

Handbook for Athletic Training Students

**Master's in Athletic Training Program
School of Health & Human Performance**



2022-2023



Welcome Letter

Welcome to the NMU Master's in Athletic Training program. We would like to take this opportunity to offer you as much information about this program as possible. This handbook is designed to act as your guide and to inform you of the policies and procedures included in the Athletic Training Education Program at Northern Michigan University. This handbook will assist us in conveying to you, the student, the expectations that we have of you as a student progressing through this program.

This program will offer you every opportunity to fulfill the Board of Certification's requirements for certification. It is up to you, the student, to take full advantage of these opportunities, so that YOU can be the BEST Athletic Trainer that you can be.

The NMU Athletic Training Program and its' staff are expecting you to make a commitment to this program, and to become a dependable, responsible and skilled member of this program. You will be expected to act diligently and learn to take on responsibilities assigned to you during your tenure in this program, in a mature and professional manner.

Please read the following pages carefully. If you have any questions, please do not hesitate to contact us anytime. The athletic training education program is a program that is continuously committed and striving to improve. It is important the each athletic training student is aware of all pertinent policies and guidelines. We are proud to have you as a member of this program and look forward to watching you take an active role as a student in this program.

Sincerely,

Julie Rochester, EdD, ATC

Chris Kirk, MS, ATC

Maggy Moore, PhD, ATC

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Northern Michigan University Mission

Northern Michigan University's distinctive academic and career programs are nurtured by exceptional teaching and extensive opportunities for scholarship, creativity and engagement. Our supportive, connected community empowers students, graduates, faculty and staff to contribute to a diverse and sustainable world.

Northern Michigan University Vision

Northern Michigan University promotes an active environment to foster strong minds and bodies, inspires innovation and inclusion through community engagement, and develops leaders capable of local and global impact.

School of Health and Human Performance Mission

The School of Health and Human Performance at Northern Michigan University challenges its students to think independently and critically, develop lifelong learning habits, acquire Health and Human Performance career skills, embrace diversity and become productive citizens in the regional and global community.

Program Mission

The Mission of the Northern Michigan University Athletic Training Program is to provide a superior athletic training educational experience and multi-faceted clinical experience, which meets all CAATE accreditation standards and guidelines, in an effort to maximize the students' qualifications for future employment as a certified athletic trainer. This program also firmly believes that education is a two-way street. We agree to provide you with solid educational opportunities, and you must agree to make the most of each and every educational opportunity that comes your way.

How the program is designed to achieve its mission

The Master's in AT program at NMU is designed to achieve its mission through a strong and deliberately designed curriculum that offers students excellent classroom and clinical experiences. The AT faculty are dedicated to sound instruction that ensure student knowledge and skill acquisition. Clinical placements offer diverse, intensive experiences where students will be exposed to patients of various genders, patients who participate in a variety of different sports, and patients of diverse backgrounds.

Over-arching Goals and Objectives of the Athletic Training Program

1. Successful matriculation/retention of students.

a. LEARNING:

- I. Students will demonstrate cognitive and psychomotor competence in the each of the athletic training content areas as defined by the 5th Edition of the Athletic Training Education Competencies. These content areas include: evidence-based practice, prevention and health promotion, clinical examination and diagnosis; acute care of injury and illness, therapeutic interventions, psychosocial strategies and referral, healthcare administration, and professional development and responsibility.
- II. Students will demonstrate the ability to speak and write coherently on information related to athletic training, and communication such information effectively and appropriately to patients and other members of the sports medicine team.
- III. Students will develop and utilize critical thinking skills as an application to clinical decision-making.

b. GROWTH – Professional & Personal Development

- I. Students will demonstrate an advancing knowledge and clinical proficiency in the practice of athletic training through development in requisite knowledge, skills and abilities.
- II. Students will employ critical thinking in their clinical judgment as they integrate best evidence into patient care decisions.

2. 90% first-time pass rate on the BOC Exam.

3. 90% job placement/graduate school placement upon program graduation.

ATEP Student Learning Outcomes (Objectives)

1. Students will demonstrate cognitive and psychomotor competence in the content areas as defined by the 5th Edition of the Athletic Training Education Competencies.
2. Students will demonstrate advancing levels of clinical proficiency in the practice of athletic training through the development of knowledge, skills, and abilities specifically in the area of clinical decision-making through the application of evidence-based concepts and critical thinking practices.
3. Students will demonstrate the ability to communicate orally and in writing on information specific to athletic training, to appropriate target individuals and groups.

