



**North Central College
Master of Athletic Training Program**

**Program Handbook for
Master of Athletic Training Degree**





Table of Contents

ATHLETIC TRAINING PROGRAM OVERVIEW	3
PROGRAM MISSION STATEMENT	3
PROGRAM GOALS AND OBJECTIVES	3
Athletic Training Program Introduction.....	4
Program Admission, Matriculation, and Retention Criteria	4
Admission Prerequisites and Application Criteria	4
Competitive Admission Statement:.....	4
Matriculation Criteria	5
Program Retention Criteria.....	5
Technical Standards:.....	6
Immunizations:	6
Liability Insurance:	6
Background Checks:.....	6
Student Athlete/Athletic Training Student Policy	6
Fees and Student Expenses	7
Course Progression and Graduation Requirements	7
Course Progression	7
MAT CURRICULUM	8
Degree Completion Requirements	8
Appendix A: TECHNICAL STANDARDS FOR ADMISSION TO THE ATHLETIC TRAINING PROGRAM	9
CLINICAL EDUCATION PLAN.....	11
MINIMUM/MAXIMUM POLICY.....	11
TIMING OF CLINICAL EXPERIENCES.....	12
VARIETY OF CLINICAL EXPERIENCES	12
PROGRESSION OF CLINICAL EXPERIENCES.....	13
POLICIES AND PROCEDURES	14
CLINICAL EDUCATION CONFIDENTIALITY AGREEMENT.....	15
ATHLETIC TRAINING STUDENT DEFINITION.....	16
SOCIAL NETWORKING POLICY	17
COMMUNICABLE DISEASE/ILLNESS POLICY.....	20
BLOODBORNE PATHOGEN/OSHA COMPLIANCE STATEMENT.....	23
FIRST AID, CPR, AND BLOODBORNE PATHOGEN TRAINING	27
Clinical Site Orientation Policy.....	28



ATHLETIC TRAINING PROGRAM OVERVIEW

Athletic training is the prevention, evaluation, initial care, treatment, and rehabilitation of injuries to the physically active. Preparation for certification by the Board of Certification as a certified athletic trainer occurs through the didactic coursework and clinical education programs.

PROGRAM MISSION STATEMENT

The Master of Athletic Training program prepares athletic trainers for patient-centered and evidence-based clinical practice in a diverse and rapidly changing healthcare environment.

PROGRAM GOALS AND OBJECTIVES

In order to live out our mission, we will pursue three main goals which will be achieved through pursuit of our objectives, and evaluated annually by measurement of our outcomes (available by request).

1. **Goal:** To prepare students for fulfilling professional lives through athletic training by integrating personal and professional development throughout the program.
 - 1.1. Objective: Develop the whole-student by integrating personal and professional development throughout the program.
 - 1.2. Objective: Expose students to the totality of athletic training practice, including a variety of health care providers and settings

2. **Goal:** To develop competent candidates for the Board of Certification exam through a unified approach to didactic and clinical development.
 - 2.1. Objective: To provide a challenging learning environment that prepares students for the BOC exam
 - 2.2. Objective: To provide diverse and rigorous clinical experiences that connect to the classroom experience and allow for progressive levels of supervised autonomy.
 - 2.3. Objective: Prepare practice-ready professionals by ensuring strong connections throughout the program.

3. **Goal:** In keeping with the mission of the College, to prepare *graduates to be curious, engaged, ethical, and purposeful citizens and leaders in healthcare.*
 - 3.1. Objective: The program will incorporate opportunities for scientific and disciplinary inquiry within the curriculum.
 - 3.2. Objective: The program will facilitate opportunities for development of leadership skills required of healthcare providers.



Athletic Training Program Introduction

The Master of Athletic Training (MAT) Degree is delivered by the Athletic Training Program, which is housed within the Kinesiology department in the School of Education and Health Sciences. The student must complete the MAT degree coursework requirements and clinical experience requirements to complete the program. MAT students must complete a minimum of 900 hours of clinical experience under the direct supervision of a BOC Certified Athletic Trainer and/or other health care providers. Clinical assignments will align with the first year fall and spring semesters, and the second year summer, fall, and spring semesters. Clinical assignments will allow for progressively increasing levels of autonomy and decision making.

The MAT program extends over six consecutive semesters, beginning with a summer semester. The minimum time commitment to complete the clinical experience requirements is two years.

Program Admission, Matriculation, and Retention Criteria

Admission Prerequisites and Application Criteria

Competitive Admission Statement:

Admission to the North Central College Athletic Training Program is competitive. Preferential admission will be given to North Central College students who meet the admission criteria. Other candidates will be considered who meet the admission criteria. From the pool of eligible applicants, a cohort of 16 students will be admitted per year.

