

***TROY
UNIVERSITY***

***ATHLETIC TRAINING PROGRAM STUDENT
HANDBOOK***



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PART I

Introduction, Mission, and Goals

INTRODUCTION

The Athletic Training Program (ATP) Student Handbook reflects the Athletic Training Program Policy as of the date of publication, and it supersedes all previous publications and revisions of the ATP Student Handbook. This handbook includes information of the policies and procedures of the academic organization of the ATP.

The ATP Student Handbook is not meant to be inclusive of all ATP policies and procedures. It should be used as a guide by both Athletic Training faculty and Athletic Training students in conjunction with other University publications as appropriate.

In an attempt to keep the ATP Student Handbook current, the Athletic Training faculty will review it periodically and recommend additions, deletions or amendments to parts of this handbook. Any suggestions or recommendations for correcting dated information, improving clarity of language, or for otherwise improving the ATP Student Handbook in its next revision, should be submitted to the Program Director of Athletic Training Program.

Adherence to the policies and procedures outlined in this document is incumbent upon faculty, staff and athletic training student

College of Health and Human Services Mission Statement

The College of Health and Human Services was formed in 1994 in order to provide quality education for professional practice in a variety of areas associated with health and human services. The college aspires to the highest standards of educational excellence, blending a professional perspective with a liberal arts and science foundation. Within the College of Health and Human Services are the School of Nursing, The School of Hospitality, Sport and Tourism Management, The Department of Human Services, and The Department of Kinesiology and Health Promotion. The college is committed to meeting the challenges of the next decade; hence it emphasizes quality teaching and values scholarly activity. The college is committed to the development of its students into knowledgeable, caring, responsive and self-directed individuals able to meet the health and human caring needs of a diverse and complex society through change, advocacy and leadership within their communities.

Troy University Athletic Training Program Mission Statement

The Mission of the Undergraduate Athletic Training Program (ATP) at Troy University is to provide quality didactic and clinical experiences to entry-level athletic training students through the development and utilization of interactive instructional methods and exposure to a variety of clinical education experiences and allied health professionals.

History

In 1989, funding for the preliminary development of an ATP at Troy University was obtained through Alabama Sports Medicine, HealthSouth Rehabilitation and in-kind gifts. Athletic Training is currently recognized as a major leading to the Bachelor of Science Degree within the College of Health and Human Services. The ATP is accredited by Commission on Accreditation of Athletic Training Education (CAATE).

Purpose

The two primary purposes of the ATP are education/research and service. Listed below is a brief description of each.

Goals and Objectives

1. Demonstrate a sound knowledge of risk factors that may be encountered by the physically active population and be able to implement a risk management program, a prevention program, and manage a health care facility.
2. Demonstrate the knowledge to recognize, assess and treat the acute injuries and illnesses of athletic and physically active individuals and to provide appropriate medical referral.
3. Demonstrate the knowledge to plan, implement, document and evaluate the use of therapeutic modalities and therapeutic exercise in the treatment of injuries and illnesses in the athletic and physically active population.
4. Demonstrate the knowledge to recognize, treat, and refer when appropriate the general medical conditions and disabilities of athletes and others involved in physical activity.
5. Demonstrate the knowledge to understand professional responsibilities, avenues of professional development and to promote athletic training as a profession.
6. Demonstrate the ability to gather and present research as it relates to the profession of athletic training.
7. Demonstrate professional responsibilities and comprehension of effective supervision through a progression of clinical rotations.
8. Student must complete requirements for eligibility for the National Athletic Trainers Board of Certification Examination as set forth and endorsed by the NATA-EC, BOC and the CAATE.

Philosophy

The overall philosophy of the Troy University Athletic Training Program is the belief that a balance developmental learning approach is optimal for student learning. This involves a healthy combination of didactic and laboratory classroom experiences, a wide range of Athletic Training skills, progressive delivery information, challenging and stimulating clinical rotations, and mentoring from AT's in the classroom and at clinical experiences.

Education/Research

Quality care is best provided by athletic trainers who upgrade their skills and knowledge through on-going educational opportunities. Activities in this area will include academic courses, medical services, service activities and research projects.

Service

Students enrolled in the Troy Athletic Training Program gain their clinical experiences through assisting their preceptors in the preventing of athletic injuries, recognition, and care for those that occur, referral to appropriate medical specialists as needed, and rehabilitation of injuries so that the athlete may return to full participation as safely and quickly as possible.

NATA Code of Ethics 2nd ed.

Preamble

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

1. MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELFARE, AND DIGNITY OF OTHERS

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

2. MEMBERS SHALL COMPLY WITH THE LAWS AND REGULATIONS GOVERNING THE PRACTICE OF ATHLETIC TRAINING, NATIONAL ATHLETIC TRAINERS' ASSOCIATION (NATA) MEMBERSHIP STANDARDS, AND THE NATA CODE OF ETHICS

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

3. MEMBERS SHALL MAINTAIN AND PROMOTE HIGH STANDARDS IN THEIR PROVISION OF SERVICES

- 3.1. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.
- 3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.
- 3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.
- 3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.
- 3.5. Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6. Members who are researchers or educators must maintain and promote ethical conduct in research and educational activities.

4. MEMBERS SHALL NOT ENGAGE IN CONDUCT THAT COULD BE CONSTRUED AS A CONFLICT OF INTEREST, REFLECTS NEGATIVELY ON THE ATHLETIC TRAINING PROFESSION, OR JEOPARDIZES A PATIENT'S HEALTH AND WELL-BEING.

- 4.1. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3. Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
- 4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.
- 4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

BOC Professional Standards

Introduction

The BOC Standards of Professional Practice is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendations are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of five Athletic Trainer members and one Public member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The BOC Standards of Professional Practice consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

I. Practice Standards

Preamble

The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is mandatory.

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Practice Standards at all times.

Standard 1: Direction

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

Standard 2: Prevention

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.

Standard 3: Immediate Care

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

Standard 4: Examination, Assessment, and Diagnosis

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

Standard 5: Therapeutic Intervention

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

Standard 6: Program Discontinuation

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

Standard 7: Organization and Administration

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

II. Code of Professional Responsibility

Preamble

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

Code 1: Patient Care Responsibilities

The Athletic Trainer or applicant:

- 1.1** Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law.
- 1.2** Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice.
- 1.3** Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies.
- 1.4** Communicates effectively and truthfully with patients and other persons involved in the patient's program, while maintaining privacy and confidentiality of patient information in accordance with applicable law.
 - 1.4.1** Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values.
- 1.5** Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain.
- 1.6** Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient
- 1.7** Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan.

1.7.1 Does not make unsupported claims about the safety and efficacy of treatment.

Code 2: Competency

The Athletic Trainer or applicant:

2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence.

2.2 Complies with the most current BOC recertification policies and requirements.

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

3.1 Practices in accordance with the most current BOC Practice Standards.

3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.

3.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties.

3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services.

3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training.

3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.

3.6 Does not guarantee the results of any athletic training service.

3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful.

3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization.

3.9 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event.

3.10 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training.

3.11 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself or by another Athletic Trainer that is related to athletic training.

3.12 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information.

3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law **3.14** Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization.

Code 4: Research

The Athletic Trainer or applicant who engages in research:

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

4.2 Protects the human rights and well-being of research participants.

4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery.

Code 5: Social Responsibility

The Athletic Trainer or applicant:

5.1 Strives to serve the profession and the community in a manner that benefits society at large.

5.2 Advocates for appropriate health care to address societal health needs and goals.

Code 6: Business Practices

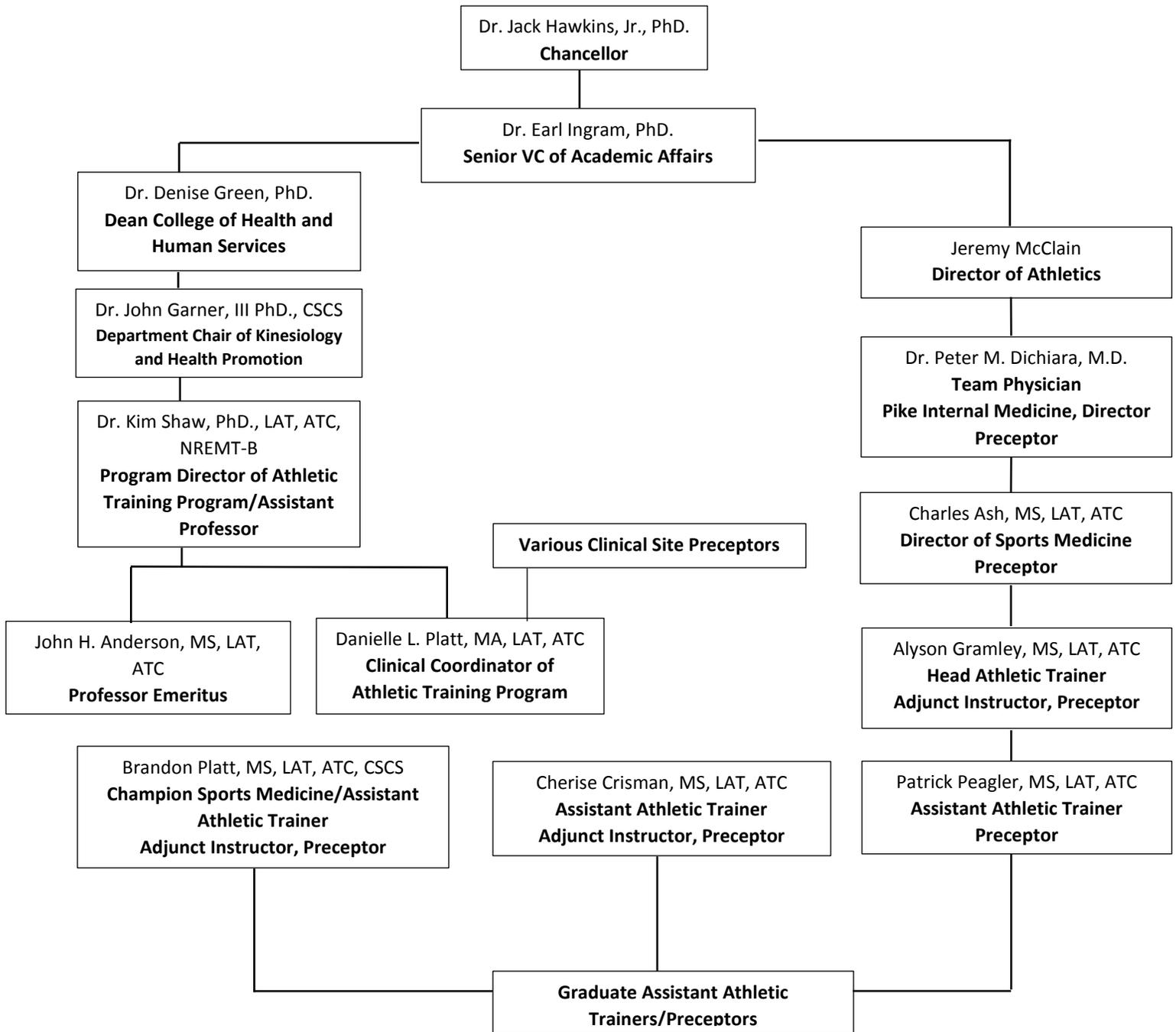
The Athletic Trainer or applicant:

6.1 Does not participate in deceptive or fraudulent business practices.

6.2 Maintains adequate and customary professional liability insurance.

6.3 Acknowledges and mitigates conflicts of interest.

Chain of Command



Terminology

What is Athletic Training?