4. Students will demonstrate the ability to provide athletic training services to diverse populations through clinical experience with a variety of patient populations, a variety of types of clinical placement settings, and with various healthcare and allied healthcare providers.
5. Graduates will demonstrate the knowledge, skills, and abilities required of an entry-level athletic trainer.
6. Graduates will be prepared for a career as an athletic trainer.

Program/University Accreditation Information

Northern Michigan University is accredited by the Higher Learning Commission.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 312-263-0456; 800-621-7440
Fax: 312-263-7462
E-mail: Info@ncacihe.org

The NMU Athletic Training Program is accredited by the Commission on the accreditation of athletic training education (CAATE).



Degree Awarded

Successful students will earn two degrees at the end of 5 years – undergraduate degree in sports science and master's degree in athletic training

Students who are admitted into the master's program having already completed an undergraduate degree will earn a master's degree in athletic training

Information about the School of HHP and College of Health Sciences and Professional Studies

<http://www.nmu.edu/hhp/welcome>

<http://www.nmu.edu/professionalstudies/home-page>

Core Program Faculty

Dr. Julie Rochester, EdD, ATC

Professor and Program Director – Athletic Training

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Associate Professor and Clinical Education Coordinator – Athletic Training

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Dr. Marguerite (Maggy) Moore, PhD, ATC

Associate Professor – Athletic Training

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Associate Program Faculty - HHP

Mr. Lukus Klawitter – Instructor – Sport/Exercise Science

Mr. Kyle Bolen – Instructor – Sports Science

Dr. Megan Nelson – Assistant Professor – Sport/Exercise Science

Dr. Yuba Gautam – Associate Professor – Applied Exercise Science and Health

Dr. Lanae Joubert – Associate Professor – Exercise Science/Nutrition

Associate Dean – School of Health and Human Performance

Dr. Elizabeth Wuorinen, PhD

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Administrative Assistants/Secretarial Staff – School of Health and Human Performance

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Program Assessment

The NMU Master's in Athletic Training program utilizes a variety of program assessment tools to ensure high quality teaching and clinical experiences. As a student, you will be asked to provide feedback regarding your courses, your clinical placements, your preceptors, etc. The program also solicits feedback from program graduates/alumni and employers of our graduates/alumni.

Program/Student Achievement

Program graduate rates

<https://caate.net/Program-Information-and-Outcomes/364>

Program retention rates

<https://caate.net/Program-Information-and-Outcomes/364>

Graduate placement

<https://caate.net/Program-Information-and-Outcomes/364>

BOC Pass rates

<https://caate.net/Program-Information-and-Outcomes/364>

Curriculum/Plan of Study – This may vary slightly from student to student. Please work with your assigned academic adviser to ensure proper course sequencing.

2022-2023 Graduate Bulletin

<https://nmu.edu/graduatebulletin/programs?processType=Self&action=ProgsByDept&phase=phase5&elementId=1254840946&subaction=1254169084>

Recommend Course Map for 3+2 Program

https://nmu.edu/hhp/sites/hhp/files/2022-09/Masters_in_AT_COURSE_MAP_REV_9-9-22.pdf

Recommended Course Map for Stand-Alone Master's Program

https://nmu.edu/hhp/sites/hhp/files/2022-09/Course_map_masters_in_AT_-_Stand_Alone_9-9-22.pdf

Advising Sheet for 3+2 Program

https://nmu.edu/hhp/sites/hhp/files/2022-09/Advising_Guide_32_masters_in_AT_9-9-22_0.pdf

Advising Sheet for Stand-Alone Master's Program

https://nmu.edu/hhp/sites/hhp/files/2022-09/Advising_Guide_masters_in_AT_-_Stand_alone_9-9-22.pdf

Clinical Education

Nondiscrimination Policies

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity*, gender expression, genetic information, national origin, immigration status (unless restricted by State or federal laws and regulations), age, height, weight, marital status, familial status, pregnancy, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

“Gender Identity” means an individual’s actual or perceived gender, which includes transgender and gender fluid, and also takes into account an individual’s self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the individual’s sex assigned at birth.