Application to the athletic training program will be made between the period of September 1-January 1 annually through the Athletic Training Central Application Service (ATCAS). Admissions decisions will be communicated to applicants on a rolling basis beginning February 1st until a cohort is formed. Program faculty will evaluate applicants based on the verification of the following criteria:

- a. An earned, four-year, bachelor's degree in a related area from a regionally accredited college or university prior to matriculation, with a minimum 3.0 GPA on a 4.0 scale.
- b. Prerequisite (PR) coursework with a grade of "C" or better.
 1. Biology: One 3-4 cr course (BIOL 100 or 104)
 2. Chemistry: One 3-4 cr course (CHEM 100 or CHEM 120)
 3. Physics: One 3-4 cr course (PHYS 131: Physics I)
 4. Psychology: One 3-4 cr course (PSYC 100)
 5. Human Anatomy and Physiology: Two-semester sequence or may be met by:
 - a. One 3-4 credit course in Human anatomy (KINE 247) and
 - b. One 2-4 credit course in Human Physiology (KINE 280)
 6. Statistics and/or Research Design: One 3-4 cr course (PSYC 250, PSYC 255 or HTSC 315)
 7. Exercise physiology: One 3-4 cr course (EXSC 347)



8. Biomechanics or Kinesiology: One 2-4 credit course (KINE 317)
NOTE: The program does not accept transfer of graduate credit for completion of the MAT program requirements.
- c. Verification of completion of a minimum of 50 observation hours under the supervision of one or more certified athletic trainers.
 - d. Completed Program Application
 - e. Personal Statement
 - f. Three letters of Recommendation
 - i. One from the supervising athletic trainer of observation hours
 - ii. One from a faculty member
 - iii. Additional letter from a professional reference
 - g. Completion of and scoring of an interview (phone or in-person).

Matriculation Criteria

Once admitted, students must return the signed matriculation agreement and submit the following:

1. Official transcripts from all institutions attended
2. Signed Technical Standards form requiring physician signature.
3. Proof of compliance with institutional immunization requirements (Hepatitis B, Measles, Mumps, Rubella, Tetanus, and Diphtheria).
4. Proof of Personal Liability insurance for health care students.
5. Federal Background Check: Students who refuse to consent to or have findings on the background check that would preclude certification or licensure will be dismissed from the program.
6. Current American Heart Association BLS Certification.
7. Acknowledgement of handbook policies

Note: Additional requirements for drug screening, immunizations/vaccinations, and background checks may be required by specific clinical sites. See below for more information on technical standards, immunizations, liability insurance, and background checks.

Information about academic calendars, grievance policies, financial aid, withdrawal from courses and related tuition refunds can be found at [CardinalNet](#)

Program Retention Criteria

Admitted MAT students must demonstrate acceptable performance in two areas to be retained in the program: Academic and Clinical.

Academic Performance: Acceptable academic performance is defined as maintaining a 3.0 GPA in MAT courses and completion of all courses with a C or better.

Clinical Education Performance: Acceptable clinical performance is defined as consistent progress toward the required clinical experience hours, adherence to all aspects of the Clinical Education Contracts, and “Acceptable” or better ratings on clinical experience evaluations completed by instructors of clinical experience courses and preceptors. A



clinical education remediation plan may be required of the student in the event that the student fails to demonstrate acceptable performance. If the remediation plan is not completed by the student or the student fails to demonstrate acceptable performance after the remediation plan is completed, the student may be dismissed from the program.

Determination of dismissal from the MAT program will be the responsibility of the athletic training program retention committee, made up of the MAT program faculty and the Kinesiology Department Chairperson.

Technical Standards: Once accepted into the program, students must submit a signed copy of the technical standards, which requires a physician signature. It is the responsibility of the student to schedule the examination and obtain this signature prior to the beginning of their first semester in the program. The “Technical Standards for Admission to the Athletic Training Program” form must be signed by both the applicant and the physician completing the physical examination and submitted to the ATP Director. The student is responsible to inform the Program Director if the ability to meet the Technical Standards changes. [See Appendix A.](#)

Immunizations: Students are also expected to obtain all required immunizations (Hepatitis B, Measles, Mumps, Rubella, Tetanus, and Diphtheria). The immunization record must be signed by the physician conducting the physical examination or a record must be obtained from the health care provider. The cost of any physical examination, follow-up tests, and/or immunizations is the responsibility of the student. Failure to provide proof of immunizations will result in removal of the student from the clinical portion of the program.

Liability Insurance: Once admitted to the athletic training program, students will be required to purchase a liability insurance policy. The students will be provided with this information with the admission policy. This policy must be on file in the student’s clinical education file prior to beginning any clinical assignments. The policy must be renewed annually while in the athletic training education program. The recommended provider is HPSO. Information on HPSO can be found [here](#).

Background Checks: The student will undergo a background check once admitted to the program. Additional background checks may be required by clinical education sites. The student is responsible for the costs associated with the first and future background checks. Students may not begin clinical experiences until the background check is completed. Candidates for the BOC exam must report felony and misdemeanor convictions, which may result in denial of ability to take the BOC exam. Students should contact the School of Graduate and Professional Studies for information on how to obtain a background check.







Student Athlete/Athletic Training Student Policy

Due to the time commitment required of clinical education requirements, no MAT student may participate in intercollegiate athletics while enrolled in the program. Students who are interested in participating in intercollegiate athletics should complete their eligibility during their four undergraduate years.