Athletic Training is an allied healthcare profession specializing in meeting the healthcare needs of those involved with physical activity.

What is the National Athletic Trainers Association (NATA)?

The NATA is the governing body for more than 41,000 Certified Athletic Trainers. Its mission is to enhance the quality of healthcare for those engaged in physical activity and to advance the profession of Athletic Training through Education and Research in the Prevention, Clinical Evaluation and Diagnosis, Immediate Care, Treatment, Rehabilitation and Reconditioning, Organization and Administration, and Professional Responsibility.

What is the Board of Certification (BOC)?

The Board of Certification (BOC) works to protect the public by identifying individuals who are competent to practice the profession of Athletic Training. Consistent with the mission, the primary function of the Athletic Training Examination is to assess competence in the discipline of Athletic Training and the role of the Athletic Trainer. A passing score on examination indicates that the entry-level Certified Athletic Trainer (AT) has satisfied eligibility criteria established by the BOC and achieved a level of ability consistent with requirements for competence in Athletic Training.

What is Commission on Accreditation of Athletic Training Education (CAATE)? The purpose of the CAATE is to develop, maintain, and promote appropriate minimum standards of quality for education programs in Athletic Training.

What is a Certified Athletic Trainer (AT)?

The board certified Athletic Trainer is an allied healthcare professional educated and skilled in meeting the healthcare need of individuals involved in physical activity. As part of a complete healthcare team, the certified Athletic Trainer works under the direction of a licensed physician and in cooperation with other healthcare professionals.

What are the AT's areas of expertise?

- Prevention
- Clinical Evaluation
- Immediate Care
- Treatment, Rehabilitation and Reconditioning
- Organization and Administration
- Professional Responsibility

How do I become an Athletic Trainer (AT)?

Graduate from an accredited (CAATE) Athletic Training Program and pass the BOC Certification Examination.

What are the career opportunities? Not limited to:

Secondary schools	Military (all services)	Extreme sports
Colleges and Universities	Hospitals	Rodeo
Professional sports	Clinical Sports Medicine	Performing Arts
Industry	NASCAR	NASA

Troy Athletic Training Program Administration Job Descriptions & Responsibilities

Athletic Training Program Administration

- Shaw, Kimberly R., PhD, LAT, ATC, NREMT-B Assistant Professor, Program Director, 334-670-5818
- Platt, Danielle, MS, LAT, ATC Instructor, Clinical Education Coordinator
- Anderson, John H., MS, LAT, ATC Professor Emeritus, 334-670-3722

Program Director

- Supervision of the Athletic Training curriculum
- Supervision of Athletic Training faculty
- Instructor of Athletic Training Program classes
- Maintains Athletic Training student files
- Advises athletic training students

Clinical Education Coordinator

- Assists Program Director in the supervision of the Athletic Training curriculum
- Assists Program Director in the supervision of the Athletic Training faculty
- Instructor of Athletic Training Program classes
- Assists in maintaining Athletic Training files
- Advises Athletic Training students

Head Athletic Trainer

- Care and prevention of athletic injuries for Men's and Women's varsity sport programs
- Physical exams and administration of record keeping for participation on sports
- Supervise Graduate Assistants and athletic training students
- Direct supervision of Athletic Training students and teaching of curriculum classes
- Maintain and supervise Athletic Training facility, satellite athletic training rooms and student workers

Assistant Athletic Trainers

- Assist with the care and prevention of athletic injuries for varsity sports program
- Maintain and supervise Athletic Training facilities
- Direct supervision of Athletic Training Program majors and teach athletic training courses

Clinical Director

- Arrange all appointments and times for athletes to be treated and seen by team physician
- Supervise athletic training program majors

Preceptors

Physical Therapist

- In charge of the supervision of Rehabilitation

Graduate Assistants

- Care and prevention of athletic injuries for Men's and Women's varsity sports programs
- Assist in supervising athletic training students in the clinic and various varsity sports programs
- Transportation of student athletes to doctors' appointments
- Assist in continuing of education of students and staff

Certified Athletic Trainers

Each sport has specific duties and responsibilities. The following intercollegiate sports are offered at Troy University:

- Football
- Men's Basketball
- Women's Basketball
- Baseball
- Softball
- Volleyball
- Men's Track and Cross Country
- Women's Track and Cross Country
- Men's Golf
- Women's Golf
- Men's Tennis
- Women's Tennis
- Women's Soccer
- Cheerleading

PART II

The Athletic Training Program Academic Experience

Course Outline

Fall Freshman Year

AT	1101	Orientation to Athletic Training Education	1 credit hour
ENG	1101	Composition and Modern English I	3 credit hours
TROY	1101	University Orientation	1 credit hour
PSY	2200	General Psychology	3 credit hours
MTH	1112	Pre-Calculus Algebra	3 credit hours
BIO	1100	Principles of Biology	3 credit hours
BIO	L100	Principles of Biology Lab	1 credit hour

15 credit hours

Spring Freshman Year

CHM	1142	General Chemistry I	3 credit hours
CHM	L142	General Chemistry Laboratory	1 credit hour
ENG	1102	Composition and Modern English II	3 credit hours
PHI	2204	Ethics and Modern World	3 credit hours
COM	2241	Fundamentals of Speech	3 credit hours
NSG	1105	Medical Terminology	1 credit hours

14 credit hours

Summer Freshman Year

<i>BIO</i>	<i>3347</i>	<i>Human Anatomy & Physiology I</i>	<i>3 credit hours</i>
<i>BIO</i>	<i>L347</i>	<i>Human Anatomy & Physiology Lab</i>	<i>1 credit hour</i>
BIO	3348	Human Anatomy & Physiology II	3 credit hours
BIO	L348	Human Anatomy & Physiology II Lab	1 credit hour
OR			
ENG	2205	World Literature before 1660	3 credit hours

7 or 8 credit hours

Fall Sophomore Year

AT	2201	Clinical Experiences I	1 credit hour
AT	3395	Care and Prevention of Athletic Injuries and Illnesses I	3 credit hours
AT	L395	Care and Prevention of Athletic Injuries and Illnesses Lab	1 credit hour
AT	3396	Evaluation of Athletic Injuries and Illnesses I	3 credit hours
AT	L396	Evaluation of Athletic Injuries and Illnesses I Lab	1 credit hour
ENG	2205	World Literature before 1660	3 credit hours
OR			
BIO	3348	Human Anatomy & Physiology II	3 credit hours
BIO	L348	Human Anatomy & Physiology II Lab	1 credit hour
HIS	1101	Western Civilization I	3 credit hours
Or			
	1111	US to 1877	

15 or 16 credit hour

Spring Sophomore Year

AT	2202	Clinical Experiences II	1 credit hour
AT	3397	Evaluation of Athletic Injuries and Illnesses II	3 credit hours
AT	L397	Evaluation of Athletic Injuries and Illnesses II Lab	1 credit hour

IS	2241	Computer Concepts and Applications	3 credit hours
AT	3398	Organization and Administration for Athletic Trainers	3 credit hours
KHP	2211	Human Nutrition	3 credit hours
AT	3399	General Medical Conditions Seminar	3 credit hour

17 credit hours

Summer Sophomore Year

NSG	3315	Pathophysiology	3 credit hours
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3 credit hours

Fall Junior Year

AT	3301	Clinical Experiences III	2 credit hours
AT	4447	Therapeutic Modalities	3 credit hours
AT	L447	Therapeutic Modalities Lab	1 credit hour
KHP	3352	Kinesiology and Efficiency of Human Movement	3 credit hours
ART	1133	Visual Arts	3 credit hours
	Or		
	1130	Drama	
HIS	1101	Western Civilization I	3 credit hours
	Or		
	1111	US to 1877	

15 credit hours

Spring Junior Year

AT	3302	Clinical Experiences IV	2 credit hours
AT	4448	Therapeutic Exercise	3 credit hours
AT	L448	Therapeutic Exercise Lab	1 credit hour
KHP	3315	Complementary & Alternative Therapies	2 credit hours
KHP	4474	Exercise Physiology	3 credit hours
KHP	L474	Exercise Physiology Lab	1 credit hour
AT	3394	Lifting Techniques for Conditioning and Rehabilitative Exercise	1 credit hour
MUS	1131	Music Appreciation	3 credit hours

16 credit hours

Fall Senior Year

AT	4401	Clinical Experiences V	3 credit hours
NSG	3309	Health Assessment	2 credit hours
NSG	3310	Health Assessment Practicum	1 credit hour
KHP	3350	Psychology of Wellness	3 credit hours
		1 Area IV electives	3 credit hours
HIS	1102	Western Civ II	
	Or		
	1112	US Since 1877	3 credit hours

15 credit hours

Spring Senior Year

AT	4402	Athletic Training Field Experience	12 credit hours
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*****NOTE: All bolded courses need to be taken in sequence, therefore they must be taken in the suggested semester*****

Clinical Course Rotation Progression:

AT 2201 Clinical Experiences in Athletic Training I (Fall only)

1. Rotation with high school football
2. Rotation on Troy campus

AT 2202 Clinical Experiences in Athletic Training II (Spring only)

1. Rotation at General Medical Practitioner Offices
2. Rotation on Troy campus

AT 3301 Clinical Experiences in Athletic Training III (Fall only)

1. Rotation with Troy University Athletics

AT 3302 Clinical Experiences in Athletic Training IV (Spring only)

1. Rotation with Troy University Athletics

AT 4401 Clinical Experiences in Athletic Training V (Fall only)

1. Rotation with Troy University Athletics

AT 4402 Athletic Training Field Experience (Fall or Spring)

Students complete a semester-long internship of their choice. For their final semester in the program, students have an opportunity to choose the type of clinical experience that will best prepare them for success as a certified athletic trainer. NO competencies or Proficiencies are completed in this course and all other clinical rotation requirements are fulfilled prior to this experience.

Clinical Rotation Plan:

Troy University ATP clinical rotations are designed to give the student the best and most complete experience possible. During their time at Troy University students will be exposed to a variety of clinical rotations. The following are requirements for completion of ATP clinical education:

1. One equipment intensive clinical rotation with Friday night high school football fall sophomore year.
2. One rotation with football as an equipment intensive (Troy University or local high school), other than the sophomore year.
3. One in-season sport (other than football) rotation.
4. One out-of-season sport rotation.
5. No less than a one-month rotation in the rehabilitation clinic.
6. One upper extremity intensive rotation
7. One lower extremity intensive rotation.
8. One rotation observing multiple allied health care professionals as they practice general medicine.

** Some experiences will be completed concurrently, during the same semester. It is the strong belief of the ATP staff at Troy University that these clinical experiences, along with sound didactic and laboratory experiences, are optimal in developing the best athletic trainers' students can become.