Retrieved from: <https://www.nmu.edu/equalopportunity/non-discrimination-policy>

Commitment to Diversity & Inclusion (Taken from NMU Webpage): <https://nmu.edu/diversity/>

Student Rights and Responsibilities

A copy of the NMU Student Handbook can be found here:

<https://www.nmu.edu/dso/studenthandbook>

Grievance Policy

The NMU Student Grievance policy can be found here:

<http://www.nmu.edu/policies?p=1070&type=Policy>

Matriculation Requirements

Matriculation requirements for the Master's in AT program can be found here:

<http://www.nmu.edu/graduatebulletin/masters-degree-requirements>

Policies for student withdrawal and refund of tuition and fees

Information on tuition and fees can be found here:

<http://www.nmu.edu/tuition>

Information regarding student withdrawals and refunds can be found here.

<https://www.nmu.edu/dso/withdrawals-and-dropping-classes>

Technical Standards or essential functions

Northern Michigan University
Master of Science in Athletic Training Program
Technical Standards (rev. 8/7/20)

“Certified Athletic Trainers are health care professionals who specialize in the preventing, recognizing, managing and rehabilitating injuries that result from physical activity (www.nata.org).” Students who are preparing for this profession must have the mental and physical capacity to learn and carry out the necessary duties for success and graduation from a Commission on Accreditation of Athletic Training Education (CAATE) accredited program.

Listed below are the essential qualities a student must possess for successful completion of the Masters of Science in Athletic Training program. Students must be able to meet these standards with reasonable accommodation throughout their academic tenure. If a student feels that he/she may need special accommodations at any time, he/she must be evaluated by Disability Services on the Northern Michigan University campus. A student who is admitted to the program but unable to fulfill these technical standards, with or without reasonable accommodation, will not be able to complete the program. It is important to note that compliance with the program’s technical standards does not guarantee a student’s eligibility for the Board of Certification (BOC) certification exam.

It is a requirement, for accreditation and retention within the program, that students verify that they meet the following standards. Please check whether or not you meet the following standards, and sign below.

Do you possess the following qualities:

1. YES NO 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. YES NO 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. YES NO The ability to record the physical examination results and a treatment plan clearly and accurately.
4. YES NO The capacity to maintain composure and continue to function well during periods of high stress.
5. YES NO The perseverance, diligence, and commitment to complete the athletic training education program as outlined and sequenced.
6. YES NO Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

7. YES NO Affective skills and appropriate demeanor and rapport that related to professional education and quality patient care.

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 to the program. If my status changes, I am required to inform the program and complete the appropriate documentation.

Printed Name of Student

Signature of Student

Date

Institutional and Program Information for Student

Academic Calendars

Information regarding academic calendars can be found here:

<https://nmu.edu/registrar/academiccalendar>

Academic curriculum and course sequencing

Academic advising information including names of advisers for the Master's in AT and a suggested course map are located here:

<https://nmu.edu/hhp/athletic-training-masters#contacts>

Admissions process (including pre-requisite courses)

Program admission information can be found here on the School of HHP and Graduate Studies websites:

<https://nmu.edu/hhp/athletic-training-masters#contacts>

<https://nmu.edu/graduatestudies/>

Academic Program Requirements – 3+2 – Master of Science in Athletic Training/Bachelor of Science in Sports Science (153-163 credits)

<https://nmu.edu/hhp/athletic-training-masters#requirements>

Admission Requirements for Master's in Athletic Training – 3+2 (sports science undergrad at NMU + masters in AT)

[https://nmu.edu/hhp/sites/hhp/files/2022-09/Admission to the Masters as 32 Rev. 9-9-22.pdf](https://nmu.edu/hhp/sites/hhp/files/2022-09/Admission_to_the_Masters_as_32_Rev. 9-9-22.pdf)

Admission Requirements for Master's in Athletic Training (Stand alone – NO 3+2)

https://nmu.edu/hhp/sites/hhp/files/2022-09/Admission%20Requirements%20for%20AT%20masters%20BACHELORS%20updated%209-9-22_0.pdf

PROGRAM RETENTION

Students admitted into the master's in athletic training program are required to maintain a minimum cumulative GPA of 3.0 in order to retain their status in the program. Students falling below the minimum 3.0 GPA requirement will be put on program probation and will have ONE semester to elevate his/her GPA back to the required 3.0. Students failing to regain the 3.0 required retention GPA after one semester of program probation will be dismissed from the program. Students may appeal dismissal according to university policy. Additional information about the NMU Graduate School academic retention requirements can be found here:

Graduate Bulletin – Academic Standards, Policies, and Degree Requirements -
<https://www.nmu.edu/graduatebulletin/academic-standards-policies-and-degree>

ONCE ADMITTED INTO THE MASTER'S IN ATHLETIC TRAINING PROGRAM -

Additional Requirements

Once a student has been admitted into the master's in athletic training program, he or she will be required to complete the following:

1. Provide a final copy of an official transcript indicating that the student has successfully completed all required pre-requisites.