Fees and Student Expenses

In addition to tuition, there are additional expenses associated with the MAT Program. These vary between students and occur on varying timelines, listed below:

-  Background check (\$35.00-\$50.00): Required at entry and possibly one additional time
-  Liability insurance (\$35.00): Required annually
-  Transportation to and from rotation sites: Required. Typically, this is within a 15 mile radius but may vary between students.
-  Drug Screen Test and TB Tests: Required for some sites. (\$0-\$50.00)
-  Clothing/Uniform costs: Optional (\$25.00+)
-  Attendance at conferences and professional memberships: Optional but strongly recommended (\$75.00+)

Course Progression and Graduation Requirements

Course Progression

The MAT curriculum must be taken as designed by the program and outlined in the MAT curriculum below. The need for a student to stop-out of the program will extend the time to completion significantly. These scenarios will be managed on an individual bases by the Program Director and School of Graduate and Professional Studies. A student who fails to obtain the minimum grade of “C” in a course must retake the course prior to graduating from the program and potentially prior to progressing to further coursework. Students may follow the catalog for the year in which they started the program, or any subsequent catalog while enrolled in the program.

Students enrolled in MAT courses must demonstrate a minimum standard of 70% on course exams. A student who earns less than 70% on an exam must retake the exam within 7 days of the original exam. The maximum a student can earn on a retake is 70%. No student can pass a MAT course without demonstrating the ability to earn 70% on all course examinations. Students enrolled in MAT courses are expected to maintain high levels of ethical conduct and are expected to adhere to the College policy on Plagiarism, found [here](#). Grade disputes are managed by the College Grievance Policy.

**MAT CURRICULUM**

Course Number	Course Title	Credit Hours
Summer Year One		
MATR 515	Foundations of Athletic Training	4
MATR 530	Principles of Musculoskeletal and Medical Assessment	3
	Total Credits	7
Fall Year One		
MATR 500	Clinical Experiences in Athletic Training I	1
MATR 541	Diagnosis and Management for Athletic Trainers I: Upper Extremity, Head, and Neck Injuries and Conditions	4
MATR 550	Medical Aspects of Athletic Training	4
MATR 525	Therapeutic Interventions in Athletic Training I	4
	Total Credits	13
Spring Year One		
MATR 505	Clinical Experiences in Athletic Training II	1
MATR 540	Diagnosis and Management for Athletic Trainers II: Lower Extremity and Spine Injuries and Conditions	4
MATR 535	Therapeutic Interventions in Athletic Training II	4
MATR 551	Administration and Management in Athletic Training	4
	Total Credits	13
Summer Year Two		
MATR 600	Clinical Experiences in Athletic Training III	1
MATR 620	Principles of Nutrition and Strength and Conditioning for Athletic Training	3
	Total Credits	4
Fall Year Two		
MATR 605	Clinical Experiences in Athletic Training IV	2
MATR 625	Psychosocial Aspects of Athletic Training Practice	4
MATR 640	Special Topics in Athletic Training	2
MATR 655	Applied Research Project	2
	Total Credits	10
Spring Year Two		
MATR 610	Clinical Experiences in Athletic Training V: Immersive Experience	4
MATR 650	Decision Making in Athletic Training	4
	Total Credits	8
	Total Program Credits	55

Degree Completion Requirements

- A. Students who are in good standing in the program will be considered to have completed the MAT degree upon:
1. Completion of all MAT course requirements with a "C" or better and a minimum MAT GPA of 3.0.
 2. Completion of a minimum of 900 clinical experience hours (Completion noted by C or better in MATR 500, 505, 600, 605, and 610).



Appendix A: TECHNICAL STANDARDS FOR ADMISSION TO THE ATHLETIC TRAINING PROGRAM

The Athletic Training Program at North Central College 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 Master of 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, the Commission on Accreditation of Athletic Training Education (CAATE). All students admitted to the Master of Athletic Training Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be able to matriculate 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 ability 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 program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.



Candidates for selection to the Master of Athletic Training Program will be required to verify they understand and meet these technical standards, with or without reasonable accommodations. The Director of Student Disability Services in the Center for Student Success will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodations, taking into account whether accommodations would jeopardize clinician/patient safety, or the education process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

Choose only one statement below that applies to you and sign and obtain a physician signature on the appropriate line:

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

Signature of Applicant

Date

Signature of Physician

Date

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Director of Student Disability Services in the Center for Student Success to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant

Date

Signature of Physician

Date



CLINICAL EDUCATION PLAN

1. Clinical education rotations/assignments are designed to build upon the didactic and laboratory experiences. Clinical education will begin during the second semester of enrollment in the MAT Program. Clinical education is a component of the following five CE courses:
 - a. MATR 500: Clinical Experiences in Athletic Training I (1 credit) Requires 100 CE hours
 - b. MATR 505: Clinical Experiences in Athletic Training II (1 credit) Requires 100 CE hours
 - c. MATR 600: Clinical Experiences in Athletic Training III (1 credit) Requires 100 CE hours
 - d. MATR 605: Clinical Experiences in Athletic Training IV (2 credits) Requires 200 CE hours
 - e. MATR 610: Clinical Experiences in Athletic Training V: Immersive Experience (4 credits) Requires 400 CE hours. No student should be enrolled in courses (or employment) that will interfere with the immersive nature of this experience.
2. Clinical experience is educational in nature. Placements are not made in a preferential, prejudicial, or discriminatory manner. Per the college non-discrimination policy, North Central College is committed to maintaining a positive learning, working, social and residential environment. The College and MAT program do not discriminate or allow harassment on the basis of race, color, religion, ethnicity, national origin, sex, gender identity, gender expression, age, marital status, citizenship, mental or physical disability status, sexual orientation, pregnancy or parenting, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities. In pursuit of this end, the MAT program will not place any student at a clinical site that discriminates on any of the above listed bases.
3. No student may be paid for their clinical experience hours. Students may not be considered as a replacement to certified or licensed health care professionals.
4. Travel to clinical sites: Efforts will be made to assign clinical rotations with considerations of student costs for background check and travel requirements. Students are expected to arrange reliable transportation to clinical sites.
5. Requirements to begin and continue CE: Students must maintain emergency cardiac care certification at all times while enrolled in CE courses. No student may complete CE unless enrolled in one of the CE courses. Students will complete Bloodborne Pathogen Training before beginning CE and annually thereafter. Students must maintain compliance with program policies at all times while engaged in CE. See the policies [here](#).

MINIMUM/MAXIMUM POLICY

MAT Students will complete no less than the minimum and no more than the maximum per CE course.

- a. MATR 500: minimum 100 hours/15 weeks: 6.5 hours/week minimum, 20 hours per week average maximum.
- b. MATR 505: minimum 100 hours/15 weeks: 6.5 hours/week minimum, 20 hours per week average maximum.
- c. MATR 600: minimum 100 hours/10 weeks: 10 hours/week minimum, 20 hours per week average maximum.
- d. MATR 605: minimum 200 hours/15 weeks: 13.5 hours/week minimum, 20 hours per week average maximum.



- e. MATR 610: Minimum 400 hours/15 weeks: 26.6 hours/week minimum. No student may complete this experience in less than 4 weeks. Maximum hours are considered flexible based on the site, but students should generally not be exceeding 40 hours/week. A student may not enroll in courses or obtain employment that would interfere with the immersive nature of MATR 610.

TIMING OF CLINICAL EXPERIENCES

MAT Students are expected to ensure that they have two days off per week from clinical experience hours during the academic weeks of the year. Students will have at least one day off/week during any pre-season camp. Students will complete hours during each week that their assigned sport is active, unless previous arrangements for an absence are made with the clinical coordinator. Experiences with post-season/championship play are encouraged, and students should discuss this opportunity with their preceptor. The continuum of care is best observed with **consistent and regular clinical education experiences**. Students should attend their clinical experiences regularly, rather than sporadically. The clinical education coordinator will monitor hours each week to ensure compliance. Each level of clinical experience will have assigned clinical proficiencies, divided across five semesters. The proficiencies will be evaluated in the following manner:

1. Initially, core competencies will be introduced and evaluated in the didactic courses. Preceptors may instruct MAT students in core competencies prior to didactic instruction if needed for optimal learning.
2. Core competencies will be reviewed and evaluated during the clinical experiences courses and clinical experience rotations.
3. Preceptors supervising the students will evaluate their competency in the clinical rotations.

VARIETY OF CLINICAL EXPERIENCES

Clinical Experiences will ensure clinical practice opportunities with:

- a. a varied client/patient populations. Populations will include clients/patients throughout the lifespan (for example, pediatric, adult, elderly), of different sexes, with different socioeconomic statuses, of varying levels of activity and athletic ability (for example, competitive and recreational)
- b. individual and team activities across upper and lower extremity dominant sports
- c. high- and low-intensity activities
- d. non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts).
- e. Students will gain experience with patients with a variety of health conditions commonly seen in athletic training practice
- f. Additionally, the program will ensure clinical practice opportunities in the following areas:
 - a. Upper Extremity: High-risk sport to the upper extremity based on injury statistics. At NCC this includes softball, baseball, swimming, volleyball, and wrestling.



- b. Lower Extremity: High-risk sport to the lower extremity based on injury statistics. At NCC this includes men's and women's basketball, men's and women's soccer, men's and women's cross country and track, and men's and women's lacrosse.
- c. Equipment Intensive: High-risk sports where all participants are required to wear protective equipment for the head and shoulders. At NCC this includes football and men's lacrosse.
- d. General Medical/Non-Sport Related: General medical experiences are associated with conditions other than orthopedic, and include integumentary, cardiorespiratory, endocrine, mental health, and other non-musculoskeletal system pathologies. The student will have exposure to these types of conditions occur in wrestling, men's/women's track, and during the general medical rotation with physicians, physician assistants and nurse practitioners. Additionally, this includes the orthopedic physician and general practice physician rotations, athletic physicals, and interactions with the team physician while gaining clinical experience athletic events.