Clinical Supervision Policy:

Students must always be directly supervised by a Preceptor in a way in which allows the preceptor the ability to intervene on behalf of the athletic training student. The Preceptor must consistently interact with the student and the Preceptor will never supervise more than 8 students at a time. Troy University's ATP will communicate with the Preceptor via site visits, phone calls, email and meetings. Preceptors will also receive emails in order to keep them abreast of the topics students are covering in class.

Admission Requirements:

Specialized General Studies Requirements:

This degree has special general studies requirements. Students should see the Athletic Training program adviser along with these recommendations.

Requirements for admission to the Athletic Training Program:

The Troy ATP is a **SELECTIVE ADMISSIONS** program in that submission of completed applications **DO NOT** guarantee admission into the program. Enrollment is **limited** due to the availability of resources. The ATP accepts completed applications for program admission twice a year. The application deadline is **April 1** of each academic year.

Criteria for application:

Current Troy Students

1. Cumulative GPA of 3.0 or higher
2. Athletic training core GPA of 3.0 or higher
3. Students planning to apply **must** have completed or currently be enrolled in the following **ATP core courses**: AT 1101, BIO 1100 and L100, MTH 1112, CHM 1142 and L142, ENG 1101 and 1102 and have achieved a **3.0 GPA or higher in each**.
4. Completed ATP application form.
5. Three forms of recommendation from individuals other than family and friends.
6. Copy of current CPR + AED Basic Life Support certification.
7. Proof of physical examination, completion of Hepatitis B vaccination series, TB skin test, and up-to-date tetanus immunization.
8. Proof of background check, finger print submission, drug screening
9. Signed Written Technical Standards form, CAATE and BOC waivers.
10. Documentation of a minimum of 40 hours of observation, completed under the supervision of a certified athletic trainer.
11. Completed face to face interview with the Athletic Training Board of Admissions

Transfer Students:

Transfer students must go through the **SAME** application process as Troy University students; the only difference in the process applies to application criteria item #3. Requirements for transfer applicants are as follows:

- a. All transfer applicants must have completed or be currently enrolled in the equivalent of BIO 1100 and L100, MTH 1112, CHM 1142 and L142, ENG 1101 and ENG 1102 and have achieved a **GPA of 3.0** or higher in each.
- b. AT 1101 **must be taken AT TROY UNIVERSITY** and must have been completed prior to or be in progress at the time of application.

Progression in the Athletic Training Program:

1. Students who are accepted into the ATP begin course progression in the fall semester of the acceptance year.
2. All students must **maintain current** CPR + AED Basic Life Support certification. Professional liability insurance must be purchased **annually** through the ATP. Proof of physical examination, completion of Hepatitis B vaccination series, current TB skin test, and up-to-date tetanus immunization must be on file when enrolled in the ATP. Students are responsible for their own medical care and should not rely on their clinical education setting.
3. Achievement tests are required at various points in the student's educational experience.
4. Because of the costs of the Athletic Training Program, **students are responsible for** essential items of personal equipment, Uniforms, Hepatitis B Vaccine series, TB Skin tests, Tetanus vaccinations, Drug testing, Background Checks, Finger Printing, Physical Examinations, Liability insurance cost, and travel.
5. Students must maintain an overall 3.0 GPA as well as a 3.0 GPA athletic training GPA.
6. Students must earn a C or better in all athletic training core courses. If a student earns a D or F in any ATP courses, he/she **must repeat** that course.

Program Graduates:

Graduates of the ATP have been successful in obtaining positions with high schools, colleges and universities, armed services, clinics and professional teams. A large number of graduates have gone on to earn a Master's Degree or furthered their education in related allied health professions. Additional information on ATP alumni is available on the Troy University web site:

<http://troy.troy.edu/healthandhumanservices/athletictraining/index.html>

Potential Costs

Potential Costs for New Athletic Training Students

Task	Cost	Acquired From
BLS Certification	\$35.00	Troy University or American Red Cross
Background Check, Drug Test, Document Manager	\$135.75	CastleBranch
TB Skin Test	\$27.00	Troy University Health Center
Hepatitis B Vaccine and/or Titer(s) for verification*	Can range from \$40.00+	Troy University Health Center
Uniforms	\$40.00	University sponsored company**
Potential Total Cost:		\$277.00

Potential Annual Costs for Returning Athletic Training Students

Task	Cost	Acquired From
BLS Certification	\$35.00	Troy University or American Red Cross
Drug Test	\$37.00	CastleBranch
TB Skin Test	\$27.00	Troy University Health Center
Background Check	\$68.75	CastleBranch
Uniforms	\$40.00	University sponsored company**
Potential Total Cost:		\$207.75

* It is a program requirement that student's must prove Hepatitis B vaccination prior to patient care. A titer can purchased and utilized in the event of vaccination proof. If titers are needed and results are negative, it is required that the student obtain Hep B vaccination.

** Used polos can be purchased from Program Director at a discounted price on a first come, first served basis. New polos can be purchased through a University sponsored company. Khaki pants and/or shorts can be purchased through popular stores as long as they meet program standards and requirements. Please see the "Appearance Policy" for further explanation.

Course Requirements & Descriptions:

The course work involves a six-semester sequence beginning with the fall semester of admission into the program. This sequence is developed as a progression designed to incorporate all domains and objectives outlined in the competencies in athletic training education, culminating in AT 4402, which is taken the sixth semester of program enrollment.

AT1101 Orientation to Athletic Training Education (1)

Acquaints the Pre-Athletic Training Education student with the six cognitive domains of athletic training education and the athletic training education competencies.

AT 2201 Clinical Experiences in Athletic Training I (1)

Places the entry-level athletic training student in a variety of clinical settings. Laboratory and clinical experiences of AT 2201 will consist of basic clinical skills using a hands-on-approach application of competencies and proficiencies that are introduced in the didactic setting. *Prerequisite: Acceptance into ATP (first-year status). Corequisite: AT 3395.*

AT 2202 Clinical Experiences in Athletic Training II (1)

Places the entry-level athletic training student in a variety of clinical settings including but not limited to college/university, general medical, and clinic/outreach. Laboratory and clinical experiences in AT 2202 will consist of basic clinical skills using a hands-on-approach application of competencies and proficiencies that were learned in AT 2201 and skills introduced in AT 2202. *Prerequisite: Acceptance into ATP (first-year status), AT 2201.*

AT 3301 Clinical Experiences in Athletic Training III (2)

Places the entry-level athletic training student in a variety of clinical settings including but not limited to college/university, general medical, and clinic/outreach. Laboratory and clinical experiences in AT 3301 will consist of basic clinical skills using a hands-on-approach application of competencies and proficiencies that were learned in previous clinical experience courses and skills introduced in AT 3301. *Prerequisite: Acceptance into ATP, AT 2202.*

AT 3302 Clinical Experiences in Athletic Training IV (2)

Places the entry-level athletic training student in a variety of clinical settings including but not limited to college/university, general medical, and clinic/outreach. Laboratory and clinical experiences in AT 3302 will consist of basic clinical skills using a hands-on-approach application of competencies and proficiencies that were learned in previous clinical experiences and skills introduced in AT 3302. *Prerequisite: Acceptance into ATP, AT 3301.*

AT 3394 Lifting Techniques for Conditioning and Rehabilitative Exercise (1)

Students will gain knowledge of spotting techniques, safety techniques, exercises, periodization and development of strength and conditioning programs on the physically active. *Prerequisite: AT 4447.*

AT 3395 Care and Prevention of Athletic Injuries and Illnesses I (3)

Acquaints the entry-level athletic training student with athletic training educational competencies related to risk management, injury prevention, assessment and evaluation, psychosocial intervention and referral and health care administration. *Prerequisite: Acceptance into ATP.*

ATL395 Care and Prevention of Athletic Injuries and Illnesses Lab (1)

Acquaints the entry-level athletic training student with athletic training educational competencies in the clinical proficiencies, risk management, injury prevention, assessment and evaluation, psychosocial intervention and referral, and health care administration. *Prerequisite: Acceptance into ATP. Corequisite: AT 3395.*

AT 3396 Evaluation of Athletic Injuries and Illnesses I (3)

Acquaints the entry-level athletic training student with athletic training educational competencies as they relate to acute care of injuries and illnesses to the lower extremity of the human body. *Prerequisite: Acceptance into ATP.*

ATL396 Evaluation of Athletic Injuries and Illnesses I Lab (1)

Acquaints the entry-level athletic training student with athletic training educational competencies in the clinical proficiencies of injury prevention, assessment and evaluation, and acute care of injuries and illnesses as they relate to the lower extremity. *Corequisite: AT 3396.*

AT 3397 Evaluation of Athletic Injuries and Illnesses II (3)

Acquaints the entry-level athletic training student with athletic training educational competencies as they relate to injury prevention, assessment and evaluation, and acute care of injuries and illnesses to the upper extremity. *Prerequisites: AT 3396/L396.*

ATL397 Evaluation of Athletic Injuries and Illnesses II Lab (1)

Acquaints the entry-level athletic training student with the knowledge of athletic training and educational competencies in the clinical proficiencies of injury prevention, assessment and evaluation, acute care of injuries and illnesses to the upper extremity. *Prerequisites: AT 3396/L396. Corequisite: AT 3397.*

AT 3398 Organization and Administration for Athletic Trainers (3)

Students are introduced to management techniques, professional practice, insurance and health care administration that are encountered in athletic training. *Prerequisite: AT 3397/L397.*

AT 3399 General Medical Conditions Seminar (3)

A specialized course of general medical conditions designed for entry-level athletic training students with lectures made by various health professionals focusing on pathology and pharmacology.

AT 4401 Clinical Experiences in Athletic Training V (3)

Places the entry level athletic training student in a variety of clinical settings. Clinical Experience will apply clinical skills learned in all previous clinical courses in addition to the advancement and progression of competencies and proficiencies learned in this course. *Prerequisites: Acceptance into ATP, AT 3302.*

AT 4402 Athletic Training Field Experience (12)

Acquaints the entry-level athletic training student with the opportunity to gain practical experience within a clinical and or traditional setting. The student will apply didactic academic preparation at their chosen professional setting. *Prerequisite: AT 4401.*

AT 4447 Therapeutic Modalities (3)

Acquaints the entry-level athletic training student with athletic training educational competencies as they relate to the use of therapeutic modalities. *Prerequisites: AT 3397/L397.*

ATL447 Therapeutic Modalities Lab (1)

Lab accompanying AT 4447. Students will learn psychomotor skills through the clinical application of therapeutic modalities on the physically active. *Corequisite: AT 4447.*

AT 4448 Therapeutic Exercises (3)

Acquaints the entry-level athletic training student with the knowledge of the athletic training educational competencies as they relate to the use of therapeutic exercises. *Prerequisites: AT 3301, 4447.*

ATL448 Therapeutic Exercises Lab (1)

Lab accompanying AT 4448. Students will learn psychomotor skills through the clinical application of therapeutic exercise on the physically active. *Corequisite: AT 4448.*

PART III

Duties & Services

Athletic Training Student and Their Duties

Students' actual duties may vary between clinical sites and preceptors. The sections below provide examples of some common duties. Other sections of this manual provide additional information regarding ATS clinical duties, such as documentation. Please refer to those sections for additional information.