2. Proof of a negative drug screen. This will be completed at the student's expense. Students must demonstrate a negative drug screen for the following:

Amphetamines (1000 ng/mL screen), Barbiturates, Benzodiazepines, Cocaine metabolites, Marijuana metabolites (50 ng/mL screen), Methadone opiates (2000 ng/mL screen) Phencyclidine alcohol, ethyl (U)

Testing will be done locally and the NMU AT program will assist with scheduling.

3. A criminal background check. This will be completed at the student's expense.

The NMU AT program will assist with scheduling.

4. As a part of the program application process, students are required to provide vaccination records. In addition, student will be required to complete the following annually:

a. Influenza vaccination. This will be at the student's expense.

b. TB skin test. This will be at the student's expense.

*Both of these are available through the NMU Student Health Center on campus.

5. Proof of current certification in CPR/AED at the health-care provider level. Refresher courses will be offered to students as needed. Students will be responsible for the costs of books and cards. Refresher courses will be offered at no cost to the student.

6. Proof of current health care insurance. This will be at the student's expense.

7. Students admitted into the master's in athletic training program will be required to complete/sign the following programmatic forms (failure to sign these forms may preclude students from participation in the clinical component of the AT program):

a. Communicable Disease Policy form

b. Non-disclosure of Medical Information form

c. CAATE Waiver form

d. Program Policy & Procedure form

e. Assumption of Risk form

f. Other program forms deemed necessary by the program.

All costs associated with program including (but not limited to) tuition, fees, refund policies, travel costs, clothing, etc.

Information regarding current tuition/fees is located here:

<https://www.nmu.edu/tuition>

Information regarding estimated associated program costs:

Students should expect the following costs (estimated & subject to change) while in the AT program:

1. Criminal Background Check: \$125
2. Drug Screen: \$50
3. Annual TB Test: \$10
4. Annual Flu Shot: \$25
5. Immunization updates as needed (Hepatitis B, MMR, Pertussis, Varicella, Tetanus, Diphtheria) – cost will vary depending on need.
6. Transportation – students are responsible for their own transportation to and from all clinical placements.
7. CPR/First Aid updates: recertification will be at no cost to the student, however, CPR/First Aid cards and replacement cards are \$17 each.
8. Athletic Training Clothing – recommended but not required. Students are required to purchase at least one NMU Athletic Training polo shirt. Estimated cost is \$35-\$45.
9. Students will be assessed a \$25 lab fee for all ATR courses that have a lab component.

Information regarding NMU refund policies is located here:

<https://www.nmu.edu/dso/withdrawals-and-dropping-classes>

Catalogs

You can find a copy of the current NMU Graduate Bulletin here:

<http://www.nmu.edu/graduatebulletin/?&SessionID=793096>

You can find a copy of the current NMU Undergraduate Bulletin here:

<https://www.nmu.edu/bulletin/home-page?&SessionID=793375>

Financial Aid for Graduate Students

Information regarding financial aid can be found here:

<http://www.nmu.edu/graduatesstudies/financial-aid-funding>

Health and Safety Policies

Student ID badges - Athletic training students are required to wear their issued name badge during all scheduled clinical education experiences. Some clinical sites may require that you wear their facility issued name badge.

CPR Certification – Athletic training students will be certified in CPR/AED at the health care provider level prior to participating in clinical education experiences. Refresher courses will be offered to the student at no cost. However, students will be responsible for the cost of cards and books as required.

Blood-borne pathogens – Athletic Training students will be trained annually on blood borne pathogens. This will occur in conjunction with enrollment in AT clinical courses. Annual attendance is mandatory.

Calibration and Equipment maintenance - Students will have exposure to and will be expected to use the various therapeutic modalities located in the athletic training lab and clinical sites. Students should not use these modalities on actual patients until they have received formal instruction on the modalities application. When using these modalities, be sure that equipment has the appropriate calibration and maintenance sticker. If you have questions or concerns about the safety of any of these modalities, please discuss with your preceptor immediately.