PROGRESSION OF CLINICAL EXPERIENCES

During the course of the clinical experience assignment, the student's progress and competence will be monitored by the program CEC OR PD. The CEC or PD will have regular communication with the preceptors at each site where a student is assigned in order to discuss the student's progress, competence, and any concerns. The student must demonstrate appropriate levels of clinical competence to progress to the subsequent clinical experience. A student who is not demonstrating clinical competence at the level expected and communicated in the Clinical Experience Course will be required to complete a successful remediation plan prior to enrollment in subsequent clinical experience courses.

At the midpoint of each semester, the student will fill out a self-evaluation form. The student will then go through the self-evaluation with his/her clinical supervisor, both will sign the form, and it will be turned in to the ATP Director/Clinical Coordinator. At the conclusion of each semester, the student will complete an evaluation of the preceptor and the clinical site. The preceptor will fill out an evaluation on each student supervised. These evaluations will be used to determine the student's clinical experience grade.



POLICIES AND PROCEDURES

[CLINICAL EDUCATION CONFIDENTIALITY AGREEMENT](#)

[ATHLETIC TRAINING STUDENT DEFINITION](#)

[SOCIAL NETWORKING POLICY](#)

[UNIFORM POLICY](#)

[COMMUNICABLE DISEASE/ILLNESS POLICY](#)

[BLOOD BORNE PATHOGEN POLICY AND PROCEDURES](#)

[BLOODBORNE PATHOGEN/OSHA COMPLIANCE STATEMENT](#)

[FIRST AID, CPR, AND BLOODBORNE PATHOGEN TRAINING](#)

[ORIENTATION PROCEDURE CHECKLIST](#)

[STUDENT PROGRESSION OBJECTIVES](#)

[PRE-ADMISSION ACADEMIC PERFORMANCE EVALUATION](#)

[PRE-ADMISSION CLINICAL OBSERVATION PERFORMANCE EVALUATION](#)

[PRE-ADMISSION OBSERVATION VERIFICATION](#)



CLINICAL EDUCATION CONFIDENTIALITY AGREEMENT

Athletic training students are bound to protect patient privacy and confidentiality of personal health information by the Board of Certification Standards of Practice, NATA Code of Conduct, the Health Insurance Portability and Accountability Act (HIPAA), the Federal Educational Right to Privacy Act (FERPA), and/or clinical site specific policies. These policies dictate the duty to protect patient privacy by athletic trainers and/or athletic training students.

Athletic training students will come across Personal Health Information (PHI) during the course of clinical experiences. PHI includes reports by the patient, conversations with a preceptor or AT, the fact that the patient was treated, participatory status, and diagnostic tests and procedures related to the patient. No athletic training student may share PHI in any manner (written, orally, electronically, or other).

Athletic training students assigned to clinical rotations through the North Central College Athletic Training Program are required to sign and abide by this agreement. Students who refuse to sign OR fail to abide by the agreement will be immediately removed from their clinical experiences. Students who violate this policy may be dismissed from the program.

The following agreement will be a part of the athletic training student's file:

I understand that all PHI I become privy to in my capacity as an athletic training student is subject to patient-physician privilege and must be considered confidential. In my role of an athletic training student, I will preserve the confidentiality of privileged information and maintain confidentiality in accordance with applicable law.

Student Signature

Date

Printed Student Name

Clinical Coordinator Signature

Date



ATHLETIC TRAINING STUDENT DEFINITION

Policy: Definition of *Athletic Training Student* for Clinical Experiences and as related to Summer/Non-Academic Athletic Training Related Experiences

Effective date: Beginning March 8, 2017 and continuing until revised.

Applies to: Admitted athletic training students

Purpose statement: To provide athletic training students with information about what types of athletic training related experiences are clinical education experiences. Also, this policy will clarify the role that students can serve outside of the academic year or assigned clinical rotations/experiences. This policy will assure that students do not inadvertently violate licensure acts or CAATE standards.

Policy statement:

- ⚠ Clinical experiences are those educational experiences for which a student is assigned to a trained program preceptor, and are in connection with MATR 500, 505, 600, 605, and 610.
 - No student may perform clinical experience hours unless enrolled in one of these courses.
 - No student may be financially compensated for any clinical experience hours.
 - Clinical experiences are educational in nature and at no point should the student replace clinical staff.
 - A student may not perform a skill on a patient unless he or she has been previously instructed on that skill in coursework or by a preceptor.
- ⚠ A student admitted to the athletic training program is only considered an “athletic training student” for the purposes of patient care experiences when he or she is operating under the supervision of a preceptor recognized by the athletic training program.
- ⚠ No student may operate under the title of an athletic training student, or use patient care or evaluation skills learned as an athletic training student, unless he or she under direct supervision of a recognized preceptor.
- ⚠ This policy precludes:
 - Students from gaining experience during the summer under a non-NCC recognized preceptor. Examples include: returning to a high school to assist an athletic trainer with a camp, volunteering as an “athletic training student” for race or event coverage without an NCC preceptor.
 - Evaluation of injuries of students or student-athletes while outside of the athletic training facilities and preceptor supervision.
 - This includes friends, room-mates, etc.
- ⚠ This policy does not preclude the following activities:
 - The use of first aid/emergency care skills to any person as part of a first aid certification.
 - *Observation* of health care professionals, including athletic trainers.
 - Summer research projects with or without faculty.
 - Volunteering as a health care student for an event that provides training for the volunteer activity.