Pre-Practice Duties

- Arrive at the time previously agreed upon with preceptor.
- Check the field kit to see that it is stocked and ready to go.
- Check to see that you have a cooler filled with ice bags and wraps.
- Do not permit crowding around the taping tables. This is not a social time for you or the athletes
- Apply all the wraps, dressings, bandages, protection padding, and taping that you are qualified to apply
- Record all patient treatments that you are qualified to do.

Practice Duties

- Be sure all equipment, kits and ice are on the field prior to the start of practice.
- Station yourself so that you and your equipment are near the action but not in the way and so that you can easily be spotted if needed.
- Do not turn your attention away from the action; do not play ball or turn your back to discuss the time of day with a passerby. You may practice clinical skills during appropriate times however this is not a time to study for examinations.
- Assist in water breaks.
- Care for injured players and escort them to the athletic training room if deemed necessary.

Post-Practice Duties

- Be sure an injury report is completed for each new injury requiring such a report.
- Record all evaluations and treatments.
- Be sure all athletes are cared for before leaving
- Make a list of supplies needed for the next day, which may be, low or out of stock. Give this list to your Preceptor
- Gather up dirty laundry; straighten shelves and carts, etc.
- Wash out and clean coolers

Pre-Game Duties

- Be present, dressed and ready to begin your rotation on time.
- Assist with pre-game preparation at the appointed hour.
- Prepare a cooler with ice bags.
- Go over the pre-game checklist for the kit contents and any necessary field equipment

- Be sure all kits and equipment are on the field/court well before the start of the event.
- If you have been assigned to a visiting team, be sure to find out what time they plan to arrive. Meet them, introduce yourself to their athletic trainer, and stay with them in the athletic training area and on their bench. Make yourself as useful as they want you to be. Do not press to perform more than they want you to.
- If you are covering an away game:
 - a. Complete the away game checklist before departure.
 - b. Travel with the team and follow the ATP travel policy, Troy University travel policy and the policy of the team you are traveling with
 - c. Be aware of services provided by the host school
 - d. Introduce yourself to the opposing team athletic trainer; ask about their emergency procedures and the availability of a telephone.

Game Duties

- During the game stay close to the equipment; pay close attention to the play and observe for players who do not perform normally or who are down and injured.
- Only one person need accompanies the AT onto the field or court to assist an injured player. Others should remain on the sidelines ready to bring out any needed equipment the AT calls for. These duties will be assigned to specific individuals prior to the game.
- Be prepared to adjust equipment, apply protective pads, wraps, ice packs, or dressings for those athletes not playing or who have been removed for care. Work quickly but not so fast that your skill suffers.
- Assist in administering water and ice to those on the bench during the game.
- During half time, check all players with injuries, assist them in getting seated and provided with a beverage.
- Assist injured players from the field/court at half time or at the end of the game as directed by the AT.

Post-Game Duties

- Be sure all equipment is back in the athletic training room in its proper place
- Assist players in removing tape, dressings, and bandages in the locker room.
- Keep the athletic training room free for the injured.
- Dress all wounds and care for the injured patients before they shower.
- Make sure the athletic training room is in order before you leave.
- Fill out injury reports and other forms as necessary.
- Make appointments for re-evaluations the next day for those injured.
- Be sure all used wraps are collected from the locker room and placed with the laundry to be washed.
- Give out ice bags to those needing them.
- Observe all players after the game, especially those who have sustained head injuries.
- If on an away trip, keep close track of any injured athletes during the trip home.

Athletes in the Athletic Training Room

Students must abide by the following when dealing with athletes:

- Report all injuries when they occur. Let preceptors determine the seriousness.
- DO NOT treat athletes alone; all treatments must be recorded, under the direct supervision of a Preceptor.
- All athletes must shower after practice before coming to the athletic training room.
- Referrals to physicians, dentists, or other medical professionals will be made by the Athletic Training staff.
- ALL Troy University athletes must have an Insurance Form and a complete folder on file.
- NO tobacco of any kind used in the athletic training facilities.
- No cleats, dirty uniforms.
- NO shoes, food or drinks on treatment/taping tables or near modalities.
- ABSOLUTELY NO PETS!!!!

Treatment Records, Guests and High School Athletes

- All treatments must be recorded. All new injuries must have a current injury report on file and approved by an athletic trainer
- High School athletes and guests must be evaluated initially by an AT, or provide written instructions for treatment from a physician. NO athletic training student should begin treating without the supervision of an AT.
- An injury report should be written on athletes who are to be regular rehab patients.
- A guest is a person not actively engaged in Varsity Athletics at Troy University. All persons that are Varsity athletes should have a valid physical and completed folder on file. All other students will be treated as guests. Students should choose words carefully when speaking to guests and refer them to Monday clinic, the health clinic on campus, their family physician or the emergency room.
- ALL information concerning injuries is strictly confidential. Under NO circumstances should any student EVER share information concerning a patient's condition.

Counseling Service & Support Services:

Student Development/Counseling (Eldridge Hall, ext. 3176)

A. Academic Advising

The purpose of this service is to assist students who are experiencing academic difficulties, are indecisive about a major field of study, or those who wish to know how their abilities relate to a certain major field of study. A student historically make better, more informed academic choices once they have an understanding of their own aptitudes and interests. Many times, academic problems are interrelated with personal and vocational issues. Often, once a complete picture of these areas is established, students are better able overcome academic problems. Counseling services advises "Undecided" and "Conditional" students on decisions that are academic in nature.

B. Health Services, ext. 3425

The Mary E. Rich Student Health Services is located on the first floor of Hamil Hall. General medical services are provided for currently enrolled students living on or off campus. Student

Health Services is staffed by a registered nurse daily. No permission is necessary to visit Health Services, however, the clinic hours are 8:00 am to 12:00 noon and 1:00 pm to 4:00 pm Monday through Friday.

Student illnesses are assessed by the registered nurse on duty. They are then treated at Health Services, referred to a nurse practitioner or referred to the university physician or the family physician. The university physician visits the campus daily Monday through Friday for sick clinic through the academic year. He is on call at other times. All appointments to see the university physician must be arranged through Student Health Services.

Student Health Services operates on a fee-for-service basis with charges based on “usual and customary charger” approved by the insurance industry. As a benefit to students, an optional Student Health Participation Fee may be paid per term and will result in discounted charges for the participant. These lower charges are available only to those students who pay the optional fee. The deadline to enroll for the health fee is the first week of class in each term. A current student ID card must be paid with the student Trojan Card at Health Services or placed on the student account in the Business Office.

Students are strongly urged to have appropriate health insurance coverage. As a service to students, a basic sickness and accident insurance policy is offered to students taking six or more hours. Brochures explaining the benefits and premiums of the student health insurance can be obtained at Student Health Services.

Students are expected to schedule visits to Student Health Services during a vacancy in their class schedule unless they are too ill to attend class. No medical excuses are issued by the Student Health Services for class absence. Instructors may call Student Health Services to verify whether a student was treated at the center. Records are confidential and no information concerning the student’s diagnosis is released to anyone without a signed medical release by the student.

Students needing help in an emergency at night or on weekends should contact their resident assistant, campus police or proceed to the emergency room at the local hospital. The expenses incurred for such services are the responsibility of the student. The phone number for the local hospital is 670-5000.

C. Career Services, ext. 3217

The Career Services Offices provided two distinct functions for students and alumni (hereafter referred to as patrons): career development and career placement.

The Career Development portion of the office assists patrons (in either one-on- one counseling or a classroom setting) in the career decision-making process through use of a variety of assessment tools and evaluations, exploration of different career fields, and teaching decision-making skills.

Patrons in the Undecided Major Program can either participate in individual counseling with one of our staff members or enroll in the Career Exploration class (CHD 1100) offered in the fall and spring terms.

Patrons who have decided on a major and are thinking of changing their focus or students who are interested in what occupations are available for them upon graduation may also benefit from the use of our highly informative and interactive website (www.troy.edu/careerservices) or our information and up to date career library, which contains books and literature on various career fields.

Internships (volunteer and paid) can provide students valuable experience as they prepare to move into a particular career field. Those interested in gaining experience in a specific area are

encouraged to come by Career Services and look through the listing of internships possibilities in their career field.

Career Placement assists patrons (in either one-on-one counseling or in a classroom setting) in preparing for their job search.

Patrons receive assistance in writing their resume and cover letter, learning how to dress for success, developing interviewing skills, and identifying successful job search methods (using the Internet, networking, etc.) A class in Job Search Techniques (CHD 3300) is offered in the fall and spring terms.

D. IMPACT, ext. 3176

All new Troy students are encouraged to attend an IMPACT is to help provide the new students with a smooth and successful transition to Troy by exposing them to the many academic and social facets of college life and assisting term with the registration process.

E. Adaptive Needs Program, ext. 3221

This program provides assistance and accommodations to students with documented disabilities that may impede their academic process. Services include notifying instructors about the student's disabling condition and specific accommodations to which the student is entitled. Student tutors assist in administering oral and extended time testing to students who qualify to test in the Adaptive Needs Office. Tutors also assist students with proofreading papers, studying and reviewing notes for tests, by providing reader service when necessary, and by enlarging printed texts and class notes. Reasonable accommodations are provided based upon individual need. Each student must provide recent documentation of his or her disability in order to participate in the Adaptive Needs Program.

F. Personal Counseling, ext. 3700

Many students find that personal concerns interfere with various aspects of their college life. University Counselors provide an atmosphere in which students may discuss such concerns freely and confidentially. The counseling process allows a student to gain self- understanding and to recognize and explore opportunities that are available to college student and alumni. Counseling is also offered through the SAVE Project for students who are victims of sexual assault or dating/domestic violence. Counseling services are provided to students at no cost. The University Counselor and the SAVE Project office is located in Student Health Services, Hamil Hall, Room 6.

G. TROY SAVE (Sexual Assault and Violence Education) Project, 3700

The Troy University SAVE Project, funded by a grant from ADECA, provides a variety of education, prevention and counseling services to students, faculty, staff and law enforcement personnel. Each semester SAVE offers RAD Training (Rape Aggression Defense), a free self-defense class for female students and university personnel.

The SAVE Project, administered under Housing and Residence Life, provides services through peer education workshops and student leader training on Sexual Assault and Dating/Domestic Violence. The SAVE Project also presents workshops, programs, and speakers for classes and groups on the Troy University campus as well as community clubs and organizations. Both crisis and intervention counseling is available at no charge to students, faculty, and staff.

The SAVE Project maintains a resource library of video tapes, brochures, books and research articles on a wide range of topics including: dating/domestic violence, sexual assault, alcohol and drugs, and date rape drugs. The SAVE Project is located in the Student Health Services office, first floor, Hamil Hall, Troy University, 334-670-3700.

Instructional Support Services

Wright Hall 104, ext. 3210: Instructional Support Services (ISS) provides quality academic support services to students while at the same time conducting research and developing programs of ISS include the following:

A. Computer Works, ext. 3413:

Computer Works makes available to Troy University student and staff personal computers supported by a variety of software programs. The computer lab provides the opportunity for individuals to interact with and understand how to use computer technology. Toward accomplishing this objective, understand how to use computer technology. Toward accomplishing this objective, Computer Works offers individual assistance with computer utilization and supports university classes that use computers as part of the instructional process. Computer Works is located in 199 McCartha Hall. Hours of operation may vary depending on the term.