Communicable and infectious disease transmission - Students with active communicable disease should not report to clinical assignments due to the risk of spreading the infection. They should, however, contact their clinical preceptor to inform him or her of the situation. Students with active communicable disease may be required to provide physician documentation allowing them to return to their clinical course. **DETAILS REGARDING THIS POLICY ARE LOCATED IN “FORMS SECTION”**

Student immunization requirements – Athletic training students are required to provide verification of the following immunizations prior to clinical education placement:

MMR (Measles, Mumps & Rubella)

Varicella (Chicken Pox) – immunized or medically documented case or a positive titer.

Hepatitis B

TDaP (Tetanus, Diphtheria & Pertussis)

Influenza (annually)

TB Skin Test (annually)

For those who have a contraindication to receiving the flu vaccine, i.e.: allergy to flu vaccine, there is a Declination Form that is available from AT program director. However, please be aware that students may not be allowed in the clinical setting without current flu vaccine status and NMU will not offer alternate clinical experiences to those who have declined the flu vaccine. Consequently, the declination form should only be used if there is a true contraindication to receiving the flu vaccine.

Patient/client privacy protection (HIPAA & FERPA) - Athletic training students will receive annual training in HIPAA & FERPA compliance. Training sessions will occur in conjunctions with AT clinical courses. Attendance is mandatory.

Radiation exposure – On occasion, a clinical placement site may expose students to radiation. Students are expected to follow all on-site staff policies in order to minimize exposure.

Sanitation precautions (ability to clean hands before patient encounters) – All athletic training clinical placement sites are equipped with hand washing/sanitation stations. AT students are expected to wash their hands before and between all patient encounters. Students should also consider carrying a portable dispenser of hand sanitizer for this purpose.

Venue specific training expectations – Students will be placed in a variety of clinical settings during their enrollment in the AT master's program. Each venue will likely have different sets of expectations for AT students. Students must schedule an initial meeting with the venue preceptor to discuss and document these expectations using the "mini-contract" form. A sample of this form can be found in the "FORMS SECTION".

Venue specific critical incident response procedures that are immediately accessible to students in an emergency situation (EAP) – Each clinical placement venue will have accessible emergency action plans. AT students will review the EAP and have the opportunity to discuss and ask questions of the venue preceptor. The preceptor will verify the student has reviewed this document using the "mini-contract" form. A sample of this form can be found in the "FORMS SECTION".

Student/Preceptor Supervision - Clinical Experience Supervision Guidelines.

CAATE accreditation requirements state that an Athletic Training Student must be supervised at all times during a clinical rotation. This, of course, is also a strict policy for all Athletic Training Students at Northern Michigan University.

What defines “supervision of clinical education in an Athletic Training Program”? According the Athletic Training Accreditation guidelines, “Clinical Education is supervised by a preceptor or other qualified allied health care professional (Preceptor). The supervision of the clinical education must involve constant visual and auditory interaction between the preceptor and the student. The preceptor supervision of students must allow for multiple opportunities for evaluation and feedback.”

Here are some additional guidelines concerning supervision that all Athletic Training Students should follow:

- Do not attempt to act if you are not under supervision. This would constitute acting outside of your clinical experience, and can create a major liability situation for yourself.**
- If your preceptor is leaving you unsupervised on a regular basis, bring this to the attention of the Athletic Training Program Director or another member of the ATEP faculty.**
- When you are under supervision, if you are not sure about an action you should take, ASK! Do not be afraid to ask any questions directly to your preceptor/instructor.**
- There may be an occasion that the student is left unsupervised – for example, your preceptor may have to use the restroom or may have to visit with a coach. Whatever the circumstance may be, the student should be given access to a 2-way radio or be able to reach the preceptor via cell phone so that the preceptor can be reached immediately.**

Code of Conduct for Athletic Training Students (for traditional educational and clinical education components of the Athletic Training Program)