All students are encouraged to communicate any upcoming experiences outside of the assigned experiences that to the program faculty to clarify what the scope of practice would be for the experience.



SOCIAL NETWORKING POLICY

Purpose of the Policy: The North Central College Athletic Training Program encourages networking and professional interactions between faculty, preceptors and students. This policy outlines the parameters of these interactions.

Faculty and Preceptor Policy:

- ❖ The program prohibits faculty and preceptors from interacting with current athletic training students using social networking media.
- ❖ Faculty and preceptors should not accept nor request any interaction involving social networking media with any student currently enrolled in the NCC ATP, regardless of whether the faculty member/preceptor is currently providing didactic or clinical education to the student. This excludes LinkedIn.
- ❖ This policy applies to graduate assistants/interns employed by the NCC Athletic Department/NCC ATP.
- ❖ This policy excludes former faculty (those no longer employed by NCC), former receptors (those no longer being used in the role of preceptor by the NCC ATP), and former students (alumni or students no longer enrolled in the NCC ATP).
- ❖ Text messaging of a professional nature is acceptable between preceptor and athletic training student. For example, there is a late schedule change that students need to be made aware of.

Athletic Training Student Policy:

- ❖ The program prohibits athletic training students from interacting with current patients or student-athletes not associated with North Central College, using social networking media.
- ❖ Athletic training students should not accept nor request any interaction involving social networking media with any current patient or non-NCC student athlete, regardless of whether the athletic training student is directly responsible for the patient’s care.
- ❖ This policy further prohibits social interaction with patients and student-athletes by text messaging and electronic mail.
- ❖ It is unacceptable for athletic training students to interact through social networking media, text message, or electronic mail with patients or student-athletes who are *minors*, regardless of whether they are currently working with the minor or if they are no longer providing healthcare for the minor.
- ❖ Athletic training students are prohibited from sharing any materials including but not limited to, text, images or video, related to patient diagnosis and care through social networking media, text message, or electronic mail. Any such disclosure of information is in violation of HIPAA guidelines and the NCC ATP Confidentiality Policy.
- ❖ Text messaging of a professional nature is acceptable between preceptor and athletic training student. For example, there is a late schedule change that students need to be aware of.

Student Signature

Date

Printed Student Name

Clinical Coordinator Signature

Date

**ATHLETIC TRAINING UNIFORM AND NAME TAG POLICY**

Uniform Policy

- I. Dress: The standard uniform of the athletic training students at North Central College during clinical experiences shall be:
 - A. Outdoor and indoor practices: Khaki or black pants/shorts (no athletic shorts); athletic shoes; NC AT polo shirt; NC AT sweatshirt or jacket; Shirt with logo or message relating to athletic training or sports medicine.
 - B. Outdoor and Indoor Competitions: Black or khaki pants; NC AT polo shirt; plain red, white, black or grey polo shirt may be worn in lieu of NC AT polo shirt.

You may wear dress clothes rather than the uniform for indoor events if you choose. Pants or shorts may be worn for practices, however no athletic shorts are to be worn. Jeans may be worn if not faded and tattered and only on Fridays, not at competitions. You should consult with your preceptor/supervisor at rotation and internship sites for appropriate professional dress. Use discretion or a mandatory uniform will be instituted.

- II. Footwear: Closed-toe shoes with adequate traction must be worn in all patient care scenarios. Sandals, heels, clogs, and all other non-functional shoes are not acceptable at any time.
- III. Attire of a suggestive nature will not be tolerated: At no time will anyone wear clothing supporting alcohol, drugs, smoking, or any other socially/professionally unacceptable message while gaining clinical experience. This includes, but is not limited to, clothing with logos from the above categories which have been altered to feign support of North Central College.
- IV. Hats: Hats may only be worn while gaining clinical experience outside. Hats will not be allowed while gaining clinical experience in the athletic training facility, indoor practices, and events. Any hat worn must be athletic training related, NCC athletics related or NCAA related. Hats should not be worn in the classroom during athletic training courses.
- V. No visible piercings, other than the ears, will be allowed while gaining clinical experience in the athletic training facility, affiliated sites, practices, or events.
- VI. The preceptor/supervisor and the Athletic Training Education Program staff retain the authority to communicate to the student when the appropriateness of the student's attire, hair style, facial hair, language, mannerisms, or personal hygiene are in question. etc.

Name Tag Policy

- I. In order to differentiate student learners from professional staff, North Central College Athletic Training Student name tags must be worn while completing clinical experiences. If off-campus rotation sites have a policy regarding a student name tag, that policy will take priority over this policy.
 - a. The student may use discretion when layering at cold weather events if the name tag cannot be visible. It should always be clear to the patient that the ATS is a student.
- II. Additionally, students are encouraged to wear the identifying name tag at professional meetings, including IATA, GLATA, and NATA meetings.
- III. Athletic training students will be provided with a name tag upon admission to the program. Name tags should be left in the athletic training facility where clinical experiences are occurring when not in use. If name tags are lost, the student will be responsible for the replacement cost of the name tag.