B. Writing Center, ext. 3305

The Writing Center assists students in improving their writing skills. The Center provides diagnosis of writing skills, individualized writing, preparation for standardized tests, workshops which cover a variety of writing-related topics, techniques in writing research paper, vocabulary improvement, speech articulation, and help with critical reading and thinking skills. Resources available to provide these services include peer tutors, helpful handouts, dictionaries, reference books, audio-visual programs, a professional library, and computer programs. The Center also has several computers to assist student-writers in the revision process. The Writing Center is located in Eldridge Hall.

PART IV: POLICIES

Academic Probation Policy

Once a student's GPA has fallen below a 3.0, in either ATP core courses or overall, the ATP director will place the student on academic probation. The student will have **ONE** academic semester to raise the GPA to the program criteria. If the student **FAILS** to meet this standard, he/she will no longer be able to progress in the ATP and will be released from the program

If a student does not successfully master a proficiency skills associated with a course the student will be placed in remediation until that particular skill is mastered. **If the skill is not mastered by the end of the semester, the student will not be able to progress into the next clinical course.** Successful completion is scoring an 80% or higher on all skill sets.

If a grade **below** a "C" is earned in any class with an AT prefix (a core course), that student **will not** be allowed to progress within the curriculum and **must** retake the failed core course. This could delay or alter a student's expected date of graduation.

Travel Policies

1. Represent yourself as a professional at all times. You are representing yourself, Troy University, The Division of Athletics, The Athletic Training Program and the entire Sports Medicine Department.
2. **DO NOT** be late for anything. **ALWAYS** arrive 10 minutes early to everything.
3. There will be **NO** consumption of alcohol at any time while traveling with or representing a university team. Violation of this rule will result in **IMMEDIATE SUSPENSION** at your current sport rotation, potential **removal from sport rotation**, and **release from the ATP**.
4. Leaving the hotel to participate in any social activity, other than those sponsored by the University, is **NOT** permitted.
5. Attendance for all meals is mandatory.
6. Eating with parents/family is permitted as long as you clear it with a staff athletic trainer **prior** to leaving, informing them of the times you plan to leave and return.
7. Dress code will be the same as the team unless otherwise noted by a staff athletic trainer.
8. You **ARE** responsible for any hotel incidentals charged to your room.
9. You may only perform athletic training duties when under the **Direct Supervision** of a Certified Athletic Trainer. At all other times you are at liberty to perform **ONLY** the duties of a first aid responder.
10. Be **positive, responsible, accountable and professional**.

Procedure for Suspected Non-Compliance with Troy University ATP Professional Relationship Policies

- 1.) AT Program Director and Clinical Education Coordinator will inform Preceptor, Department Chair, Dean, and University Title IX Officer of possible non-compliance and begin an investigation to determine if non-compliance of Troy University ATP Professional Relationship Policies exists.
- 2.) AT Program Director and Clinical Education Coordinator will inform student of non-compliance accusation and that they will be suspended from clinical site during an investigation into the matter. The student should remember that this is standard procedure and that their integrity will be protected over the

course of the investigation. If non-compliance is NOT found, the student will be cleared to return to their clinical site as usual.

- 3.) In order to determine legitimacy of the accusation, the AT Program Director and Clinical Education Coordinator will interview Preceptors, Coaches, Athletes, Managers, Students, and anyone else who may have knowledge of behavior practices of the individuals/relationship in question.
- 4.) AT Program Director and Clinical Education Coordinator will inform the Student, Preceptor, Department Chair, Dean and University Title IX officer of the findings of their investigation.
 - a. If the student is found to be in compliance with ATP Professional Relationship Policies:
 - i. The student will be immediately cleared to return to his/her clinical site.
 - b. If the student is found to be in non-compliance with ATP Professional Relationship Policies:
 - i. 1st Offense: Student will be moved to another clinical site that offers a similar educational experience, in accordance with CAATE standards
 - ii. 2nd Offense: Student will be removed from the clinical experience for the remainder of the semester and will receive a grade of F for the associated clinical course. (This will require that the student repeat the course with successful completion before they will be able to progress further in the ATP.)
 - iii. 3rd Offense: Student will be released from the ATP.

Professional Relationships Policies

A. To Preceptors

It is important to remember that you can learn both the science and the art of athletic training from your Preceptor. Although you are there to learn from your Preceptor, **NEVER** question their procedures in front of an athlete. You will have legitimate questions as to the whys and wherefores of treatments; just remember that there is a time and place for such questions.

Students should **refrain from** engaging in any type of relationship other than professional with Preceptors. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor (assuming that the Preceptor involved is someone else), Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

B. To Other ATs

It is necessary to have a good working relationship with everyone in the athletic training room, including your fellow ATs. As with other staff, **DO NOT** question or criticize them in front of an athlete. Any criticisms you have should be offered in a **constructive manner**, and you should be cognizant of the situation and circumstances when discussing differences of opinion.

If you have a difference of opinion or a “gripe”, **go directly to the person involved** and settle it. **DO NOT** become a gossip or complainer! If you are aware of a problem or situation with a fellow classmate that needs attention, you are **obligated** by the Troy University Honor Code outlined in the Oracle to report the problem to your supervisor immediately (your Preceptor, Clinical Coordinator or Program Director).

Relationships between student athletic training students on any level other than professional **are strongly discouraged**. However, should a non-platonic relationship develop, **ALL** interactions should remain on a professional level while performing any duties within the scope of athletic training. This policy also applies to relationships involving ATs and graduate assistant athletic trainers. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures

for ATP Professional Relationships Policies Non-Compliance will go into effect.

In working together in the athletic training room **do not confine yourself solely to your assigned duties**. If your duties are completed and you see that someone needs help, help them! Athletic trainers are part of the sports medicine **TEAM**, and it is best if everyone works together.

C. To Team Physicians and Consultants

You are to help the team physicians in any way you can. **NEVER** question or criticize the team physician in front of an athlete. If you do have some legitimate questions regarding treatments prescribed by the physician, choose the proper time and manner in which to ask either your preceptor or the physician. Physicians realize that you are here for an education and are very willing to help you learn.

NEVER alter, modify, or adapt the physician's instructions without checking with them first.

Students should **refrain from** engaging in any type of relationship other than professional with Physicians/Consultants. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted **to avoid any conflict of interest**. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

D. To the Athlete

As an ATS you should **ALWAYS** maintain a professional relationship with the people you work with, especially the athletes. This is admittedly difficult, as the athletes are often your peers. The athletic training room is **NOT** a social setting; socialization with the athletes during clinical time is **ABSOLUTELY NOT PERMITTED**.

In addition, non-plutonic relationships between ATSs and University athletes are **unprofessional** and **STRONGLY discouraged**. All efforts should be made to avoid such a situation. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

In the high school clinical settings, non-plutonic relationships between ATSs and student-athletes and are **STRICTLY PROHIBITED**. If an ATS is suspected of having an inappropriate relationship with a high school student, the ATS will be **suspended from clinical rotations and will be turned in to authorities IMMEDIATELY**. The ATS will **NOT** be permitted to participate in clinical rotations until they have been found innocent. Policies and procedures regarding these types of situations will be handled as is outlined in the Troy University Oracle. If the student is found to be guilty, they will be **RELEASED** from the program **IMMEDIATELY**.

Never discuss an athlete's injury with anyone other than the player, his/her parents (if the athlete is a minor), your Preceptor, and the Team Physician. **Under no circumstances** should you discuss the injury of one athlete with another athlete. If an athlete should ask you about another athlete's injury, **refer** them to your AT.

Remember that **anything** an athlete tells you falls within the realm of patient confidentiality and is governed by HIPPA Regulations.

E. To the Coaches

While the ATS's goal is to learn while assisting a Preceptor in monitoring the health and safety of athletes, the coach's purpose is to produce a successful program. **DO NOT confuse the two**. As you would not want a coach to tell you how to treat an injury, **NEVER** tell a coach how to run a practice, what plays to

use, or which athlete should be in the game. Many coaches are sensitive, even about questions regarding their game procedures. Remember your place and your purpose for being at practice or the game.

Some coaches are not accustomed to working with an AT or an athletic training student. In Troy University ATP Clinical Settings, this is rare. If, however, a coach questions your procedures, state that you are following the team physician's Standing Orders and Protocols. If the coach persists, **DO NOT** argue. Instead, quietly continue your job and consult your supervisor. Any problems regarding coaches or members of their staff should be referred to, and handled by, your supervisor.

As with ATSs and graduate assistant athletic trainers, students should **refrain from** engaging staff coaches and graduate assistant coaches in any type of relationship other than professional. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

F. To the Athletic Administration

The decisions, business procedures, policies, and established standards of the administration of any site where you are completing clinical experiences are to receive your complete support. If you have any questions regarding these, consult your Preceptor.

Because of the influence Athletic Administrative Personnel could have regarding recruiting and signing student athletes, jobs within the athletic program, etc.; students should **refrain from** engaging in any type of relationship other than professional with Athletic Administrative Personnel. If a non-plutonic relationship does develop, **it is the responsibility of the ATS** to inform their Preceptor, Clinical Education Coordinator, or Program Director so that their clinical rotation can be adjusted to avoid any conflict of interest. If this behavior is reported by someone other than the ATS involved, the Procedures for ATP Professional Relationships Policies Non-Compliance will go into effect.

G. To the News Media

You may find that in an effort to get the latest scoop, a representative of the press may approach you for information regarding the playing status and/or injuries of an athlete. Under no circumstances are you to discuss these matters with any representative of the news media. Such information is highly confidential and private and is protected by the Federal Right to Privacy Act. An athlete must sign a waiver before even the head athletic trainer or the coach can distribute such information. Refer any such questions to your Preceptor or the sports information director. Be very careful about what you say concerning injuries to players, as you do not know who will overhear what you say. Under **NO CIRCUMSTANCES** are students permitted to conduct personal interviews with the news media in regard to a patient's medical care. If this situation arises, this is a HIPPA violation and the student will be **RELEASED** from the ATP **IMMEDIATELY**.

H. To the Athlete's Parents

Should a parent contact you regarding the care their child is receiving, reassure them that they are receiving the best available care and refer them to your Preceptor. **DO NOT** discuss an athlete's injury or care with the parents.

Conduct and Appearance Policies

Personal Qualities

The most important personal qualities expected of all ATs are honesty, dedication, dependability and loyalty. Unexpected absences and/or tardiness **WILL NOT** be tolerated in the academic or clinical settings. Friendliness, sincerity and integrity also rank high as desirable personal qualities.

Dress

Students are expected to dress and behave like a licensed medical professional in the athletic training room, at practices, and at games. Appropriate clothing must be worn in the athletic training room, and at all practices and competitions, but should not be worn outside the academic/athletic training setting. It is **the responsibility of each student** to keep his/her clothing clean, pressed and presentable.

