic Training Program

ATS: _____

Semester: _____

Clinical Education Supervision / Practice Agreement Form

This agreement is to make clear to the athletic training student that unsupervised clinical athletic training experiences, (when a preceptor is not physically able to intervene, and there is no direct auditory or visual contact with the ATS) is not part of the ATP clinical educational experience, is purely voluntary and non compulsory, and is contrary to CAATE Standards and Guidelines. Therefore, no athletic training student can be present where there is not direct auditory and visual supervision by a UNC preceptor. Should a student choose to volunteer to be present in an unsupervised situation, they must understand that they are not considered an athletic training student, are not functioning as a component of the ATP and are not covered by University liability insurance. The unsupervised student may only perform tasks and procedures that are consistent with those tasks of a first responder/ first-aid provider and/or a qualified coach. Supervision can not be provided by any person other than the assigned preceptor without the express written permission of the UNC ATP program director.

As defined above, unsupervised students may not perform any unsupervised athletic training duties including, but not limited to:

- Application of therapeutic modalities such as electrical stimulation or ultrasound
- Distribution of over-the-counter medication
- Evaluation of injury or illness other than for EMS referral
- Prescription of therapeutic exercise programs
- Decision making regarding return to play, or application of taping or bracing techniques to allow for return to play

I have read and understand the guidelines and requirements of unsupervised athletic training activities by a student in the absence of a UNC preceptor, and agree to abide by all of the outlined policies and procedures. Failure to abide by these guidelines, the policies and procedures, and the NATA Code of Ethics may result in discipline and possible dismissal from the clinical program.

Athletic Training Student

Date

Preceptor

Date

Program Director

Date



ATS: _____

Semester: _____

CEU Reporting Form

Description of activity	Supervisor/Organization	Date(s)	CEUs
Extra Clinical Experience			
Professional Organizations			
Professional Development			
Other			
Total			



UNIVERSITY OF
NORTHERN
COLORADO

Athletic Training Program

CEU Approval & Verification Form

ATS: _____

Semester Level: 1 2 3 4 5
(circle one)

CEU Category: Extra Clinical Experience Professional Organizations Professional Development Other
(circle one)

Brief description of activity including type of activity, location, date(s), amount of involvement:

Approval:

This CEU opportunity is approved for _____ CEU's in the above indicated category.

Clinical Education Coordinator

Date: _____

Verification:

Supervisor of CEU Experience
&/or attach any associated certificate, registration
information, or other proof of completion

Date: _____

With my signature, I verify that the number of CEU's earned is consistent with the criteria established in the Student Handbook &/or complies with what was agreed upon prior to the completion of this CEU activity. I understand that should the CEU's earned that is listed above be out of agreement with the established criteria, I will forfeit these CEU's and they will not be countable.

Athletic Training Student: _____