I have read and agree to abide by the Athletic Training Program Student Uniform and Name Tag Policy.

Student Signature

Date

Program Director Signature

Date



COMMUNICABLE DISEASE/ILLNESS POLICY

Prior to engaging in the clinical portion of the Athletic Training Program all students must have an immunization record on file at the Wellness Center. This record should include: Hepatitis B, Measles, Mumps, Rubella, Tetanus, and Diphtheria. All immunizations are the responsibility of the individual student. Each student must also complete a physical examination and submit a record of the examination to the North Central College Wellness Center.

Blood borne pathogen training sessions for admitted students are done annually at the start of each fall athletic camp. Pre-admission students receive their training during KIN 225: Introduction to Athletic Training. Records for these training sessions are kept in each student’s portfolio in the office of the program director.

When an athletic training student becomes ill, they must follow the procedures outlined below:

1. An athletic training student suffering from any of the following symptoms: fever, respiratory illness, flu-like symptoms, nausea, and body aches should notify their supervising preceptor by 8:00 AM.
2. The athletic training student should then report to the Wellness Center.
3. Once the athletic training student has been evaluated by the Wellness Center staff, they must obtain a written slip summarizing the diagnosis and recommendations for activity/treatment. This slip should then be delivered to the supervising preceptor as soon as possible.
4. After being apprised of the athletic training student’s health status, the supervising preceptor will determine the clinical status of that student.

The supervising preceptor has the final decision as to the status of the athletic training student’s assignment.

I have read and agree to abide by the Athletic Training Program Communicable Disease Policy.

Student Signature

Date

Printed Student Name

Clinical Coordinator Signature

Date



Blood Borne Pathogen Policy and Procedures

<p>Purpose: The policy below is established to describe the training, protections, and procedures to be followed by athletic training pre-admission students and athletic training students enrolled in the athletic training program.</p>
<p>Corresponding CAATE Standards: 73, 74, 75, 76, 77</p> <p>73. Blood-borne pathogen training and procedures: Annual formal blood-borne pathogen training must occur before students are placed in a potential exposure situation. This includes placement at any clinical site, including observational experiences.</p> <p>74. Blood-borne pathogen training and procedures: A detailed post-exposure plan that is consistent with the federal standard and approved by appropriate institutional personnel must be provided to the students.</p> <p>75. Blood-borne pathogen training and procedures: Blood-borne pathogen policies must be posted or readily available in all locations where the possibility of exposure exists and must be immediately accessible to all current students and program personnel including preceptors.</p> <p>76. Blood-borne pathogen training and procedures: Students must have access to and use of appropriate blood-borne pathogen barriers and control measures at all sites.</p> <p>77. Blood-borne pathogen training and procedures: Students must have access to, and use of, proper sanitation precautions (e.g. hand washing stations) at all sites.</p>
<p>Related documents: Bloodborne Pathogen/OSHA Compliance Statement, Post-Exposure Plan, Posted BBP Policy in athletic training facilities.</p>
<p>Procedures for Training:</p> <ol style="list-style-type: none">1) Pre-admission students are required to view educational information and complete a content knowledge assessment to the athletic training program director before being allowed to perform pre-admission observation hours.2) Students admitted to the program are provided annual training at the preseason review, and will sign the BBP/OSHA Compliance Statement annually.3) Students completing off-site rotations are required to discuss BBP policies and procedures at the earliest orientation session, and will submit signed documentation of such conversation at the beginning of the clinical rotations.
<p>Post-Exposure Plan:</p> <ol style="list-style-type: none">1) The post-exposure plan has been developed and approved by College Administration.2) The post-exposure plan is provided to students in the athletic training student handbook, and is available on the athletic training Blackboard™ site, and in each on campus athletic training facility to be completed in the event of an exposure to BBP.3) Post-exposure will include referral to emergency department for testing of party(ies) follow-up testing and prophylaxis as needed. Records will be preserved in accordance with OSHA guidelines
<p>Posted Procedures:</p> <ol style="list-style-type: none">1) Policies for protection from BBP and procedures to minimize risk are posted in each of the on-campus athletic training facilities. Athletic training students are to familiarize themselves with the posted policy raining student upon admission to remain in the



athletic training student medical kit, which is to be with the student at all clinical experiences.
Access to barriers, controls, and handwashing facilities: <ol style="list-style-type: none">1) Students are provided with a one-way valve pocket CPR mask, glove canister, gloves, and face and eye shield upon admission to the program.2) Students have access to the above listed equipment in each athletic training facility, per posted policy.3) Handwashing facilities are to be located by the student upon arrival to each facility. In the event that hand washing facilities are remote, an alcohol-based hand-sanitizer should be used until proper hand washing facilities are available. Posted hand washing procedures should be followed.

Administrative Approval: ___(on file)_____ Date: _____



BLOODBORNE PATHOGEN/OSHA COMPLIANCE STATEMENT

I understand that athletic training students are at risk of exposure to bloodborne pathogens including Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV) via exposure to blood and other potentially infected bodily fluids. I understand the Universal Precautions and have been given information regarding: (1) modes of transmission; (2) risk of exposure; (3) ways to minimize or prevent risk of exposure. I will immediately report to my clinical supervisor or the Wellness Center if an exposure occurs. I understand that my exposure can be minimized or prevented by following the principles of Universal Precautions, training, the Hepatitis B vaccine and other provisions.