A neat, clean, professional personal appearance is an important step in gaining respect of athletes, coaches, and the general public. The uniform for clinical rotations includes khaki shorts or pants, uniform polo and wrist watch (with second hand or notation of seconds); unless otherwise designated by the Preceptor. When a student is at a clinical rotation, they may follow the dress code of that particular site. It is the students' responsibility to be sure they are clear on dress codes. When in doubt, go with the approved uniform - mentioned above. If at any time a student is deemed to be in violation of the above mentioned, they will be asked to leave and will not be allowed to complete their clinical rotation on that day.

1. Fingernails must be clean, free of jagged edges, and should not extend past the tips of the fingers.
2. Nail polish must be clear or of a soft, light color, with no chips or cracks.
3. Tattoos and body piercings must not be visible.
4. Earrings, other than studs, are not permitted and are limited to two (2) piercings per ear.
5. Men's hair should be kept clean and neat and should not extend past the shirt collar or over the ears.
6. Men should be clean shaven; this means NO stubble or 5 o'clock shadow.
7. Women's hair should be clean and neat and should be pulled back, out of the eyes and face.
8. Large rings, bracelets, and necklaces are not permitted, as they harbor bacteria.
9. A wrist watch with a second hand or digital readout **must be worn at ALL times.**
10. No hanging strings, holes or stains should be visible on the uniform.
11. Shirts must be tucked in.
12. Shirts must be a length that prevents exposing the midriff when shoulders are flexed to their end range of motion.
13. Pants/shorts should not be too loose (you constantly have to adjust or pull them up), or too tight (undergarment lines/outlines of other prominent features can be seen)
14. Men: there should not be a question as to whether or not you are wearing shorts or pants. Therefore, the hem of the shorts should fall no longer than an inch or two past the inferior pole of the patella and no shorter than an inch above the superior pole of the patella.
15. Ladies: Shorts should be **ABSOLUTELY NO** higher than 3 inches above the knee. Measure shorts length using one of two methods. 1) Shorts hem must fall below fingertips when standing upright with shoulders back, arms by sides, facing forward. 2.) Kneel on the floor, torso upright. Place ruler (zero inch) edge flat on the floor and vertical in front of the thigh. If hem of the shorts falls on a measurement more than 3 inches, while you are in an upright position, the shorts are TOO SHORT and WILL NOT be permitted in the clinic or at your clinical site. **If in doubt, wear pants.**

16. Pants length: hem should be somewhere between the upper portion of shoe and the floor, but not dragging the floor.
17. Belts must be black or brown and must be of a sensible length and width to maintain professionalism.
18. The tops of socks must be visible in shoes, avoid obnoxious colors/color combinations.
19. Closed toe, athletic style shoes must be worn at all times.
20. Absolutely NO heels!
21. Jackets and sweatshirts must not bear any type of visible brand logo or text and must be either black, cardinal, or gray
22. A violation of the uniform policy will result in the **DISMISSAL** of that ATS from their clinical rotation. Should this behavior become habitual, the ATP director will take further disciplinary action against the ATS which may include **SUSPENSION** from clinical rotations or **RELEASE** from the ATP.

Social Media Policy

Due to the potential for unprofessional behavior involved with some online social networks, **students and preceptors are not to communicate or accept each other as network friends**. The Athletic Training Program believes that these activities can undermine the ability to maintain a constructive learning environment. This rule includes current, past, present or potential clinical instructors for as long as the student is a student.

Athletic training students may not post any information, language or photos on a social networking site that might tarnish the reputation of the Troy Athletic Training Program, or its faculty and/or students. This includes, but is not limited to information and photos.

Understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site. Also, keep in mind that these websites are regularly monitored by potential employers, internship supervisors, graduate programs and scholarship committees as a way of screening applicants. Students should be very careful when using online social networking and think about not only your image today among your college peers, but who you might want to be in the future.

The malicious use of online social networks such as derogatory language about any member of the UWA community, demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action by the Athletic Training Education Program Director.

Personal liability will be assumed for any violations of other students or student-athletes' privacy rights, especially those that fall under federal privacy laws (FERPA or HIPPA) or that violate the University of West Alabama's student code of conduct or codes of computing practices. This includes, but is not limited to, taking pictures or posting any information while interacting with a patient at any venue to any social media outlet before, during, or after interaction (i.e. injury details, diagnosis of an injury, treatment of an injury, diagnostic imagery, surgery, rehabilitation of an injury, or other forms of injury information, etc.)

Cell Phone Policy

Athletic training students should refrain from utilizing mobile telephones in the classroom and clinical settings. We understand that sometimes emergencies will arise which make the use of mobile telephones necessary. If such a situation arises, check with your classroom instructor or Preceptor about receiving a call during this time.

In addition, if utilizing a mobile phone is approved, it must be on vibrate mode. There will be **ABSOLUTELY NO TEXT MESSAGING** in the classroom or clinical settings. Violation of this policy will result in being sent home from your clinical rotation. If this behavior becomes habitual then the ATP director will take further disciplinary action against the ATS which may include **SUSPENSION** from clinical rotations or **RELEASE** from the ATP.

Disciplinary Procedures

Violation or failure to comply with the NATA Code of Ethics, Alabama State Licensure, the *ATP Policy and Procedures Manual*, *Troy University Athletic Training Department Policy and Procedures Manual*, or any other actions that would compromise the integrity of the Troy University ATP can result in punishment, suspension, or dismissal from the program. The students will be informed verbally and in writing of the offense and the disciplinary action. If the offending action is severe enough to warrant suspension or dismissal, the actions will be reported to the Athletic Training Discipline Committee. All decisions involve the Program Director. If the action is severe enough, offensive warnings may be bypassed and immediately sent to the Discipline Committee.

First Offense: Student will be verbally warned in a personal meeting with the Program Director or Clinical Coordinator. Written documentation will be placed in the student's file.

Second Offense: Guidelines for the discipline will be decided by the ATP faculty, personally discussed with the student, and supported by a written document. Written documentation will be placed in the student's file.

Third Offense: Student may be placed on suspension or expelled from the program.

The penalty will be determined by the ATP Discipline Committee. A formal meeting will be held with the appropriate ATP Discipline Committee Members. Upon the made decision, written documentation will be given to the student, in addition the written documentation will be placed in the student's file.

***Note: in instances of Violation of student conduct, the ATP will default to the Troy

University Oracle's disciplinary procedures****

Cheating and Plagiarism

The Troy University ATP follows a ZERO tolerance policy in regard to academic dishonesty. Behavior deemed in violation of the STANDARDS OF CONDUCT, if it can be described as the commission of or the attempt to commit any of the following offenses:

“Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty or other officers or employees of the University.” (Troy University Student Handbook-Oracle)

In many cases, the disciplinary course of action is left to the discretion of the instructor of record for the course in which the offense was committed. However, the Program Director reserves the right to intervene at any time on behalf of the program's ethical standards. A student may be disciplined, up to and including a zero on the assignment, reduction of course grade by one letter, failure of a course, inability to progress in the AT curriculum, release from the program, suspension or expulsion from the University. Should more severe disciplinary action be warranted, the instructor of record and Program Director will refer the case and evidence to Student Affairs and the Student Judiciary Officer, as outlined in the Troy University Oracle - Standards of Conduct.

BLOODBORNE PATHOGENS POLICY

Bloodborne Pathogen Training

This will be a subset in AT 2201, 3301 and 4401: Athletic Training Clinicals I, III & V offered during the fall semester session of the curriculum. Refer to the bloodborne pathogens exposure / OSHA compliance in the Troy University's Athletic Training Room *Policy and Procedure Manual*. It is your responsibility to become familiar with other clinical sites' bloodborne pathogens exposure / OSHA compliance policies and procedures.

BLOODBORNE DISEASES

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including malaria, syphilis, and brucellosis, but Hepatitis B (HBV) and the Human Immunodeficiency Virus (HIV) are the two diseases specifically addressed by the OSHA Bloodborne Pathogen Standard.

HEPATITIS B (HBV)

Hepatitis B virus (HBV) causes serious liver disease. About half of the people infected with hepatitis B have no symptoms. Those with symptoms may experience jaundice, fatigue, and abdominal pain, loss of appetite, occasional nausea or vomiting. Most people infected with HBV recover and clear the infection. But about 10% become chronically infected. Each year, more than 5,000 people die from chronic liver disease and liver cancer linked to hepatitis B. As many as 200 of those deaths are healthcare workers.

The hepatitis B virus poses greater risk to healthcare workers than either the hepatitis C virus or HIV, since it is more easily transmitted. As yet, there is no sure cure for hepatitis B. Fortunately, the hepatitis B vaccine can prevent the disease.

HIV

HIV attacks a person's immune system and causes it to break down. The clinical picture of HIV infection differs widely from person to person. A number of those infected remain apparently healthy for many years. The infected person becomes seriously ill when the immune system loses its ability to fight infections. Some infected people go on to develop AIDS.

MODE OF TRANSMISSION

Hepatitis B, Hepatitis C and HIV spread most easily through contact with blood. They also spread through contact with other potentially infectious materials. OPIM, including bodily fluid or tissue containing visible blood.

HBV and HIV are most commonly transmitted through:

- Contact between mucous membranes and infected body fluids
- Contact between broken or damaged skin and infected body fluids
- Accidental puncture from contaminated needles, broken glass, or other sharps
- Sexual contact
- Sharing of hypodermic needles
- From mothers to their babies at/before birth

Accidental puncture from contaminated needles and other sharps can result in transmission of bloodborne pathogens.

In most work situations, transmission is most likely to occur because of accidental puncture from contaminated needles, broken glass, or other sharps; contact between broke or damaged skin and infected body fluids; or

contact between mucous membranes and infected body fluids. For example, if someone infected with HBV cut their finger on a piece of glass, and then you cut yourself on the now infected piece of glass, and then you cut yourself on the now infected piece of glass, it is possible that you could contact the disease. Anytime there is blood-to-blood contact with infected blood or body fluids, there is a slight potential for transmission.

Unbroken skin forms an impervious barrier against bloodborne pathogens. However, infected blood can enter your system through:

- Open sores
- Cuts
- Abrasions
- Acne
- Any sort of damaged or broken skin such as sunburn or blisters

Bloodborne pathogens may also be transmitted through the mucous membranes of the:

- Eyes
- Nose
- Mouth

UNIVERSAL PRECAUTIONS

“**Universal Precautions**” is the name used to describe a prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious, regardless of the perceived status of the source individual. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, *you treat as if it is*. This approach is used in all situations where exposure to blood or potentially infectious materials is possible. This also means that certain engineering and work practice controls shall always be utilized in situations where exposure may occur.

HYGIENE PRACTICES

Handwashing is one of the most important (and easiest) practices used to prevent transmission of bloodborne pathogens. Hand or other exposed skin should be thoroughly washed as soon as possible following an exposure incident. Use soft, antibacterial soap, if possible. Avoid harsh, abrasive soaps, as these may open fragile scabs or other sores. Hands should also be washed immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.

If you are working in an area where there is reasonable likelihood of exposure, you should never:

- Eat
- Drink
- Smoke
- Apply cosmetics or lip balm
- Handle contact lenses

No food or drink should be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where blood or potentially infectious materials are present.