1. Athletic Training students are expected to conduct themselves in a **professional*** manner during both the classroom experience and the clinical experience of the Athletic Training Program. Be respectful at all times and you will be treated with the same respect.
2. During a students' clinical rotation, it is expected that the student keep all interpersonal relationships* with fellow students, staff, patients, athletes, coaches, administrators, etc., strictly **professional*** at all times.
3. Athletic Training students should make every effort to display a positive attitude toward their peers, staff, patients, athletes, coaches, administrators, etc., during their clinical experience. Keep your personal issues out of the athletic training facilities – this includes both the classroom and the clinical settings.
4. Athletic Training students should not, under any circumstances, ask any of the above-mentioned individuals for monetary or valuable favors (team clothing, event tickets, etc.) during their clinical experience.
5. Smoking, chewing tobacco, consumption of alcoholic beverages, or the use of illegal drugs during any of the educational components* of the Athletic Training program are strictly prohibited.
6. Food and drink may be permitted in DESIGNATED areas of the athletic training facilities AND during specified times only. Please check with your supervising ATC for guidelines regarding each of the athletic training facilities.
7. Athletic Training students are highly visible individuals in the athletic arena on a college campus. What occurs outside of the athletic training educational experience, can sometimes have an effect on people's perception of you in the athletic training facilities. Be smart during your extra-curricular activities.
8. Athletic Training students should not, under any circumstances, make patient/athlete referrals to physicians. Athletic Training students should notify the appropriate staff ATC of the apparent need for the referral only.
9. It is expected that Athletic Training students are in compliance with OSHA guidelines and practices, and are utilizing Universal Precautions at all times during their clinical experiences. Failure to do so may result in program expulsion.
10. Athletic Training students are expected to abide by all university policies as outlined in the NMU student Code Handbook. Please refer to this document as needed. This document may be viewed on the NMU website at www.nmu.edu.

Violations of the Code of Conduct for Athletic Training students is enforced by the Athletic Training Faculty and Clinical Staff.

*The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits. (Taken from http://www.uic.edu/depts/mcam/osa/policy/statement_on_professional.htm)

Integrity: Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

Tolerance: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

Interpersonal relationships: Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

Initiative: Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

Dependability: Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

Attitudes: Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

Function under stress: Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

Appearance: Displays appropriate professional appearance and is appropriately groomed.

General Policies for Athletic Training Students

Each of these policies are in place to ensure that both the athletic training student and the supervising athletic trainer/preceptor are clear on the expectations that are included with a student's assigned clinical rotation, in conjunction with each clinical course that the student is enrolled in. It is expected that each student will receive additional specific information regarding expectations, prior to the start of each new clinical assignment that the student receives. This will typically take place in the form of an introductory meeting between the supervising ATC, the student, and a member of the Athletic Training faculty.

Remember, you are a student (But that is a good thing). You are not expected to fill the role of a Certified Athletic Trainer. If at any time you are unclear of the expectations of your clinical assignment, please contact your supervising ATC immediately or a member of the Athletic Training faculty.

a. Drug and Alcohol Policy

Northern Michigan University

Athletic Training Program

School of Health and Human Performance

STUDENT DRUG SCREEN POLICY

In order to maximize safety and quality of patient care, area healthcare facilities have implemented policies mandating drug screening for all patient care providers, including Athletic Training students. This in turn creates the need for a NMU Athletic Training Student Drug Screen Policy. This policy affects currently enrolled NMU AT students.

I. Pre-Clinical Screening

1. Students will receive information pertaining to the drug screening policy with their letter of acceptance into the AT program. By signing and returning the letter of acceptance to the AT program, the student also agrees to meet all compliance requirements, including the drug screening.
2. Drug screening will be conducted by Marquette General Hospital Health System/Duke LifePoint (MGHS/DLP) Occupational Medicine Clinics in Marquette and Escanaba, Michigan. Drug screening from any other lab/clinic will not be accepted. The fee for testing is the responsibility of the student.

3. Students entering the AT program must complete drug testing by September 15 of the fall academic semester.

4. Students are required to submit for drug screening once prior to the beginning of the NMU AT program. Further drug screens while enrolled in the NMU AT program may be required by the healthcare facility where clinical courses are held.

5. All urine drug screening results will be reviewed by the AT Program Director and the AT Clinical Education Coordinator.

6. Any student not enrolled in NMU AT courses for more than 1 semester must submit for drug screening as if newly enrolled in to the AT program.

7. Please refer to Section II of this document for further information regarding failed drug screening results and refusal to submit to drug screen testing.

8. Please refer to Section III of this document for information regarding progression in the AT program if a failed drug screen occurs.

II. Refusal to Submit to Drug Screening/Failed Drug Screen; Results/Tampering of Specimen for Drug Screening

1. For students who have received a letter of admission to the AT program but have not yet begun to take their core AT classes, refusal or failure to complete drug screening by the due date specified will result in revocation of acceptance to the AT program.