_____ I have received the Hepatitis B vaccination of my accord.

_____ Date Series Completed

_____ I have chosen not to receive the Hepatitis B vaccination series at this time. I understand by declining the vaccine, I continue to be at risk for contracting Hepatitis B. I realize that I must still follow the OSHA Guidelines and Universal Precautions in order to protect myself and others from the risk of exposure to bloodborne pathogens.

Potential areas of exposure and disease transmission, as well as techniques of transmission prevention, are documented and outlined in the North Central College Bloodborne Pathogen Policy. I have read, understand, and will follow the aforementioned policy. In addition, I understand that I must take part in an annual in-service program on OSHA guidelines and Universal Precautions in order to remain in the Athletic Training Program.

-----**Signatures on File For Each Year in the Program**-----



North Central College Athletic Training Student Bloodborne Pathogen Post Exposure Collection and Plan

In the event of an athletic training student exposure to suspected blood borne pathogens, appropriate on-site disinfection and flushing of the exposed area should occur. After that has occurred, complete this form as soon as possible after that. The athletic training program director should be contacted as well.

Athletic Training Student Name

Source Name

Street Address

Address Line 2

City

State

Zip Code

Phone Number

Social Security Number

Date of Exposure

Date of Medical Evaluation

Location of Exposure

Circumstances Leading to Exposure

Referred for Testing

- Yes
- No

If yes, where:

If no, reason



Source Information

Blood Test Date

Blood Analysis Result Date

Blood Analysis Result

Exposed Information

Blood Test Date

Blood Analysis Result Date

Blood Analysis Result

Institutional Representative Signature

Exposed Individual Signature

Date

Date



This information is to be posted in all clinical sites: Please inform the clinical coordinator if you do not see this information in your site.

Facility Name: _____

Blood Borne Pathogen Procedures: These procedures will be followed to reduce the risk of exposure and infection from Blood Borne Pathogens.

Standard Universal Precautions: All athletic trainers and athletic training students will utilize universal precautions, including utilizing PPE such as gloves, face shields, gowns and CPR masks when appropriate when dealing with suspected blood borne pathogens.

Location of Personal Protective Equipment (PPE) in this facility:

Disposable Gloves are located: _____

Barrier/Pocket Masks are located: _____

Face and Eye Shields are located: _____

Biohazard Containers are located: _____

Sharps Disposal Containers are located: _____

Hand Washing Facilities are: (check one)

_____ In this facility _____ Remotely located at: _____

If an exposure to BBP occurs:

- Clean the contaminated area well with soap and water
- Flush exposures to the mouth and nose with water
- Irrigate exposures to the eyes with saline or irrigant for 20 minutes
- Athletic training students are to contact the athletic training program director immediately. A post-exposure evaluation form must be completed and the post-exposure plan will be implemented.

Hand Washing Procedures: Staff members and students must wash their hands before and after contact with each patient, even if wearing gloves.

- Wash hands thoroughly with warm water and soap up to your mid-forearm using a frictional rotation motion for 15-30 seconds
- Rinse hands thoroughly without touching sides of skin basin
- Before turning off water, dry hands with a clean paper towel and discard
- Turn off faucet using a clean paper towel rather than direct hand contact



Always wash your hands and other exposed skin immediately upon contact with blood, body fluids, excretions or secretions. Exercise caution and minimize handling when removing soiled gloves or protective gear.

Name: _____

FIRST AID, CPR, AND BLOODBORNE PATHOGEN TRAINING

Students will be required to complete the Bloodborne Pathogen training session **prior to** beginning their clinical observation experience. This training will be offered in MATR 525 and again at the beginning of fall semesters. This course will include information regarding bloodborne pathogens, how to protect oneself, and North Central College's exposure control plan. Students must obtain certification for matriculation, and maintain certification in BLS for Healthcare Providers throughout the program. Recertification will be offered by the program.



Clinical Site Orientation Policy

At the beginning of each new clinical assignment, rotation, or internship, the following procedures are to be reviewed with the preceptor:

- ✚ Goal setting and review of student goals.
- ✚ Determination of schedule of clinical experience hours.
- ✚ Determination of preferred communication modes (text messaging, email, etc).
- ✚ Review of site specific dress code and name tag policy.
- ✚ Review of site specific Emergency Action Plan (EAP)/Critical Incident Response Plan for each venue and location of EAP for immediate access in the event of an emergency.
- ✚ Review of site specific Blood Borne Pathogen plan, including location of PPE, sanitation station, and exposure plan.
- ✚ Review of site specific Communicable and Infectious Disease Policy.
- ✚ Review of site specific Confidentiality and Patient Privacy measures.
- ✚ Review of an orientation to documentation practices and expectations.

When the above has been discussed, both parties are to sign below, attesting to the content of the orientation meeting. The signed form is to be returned to the clinical education coordinator on or before the first day of KIN 220, 330, or 440.

Student Signature

Date

Preceptor Signature

Date