You should also try to minimize the amount of splashing, spraying, splattering, and generation of droplets when performing any procedures involving blood or potentially infectious materials, and you should NEVER pipette or suction these materials by mouth.

SHARPS

Effective April 18, 2001, OSHA's bloodborne pathogens standard has been updated. The revisions clarify the need for employers to select safer needle devices as they become available and to involve employees in identifying and choosing the devices. The updated standard also requires employers to maintain a log of injuries from contaminated sharps.

Specifically, the revised OSHA bloodborne pathogens standard obligates employers to consider safer needle devices when they conduct their annual review of their exposure control plan. Safer sharps are considered appropriate engineering controls, the best strategy for worker protection.

You are at greatest risk of exposure to bloodborne pathogens when handling contaminated sharps. More than half a million sharps related injuries occur each year. Your Exposure control Plan details sharps safety rules you should follow. Here are some general guidelines:

- When using sharps, always follow effective, safe handling techniques to prevent injury.
- Never shear, break, bend, or recap contaminated needles or sharps.
- Never reuse disposable sharps.
- Do not pick up contaminated broken glass (also a sharp) with your hands. Instead, use a broom and dustpan, forceps or tongs.
- Discard contaminated sharps immediately after use in an appropriate, puncture-resistant, color-coded container. Nearly one-third of all sharps injuries happen during disposal.
- Report all sharps injuries according to your facility's policy.

NEEDLES

Needles shall be disposed of in labeled sharp containers only.

Sharps containers shall be closable, puncture-resistant, leak-proof on sides and bottom, and must be labeled or color-coded

When sharps containers are being moved from the area of use, the containers should be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling or transport.

BROKEN GLASSWARE

Broken Glassware that has been visibly contaminated with blood must be sterilized with an approved disinfectant solution before it is disturbed or cleaned up.

Glassware that has been decontaminated may be disposed of in an appropriate sharps container; i.e., closable, puncture-resistant, leak-proof on sides and bottom, with appropriate labels.

Broken glassware will not be picked up directly with the hands. Sweep or brush the material into a dustpan.

Uncontaminated broken glassware may be disposed of in a closable, puncture-resistant container such as a cardboard box or coffee can.

What you can be infected by: droplets (from a cough or sneeze), direct contact, or airborne pathogens. Possible exposure scenarios:

- Wound cleaning
- Cleaning whirlpool
- Sanitizing equipment and laundry
- Emergency situations

- Urine Analysis
- Evaluations

Because of the risk involved in everyday activities students are encouraged to follow the universal precautions as described below to avoid being exposed. All blood or other possibly infectious material will be considered infectious at all times regardless of who is the patient.

What you can use to diminish risk of infection:

- Gloves
- Face shield
- Gloves
- Mask
- Sharps container
- Biohazard bags/ containers
- Hand sanitizer
- Sanitizer for surfaces

What you can do to decreased the risk of infection:

- Wash hands and any other contaminated skin surface area with soap and warm water for a minimum of fifteen seconds as soon as exposure occurs.
- If eye contact is made flush eyes immediately with water or eye wash.
- While removing personal protective equipment use the proper removal steps and remove as soon as possible. Once equipment is removed be sure to dispose of it properly in a biohazard container.
- When disposing needles do not attempt to bend or recap by hand and be sure to place all used needles in a sharps container.
- Sterilize all instruments after each use and sanitize all other equipment regularly.
- While transporting laundry use the necessary protective equipment to avoid exposure. Carry the contaminated laundry folded up and away from your body.

If you are exposed to any infectious material report the incident immediately to your Preceptor or other staff member. The staff will provide the student with confidential medical attention.

Infectious Waste Disposal

All infectious waste will be disposed of using universal precautions set forth by OSHA. All infectious material shall be placed in sharps containers or color-coded red bags. Disposable syringes, needles, scalpel blades and other sharp items shall be disposed of in the sharps container. When handling, storing, or transporting infectious waste, gloves shall be worn and the bags should be sealed. When full, sharps containers and color-coded red bags shall be stored in the Biohazard Waste closet that is located across from the Athletic Training Room in Room #225 until these materials are picked up monthly by a Biohazard Company. In order for the company to transport these materials they must be properly closed and sealed completely within the large red biohazard containers.

Decontamination of Spills:

- Gloves will be worn during this process. All fluids or other infectious material will be cleaned up and removed first. Gloves will then be removed and new gloves will be worn to disinfect the area. The area will be disinfected with the disinfectant used in the athletic training room.

Exposure incident

If an incident of exposure occurs the individual must immediately report it to their clinical supervisor. The medical evaluation will begin immediately. If an incident occurs, it is the student's responsibility to notify their supervising faculty member. The student will be referred to Student Health to receive the appropriate treatment.

Troy University Communicable Disease Policy

Throughout a student's clinical experience there will be instances where a student is ill or deemed to have a communicable disease. This policy has been developed to identify those instances and to delineate appropriate action when they occur. This policy will assist in ensuring the safety of the patient, preceptor, and the student. According to the Center for Disease Control and Prevention (www.cdc.gov) communicable

- Conjunctivitis (pink eye)
- Diphtheria (upper respiratory infection)
- Herpes simple
- Meningococcal infections
- Pertussis (whooping cough)
- Streptococcal infection
- Zoster
- Enteroviral infections
- Mumps
- Rubella
- Cytomegalovirus infections
- Tuberculosis
- Viral infections
- Varicella

diseases are identified as:

If a student believes they have one of the above mentioned communicable diseases, the following procedure should occur:

1. The student should notify their Preceptor and Clinical Coordinator **immediately**.
2. The student should immediately report to student health **OR** their local physician for evaluation.
3. If a student suspects they have a communicable disease, they should not provide patient care until the signs and symptoms resolve.
4. If a student will miss their clinical rotation and/or class due to a communicable disease, they must bring written documentation from a physician. Lack of documentation may result in an unexcused absence. All student is responsible for work they have missed during their illness.
5. It is the **student's responsibility** to communicate with their Preceptor and course instructor in regards to their progress. Communication can be via phone or email (**NOT** text messaging).

Appendix A: Contact & General Information

Troy University Athletic Training Contact Information

Kimberly R. Shaw, Ph.D., LAT, ATC, NREMT-B 334-670-5818
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Brandon Platt, MS, LAT, ATC, CSCS 334-808-6423
Assistant Athletic Trainer
Champion Sports Medicine/Baseball
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bplatt@troy.edu

Graduate Assistants

Cell phone

Christa Hendrickson 219-384-6918

Russell Miller 850-227-4510

Brian Berg 407-921-3968

Logan Marquis 850-260-1483

Caleb Hanson 630-803-3936

Juliana Ross 205-789-9988

Off-Site Preceptors/Supervisors**Office Phone**

Dr. Mickey DiChiara, MD
 Team Physician
 Pike Internal Medicine
 1350 Highway 231
 Troy, AL 36081

334-566-1270

Dr. Jon Adams, MHS, M.Ed., PA-C, ATC
 Team Clinician/Director of Athletic Medicine
 Pike Internal Medicine
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 Troy, AL 36081
jonadams@hotmail.com

334-566-1270

Lesley Parrish, PT, DPT, Facility Director
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334-670-5955

Dave Bush, BS, LAT, ATC
 Director of Sports Medicine Outreach
 Champion Sports Medicine
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 Troy, AL 36081
davebushatc@hotmail.com
dave_bush@physio.com

334-566-5021

Where to Find Help & What You Need to Know:**Concerning**

Adding/Dropping a course
 Admission to AT
 Bills, fees, other miscellaneous charges
 Decals
 Fines, Appeals
 Fines, payment
 Grades

Graduation Intentions
 ID Cards
 Loans
 Mail/Mailboxes
 Parking (Troy Campus only)
 Scholarships

Student Records

Transcripts
 Withdrawals

Contact/Location/Troy University Main Campus

Records Office or Program Director, ext. 3722
 Kimberly R. Shaw, Program Director, ext. 5818
 Business Office, Adams Admin. Bldg., ext. 3124
 Security Office, ext. 3215
 Adams Center, 215, ext. 3207
 Business Office, Adams Admin. Bldg., ext. 3122
 Course Instructor or Records Office, Adams Admin. Bldg., ext 3164
 Records Office, Adams Admin. Bldg, ext. 3164
 Ticketlink/Box Office, Adams Center, ext 3293
 Financial Aid Office, Adams Admin. Bldg., ext. 3186
 Post Office, Adams Center, ext. 3223
 Security Office, ext. 3215
 Financial Aid Office, Adams Admin Bldg., 3212
 Or Kimberly R. Shaw, Program Director ext 5818
 Departmental Secretary, ext. 3722 or Records Office, Adams Admin. Bldg., ext 3164
 Records Office, Adams Admin. Bldg., ext. 3166
 Faculty Advisor, Eldridge Hall or Records Office, ext.3164

General Information

Information on various topics is provided on the next several pages. Other general information about the ATP and Troy University can be found in the Troy University Bulletin and the Troy University Oracle.

Accreditation-Troy University is accredited by the Commission Accreditation of Athletic Training Education (CAATE). The website is www.caate.net

Advisor-After admission to Troy University you will be assigned an academic advisor. This advisor, who is an Athletic Training Program faculty member, will assist you in planning your program of studies.

Books-Textbooks for all Troy University classes may be purchased at the Barnes & Noble on campus. Barnes & Noble buys and sells handbooks each quarter. **DO NOT SELL YOUR ATHLETIC TRAINING BOOKS!!** You will need them in future courses. The University Store also sells other miscellaneous books, writing materials, art supplies, gifts, etc.

Copy Machines-Copy machines are available in the library at a cost of 10 cents per page with your Trojan Card. Please Do Not ask to use the copy machine in Stadium Towers.

CPR + AED Basic Life Support-Students must be certified in CPR for the Professional Rescuer & AED before enrolling in clinical courses. American Red Cross or American Heart Association is acceptable. A copy of your certification must be given to the Athletic Training Program secretary or to the ATP Clinical Coordinator.

Evaluations-Your feedback concerning textbooks, courses, clinical facilities, faculty, etc. is vital to the growth of our school. You will be asked on a regular basis to complete evaluation forms. Please be honest and constructive.

Financial Aid-If you are receiving financial aid, please contact the financial aid office and request that your financial aid be spread over three semesters if you intend on taking summer courses.

Grievances-For complaints or concerns about a course, please see the course faculty first. If you are not satisfied, then make an appointment with the Department Chair, then the Dean. For other complaints or concerns, please see your advisor, then the Department chair and then the Dean.

Lab-The ATP Lab is open from 8:00 am to 5:00 pm, Monday through Friday. You are welcome to practice skills, with our without the Clinical Coordinator or student tutors assisting you. You can come in the lab to study, use the computers, view audiovisuals, or practice skills. There is also a small library as well as class materials on reserve in the lab. Some of the equipment/books may be checked out for home practice. Please check with either Dr. Kim Shaw or Danielle Platt.

Liability Insurance-You must present proof of having purchased liability insurance before you begin athletic training clinical classes. Troy University has a blanket insurance coverage in the amount of \$1,000,000/\$3,000,000 for students. You must purchase this insurance through College of Health and Human Services and checks must be given to Dr. Kim Shaw or Danielle Platt before clinical rotations begin.