2. For students currently in the AT program, refusal to submit to drug screening as requested by the AT Program Director and/or the AT Clinical Education Coordinator will be viewed as a failed drug screen result. Thus, the student will be prohibited from participating in clinical Athletic Training courses and any co-requisite theory/lab AT courses for a period of ONE calendar year. Students will be sent a registered letter noting their non-compliance with this policy and subsequent removal from the NMU AT program for one calendar year.

3. Failed drug screening results will result in the student's removal from clinical Athletic Training courses and any co-requisite theory/lab AT courses for a period of one calendar year. Students will be sent a registered letter noting their removal from AT courses for ONE calendar year due to failed urine drug screen results.

4. Any student suspected of, or found tampering with a urine specimen for drug screening will have such activity documented and reported by the MGH/DLP Occupational Medicine Clinic staff to the AT program director and the AT clinical education coordinator. This information will be reviewed for consideration of disciplinary action up to and including dismissal from the AT program.

5. DUTY TO REPORT – In the event the NMU student, who has failed a drug screen, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA). If the student is a licensed/registered health professional in a state other than Michigan, the report will be made to the appropriate state's department of regulating and licensing affairs.

III. Guidelines for Re-admission to the NMU AT Program

Students with failed drug screen results will be removed from the Athletic Training program for one calendar year. The one year timeframe is consistent with local healthcare agency policy and cannot be shortened. Furthermore, the student must:

1. Complete an approved substance abuse assessment/treatment program/counseling at the student's expense.
2. Provide verification to the AT program director and the AT clinical education coordinator of attendance at an approved substance abuse assessment/treatment program/counseling session.
3. Submit for urine drug screening at MGH/DLP Occupational Medicine Clinic as stipulated in section 1, Pre-clinical Screening, of this document. This cost is the responsibility of the student.
4. A second failed drug screen will permanently render the student ineligible for re-enrollment in the AT program at Northern Michigan University.
5. DUTY TO REPORT – In the event the NMU student, who has failed a second drug screen, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA) or appropriate state where licensure is held.

IV. Confidentiality

1. HIPAA Guidelines will be followed regarding student drug screen test results.

b. Conduct and Eligibility when traveling as an Athletic Training Student

There are at least 2 situations in which a student may travel away from campus in the role of an Athletic Training Student representing Northern Michigan University. First, an Athletic Training Student may be traveling, along **with** their preceptor, to another college or university for event coverage, as a partial requirement for their clinical assignment. Second, an Athletic Training Student may be traveling to a professional conference related to athletic training. Regardless of what the situation is, all Athletic Training Students traveling as representatives of the NMU Athletic Training program and Northern Michigan University are expected to conduct themselves with the highest level of **professionalism**. Failure to do so could potentially negatively impact your future status in this program and in this profession. For expectations related to dress code when traveling, consult with your preceptor.

Students who travel with an athletic team as a partial requirement for a clinical assignment must agree to the following terms:

1. Athletic Training students must remain with the traveling team and under the supervision of the preceptor or coach at all times.
2. Athletic Training students wishing to leave the supervision of the preceptor or designee must provide written permission/documentation from a parent or guardian.
3. Athletic Training students are not permitted to receive transportation from any individual other than a parent or guardian (with written permission) during a university sponsored event.

c. Athletic Training Facility Maintenance

All students who are enrolled in a clinical athletic training course will be required, as a CLASS expectation and as a partial requirement for their assigned clinical rotation, to take an active role in the daily maintenance and upkeep of the athletic training facilities. These tasks should not be looked upon as demeaning or labor intensive. Rather, they are a portion of the true learning experience that is necessary to develop a strong well-rounded athletic training student. Most Certified Athletic Trainers, regardless of the setting in which they are employed, are involved with these types of tasks and duties regularly.

d. Inventory and Supply Checkout

All students who are enrolled in a practicum athletic training course, will be required, as a CLASS expectation and as a partial requirement for their assigned clinical rotation, to learn, understand, and utilize the correct methods of inventory and supply checkouts. Your preceptor will inform you, during your clinical rotation, of the proper procedures, for each of the athletic training facilities. No student should attempt to checkout supplies, unless instructed to do so from their preceptor/supervisor. Make sure that you are aware of the location of all products and that you KNOW what each product is used for. Any student found stealing or distributing athletic training supplies to inappropriate individuals will be reprimanded, and will be considered for termination from the Athletic Training Program.

e. Use of Staff Offices

During a clinical rotation, Athletic Training students should not enter staff offices unless they have been given permission or instructions to enter. These offices are for the private use of the staff. The same guideline holds true for the Athletic Training faculty, however, please note that the faculty do have posted OFFICE HOURS, at which times, students are encouraged to visit with the faculty.