Library-The Troy University Library, which is located in Wallace Hall, provides students and faculty with a comprehensive collection of print and non-print resource materials. Several methods of data accession are available to students and faculty. Interlibrary loan requests are processed through the On-line Computer Library Center (OCLC).

Computer searches of approximately 250 databases can be conducted via Dialog Information Services, Inc. Medline searches are included through this service. Academic journals in all disciplines are indexed on InfoTrac and accessed on

computer terminals with reproduction capabilities.

Parking-You MUST have a parking decal on your car in order to park on campus. Come early to class, parking is usually a problem for morning classes. If you park in a staff, faculty, or visitor parking space YOU WILL BE GIVEN A TICKET OR TOWED.

Pre-Registration-Pre-registration is held every semester for you to register for the next semester. The steps of pre-registration are as follows:

1. Before you arrive, decide which courses you want to take.
2. Complete your trial schedule/registration form. Be prepared and read the Troy University Undergraduate catalog for guidelines. You are ultimately responsible for choosing your courses. Your advisor may only guide you.

Schedules-Please do not sign the trial schedule yourself. Trial Schedules are found on the Troy University Web Page

Student Health-The Mary E. Rich Health Center, located in the basement of Hamil Hall, offers both in-patient and outpatient health care to students. The Health Center employs registered nurses, a physician is on call. Hours of operation are listed in the Troy University Oracle.

Tape Recording-You must get approval from both the faculty and students in a class in order to tape a class. Faculty and students have the right to refuse to allow a class to be taped.

Writing Center-The Writing Center is available to Troy University students for improving writing skills. Tutors are assigned on a one-to-one basis. Audiovisuals, learning modules, and computers are utilized to promote skills acquisition. Mrs. Eleanor Lee is the Coordinator. The Writing Center is located in Eldridge Hall.

APPENDIX B

Troy University Athletic Training Program Forms Troy University Athletic Training Education Application Checklist

In order to be considered for admission, completed application packets are **Due by April 1st or July 1st**
NO EXCEPTIONS

What to send to Mr. Anderson:

- Cover letter
- Resume
- Unofficial copy of transcripts
- Completed athletic training application
- Applicant essay
- 3 signed and sealed letters of recommendation
- Copy of certification cards
- Completed physical form
- Signed technical standards forms (signed by physician and student)
- Copy of immunization records/TB skin test/ Hep B vaccination
- Proof of observation hours
- Signed CAATE form
- Signed release of information form
- Troy University Athletic Training Program Disclaimer

**Application to Athletic Training Program
Troy University**

Bachelor of Science Degree in Athletic Training

College of Health and Human Services

APPLICATION

NAME: _____ TODAY'S DATE: _____

BIRTHDATE ___/___/_____ SEX _____ STUDENT ID #: _____

EMAIL: _____ PHONE NUMBER _____

PERMANENT MAILING ADDRESS:

CURRENT MAILING ADDRESS:

PARENT OR GUARDIAN NAME: _____ CONTACT #: _____

PLEASE LIST YOUR HIGH SCHOOL WHERE YOU GRADUATED AND ALL OF THE COLLEGES /UNIVERSITIES
ATTENDED. USE ADDITIONAL PAGES IF NECESSARY

High School: _____

Date of High School Graduation: _____

College/University _____ Awarded Degree _____

Major Concentration _____ Attended _____

Cumulative GPA _____

College/University _____ Awarded Degree _____

Major Concentration _____ Attended _____

Cumulative GPA _____

Do you have experience as an athletic training student? Yes ___ No ___

If so where: _____ Dates: _____

List below all previous experience related to Athletic Training. Include all classes, clinical observation, and sports you observed.

For Transfer students, please answer the following:

I have: Applied for admission to TROY Yes ___ No ___

Sent my SAT/ACT score Yes ___ No ___

Sent my high school transcript Yes ___ No ___

Do you expect to make Athletic Training your primary field of professional endeavor?

Yes ___ No ___

If no, please explain: _____

Will you have other commitments (work, scholarship, clubs, activities etc.) while pursuing your degree?

Yes ___ No ___

If yes, please explain _____

Please list below the names of three people that will be sending letters of recommendation for you. Your references should include: 1 from a former teacher that can attest to your academic ability, 1 character reference and 1 reference from a former employer or supervisor from a club or organization in which you participated. Have all letters sent to John H. Anderson, Clinical Coordinator of Athletic Training Education; Troy University 3212 Veterans Stadium Dr, Troy, Al 36082

Name	Address	Profession
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PLEASE ATTACH A COPY OF YOUR CPR/ AED CERTIFICATION CARDS

DO YOU HOLD ANY OTHER CERTIFICATIONS? IF SO, PLEASE LIST

Certification _____ Awarded/expiration _____

Certification _____ Awarded/expiration _____

AWARDS/HONORS: _____

ACTIVITIES: List all extracurricular activities, organizations, etc in which you are active. Please include all offices/positions held.

APPLICANT ESSAY:

Please complete the following questions by providing an honest evaluation of yourself. Please provide a typed written response to the following questions with a total of 750 words or less.

1. Why do you want to be an athletic trainer?
2. Why are you interested in Troy University's Athletic Training Program?
3. What do you hope to gain by being a part of the athletic training program at Troy?
4. What is your primary career goal?



Commission on Accreditation
of Athletic Training Education

STUDENT WAIVER FORM

Date:

Name:

Student I.D.#

Institution:

I, _____, give permission for the members of the CAATE Evaluation Team to view my personal academic file relating to the Athletic Training Program. I understand that this viewing will be for informational purposes only and that my confidentiality will be maintained.

Signed:

Date:

Witness:

Date:



Technical Standards for Admission

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

Candidates for selection to the Athletic Training Program must demonstrate:

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

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

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 as to 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.

I have read, understand, and accept the “Technical Standards for Admission to Troy University Athletic Training Program” which have been issued to me.

Student Name _____
Last First Middle

Student Signature _____ Date _____

Staff Signature / Witness _____ Date _____



Release of Information

I, _____, have been informed by an
Please Print Full Name
and staff of the Athletic Training Program (AT Program) to access my academic information as criteria for acceptance into the program for each semester that I am enrolled in the program. I understand this information will be kept confidential and will be used only to evaluate my status in the AT program.

Athletic Training Student Signature

Date

Witness Signature

Date

Troy University

Athletic Training Student Continuing Education Units Program

Fall Semester

DO NOT ASK ANY QUESTIONS ABOUT THIS PROGRAM TO KIM SHAW...ALL QUESTIONS ABOUT CEU's SHOULD BE DIRECTED TO DANIELLE PLATT.

Category A Approved Programming

- Attending the Troy University Senior Presentations
2 CEU's per session.

Category B Professional Development

- Proof or preparation of an approved peer reviewed publication or presentation
4 CEU's

Category C Additional Professional Experience

- Assisting with the Troy University Physicals (August)
1 CEU per hour worked (mandatory).
- Assisting with the AIHSA Football Championships (November)
1 CEU per hour worked.
- Assisting with the Troy University Cross Country Meet
1 CEU per hour worked
- Assisting as a host athletic trainer student at a Troy University home football game
3 CEU's (fall semester jr. & sr. only)
- Completing week of cleaning duties
1 CEU's (1 CEU for each day attended)
- Observation hours during Monday Clinic
1 CEU per hour Present

Category D Emergency Certification

- Must provide a **copy** of your current CPR for the Professional Rescuer or equivalent
NO CEU's will be awarded but it is required to complete the process.

Note: If you are assigned to a clinical rotation you will not be permitted to work an event and collect CEU's instead of hours. Example- If you are assigned to Track and Field for the month of the Coach O Track & Field Meet you may not collect continuing education units for working that event (per Danielle Platt).

Troy University

Athletic Training Student Continuing Education Units Program

Spring Semester

DO NOT ASK ANY QUESTIONS ABOUT THIS PROGRAM TO KIM SHAW...ALL QUESTIONS ABOUT CEU's SHOULD BE DIRECTED TO DANIELLE PLATT.

Category A Approved Programming

- Attending a session SEATA Student Symposium
4 CEU's

Category B Professional Development

- Proof or preparation of an approved peer reviewed publication or presentation
4 CEU's

Category C Additional Professional Experience

- Assisting with the Troy University Track & Field Meet
1 CEU per hour worked
- Assisting with the Champion Sports Medicine High School physicals
1 CEU per hour worked (mandatory)
- Completing week of cleaning duties
1 CEU's (1 CEU for each day attended)
- Observation hours during Monday Clinic
1 CEU per hour present

Category D Emergency Certification

- Must provide a **copy** of your current CPR for the Professional Rescuer or equivalent.
NO CEU's will be awarded but it is required to complete the process.

Note: If you are assigned to a clinical rotation you will not be permitted to work an event and collect CEU's instead of hours. Example- If you are assigned to Track and Field for the month of the Coach O Track & Field Meet you may not collect continuing education units for working that event (per Danielle Platt).

Troy University

Athletic Training Student Continuing Education Units Program

HOW THIS PROGRAM WORKS:

Throughout the semester a number of activities and/or courses will be conducted in which the Athletic Training Student may earn Continuing Education Units or CEU's. The ATS will be required to obtain a predetermined number of CEU's based on their classification in Athletic Training Program.

HOW DOES ONE FIND OUT ABOUT CONTINUING EDUCATION PROGRAM TO EARN THEIR CEU's:

Attached to this form is a list of approved activities and events. The CEU value has been assigned to each program. If an ATS feels that there is a program or activity that they feel they should be getting CEU's for they may petition Danielle Platt in writing for consideration.

REQUIRED CONTINUING EDUCATION HOURS PER SEMESTER:

	<u>FALL</u>	<u>SPRING</u>
Sophomore Level	20	20
Junior Level	20	20
Senior Level	10	0

HOW DOES AN ATS REPORT THEIR CEU's:

At the end of each semester or when completed, the ATS must fill out the Continuing Education Reporting Sheet, copy all documentation noting CEU's earned, and staple them to the back of the reporting sheet with a copy of their CPR card. They should be turned into Danielle Platt **no later than noon on Dead Day**.

WHAT HAPPENS IF THE CEU's ARE TURNED IN LATE OR NOT AT ALL:

The Continuing Education Units are worth 10% of your Clinical Experience 4401, 3301, 3302, 2201, & 2202 classes. If your CEU's are not turned in by noon on Dead Day you will receive a 0 for that portion of your clinical experience grade. You may also refer to your syllabus if you have any questions about the portion of your grade from CEU's.

Troy University ATP Clinical Hours Limits-By Semester

1st Year

	Semester	Week	Day
Fall	125-200	8.93-14.29	1.49-2.38
Spring	175-300	12.5-21.43	2.08-3.57

2nd Year

	Semester	Week	Day
Fall	280-400	20-28.57	3.33-4.76
Spring	280-400	20-28.57	3.33-4.76

3rd Year

	Semester	Week	Day
Fall	360-500	25.71-35.7	4.29-5.95
Spring	640-870	40-54.38	6.67-9.06