Appointments may also be made as needed.

f. Telephone use in Athletic Training Facilities

The telephones in the athletic training facilities are for business and emergency purposes. Please refrain from using these telephones for personal reasons during your clinical rotation. As an expectation during a student's clinical experience, students will have the opportunity to answer the phones in the athletic training facilities. Students are expected to act in a highly professional manner when performing this task. Students should follow these basic instructions when answering phones in the athletic training facilities:

Answer the phone...ATHLETIC TRAINING, this is....

- ✓ State who you are and take a complete message
- ✓ Include the full name of the individual who called
- ✓ Take a number where they can be reached
- ✓ Note what time they called and what time they can be reached
- ✓ Determine the urgency of the call and take appropriate action
- ✓ Do not attempt to answer questions that you do not have the answers to.

Please do not give out HOME or CELL phone numbers of your clinical preceptors, unless you have been instructed to do so.

Your preceptor will give you further instructions about the procedure that they prefer during your clinical rotation.

g. Clinical Experience HOURS and Documentation

Athletic Training students are expected to complete all assigned clinical experience hours, as dictated by course syllabi. Clinical experience assignments will NOT exceed 20 hours per week. Athletic Training student will receive at least ONE DAY off of their clinical assignment per week.

Athletic Training students are expected to document all clinical experience hours. This should be done on the standardized form that is available in each of the athletic training facilities or from the Athletic Training Faculty. Verification of your clinical experience is also required from your preceptor. Please check with your preceptor as to how they would prefer the verification process be handled. You should, UNDER NO CIRCUMSTANCES, wait until the end of your clinical rotation to have your clinical experience verified. This should be done either on a weekly or daily basis. All completed, signed forms should be turned into your Primary Clinical Course Instructor (ATR Faculty). These forms are used to compile final grades at the end of each semester. Preceptors are NOT responsible for signing hours that are more than 2 weeks old.

Although it is not required by CAATE to document clinical hours, it is a requirement for a number of your courses AND it may be necessary for you to provide clinical hour documentation when applying for state licensure, registration or other type of state regulation. It is therefore, critical for you to maintain an accurate record of your compiled clinical hours.

Athletic Training Students, per CAATE standards, should not perform clinical skills on patients until they have been formally instructed (by faculty or preceptor) on how to correctly perform the skill.

h. Computer use by Athletic Training Students

The computers in the athletic training facilities are to be used by the students for athletic training purposes only. Athletic Training students should not be using their computers for homework, printing of personal documents, email, web surfing, etc., during clinical rotations. Students will, however, receive formal instruction in the injury reporting computer program that is used by the NMU Athletic Training staff, and will be expected to utilize this program during selected clinical rotations. Personal laptop computers may be used for Athletic Training purposes at the discretion of the clinical staff.

i. CPR Certification

Athletic Training students are expected to maintain current certification in CPR for the Healthcare Provider or comparable. Re-certification classes will be offered 1-2 times each semester (cost of cards varies year to year, and is at the expense of the student) to all students enrolled in the Athletic Training program. If a student is unable to attend the scheduled CPR re-certification class when it is offered, it is the responsibility of the student to seek out another means of re-certification, and the cost will be at the expense of the student.

Students will not be permitted to participate in clinical education unless they are current in CPR. Copies of certification cards will be maintained in the student's portfolio/file.

j. Attendance

It is expected that Athletic Training students are highly diligent in their attendance at all classes at Northern Michigan University. This includes all clinical placements, which can include clinical and field experiences. General Attendance policies for each class within the Athletic Training program will be outlined on each class syllabus. Specific attendance policies will be up to the discretion of your preceptor and will be discussed with you during your initial meeting with your assigned preceptor. When a situation arises that causes a student to miss an assigned clinical rotation, the student should contact their clinical preceptor (phone call is preferred). If the clinical preceptor cannot be reached, a member of the Athletic Training faculty should be contacted.

Unexpected Excused absences include illnesses, accompanied by a doctor's note, a family emergency, and travel as required by your clinical rotation. If you have any questions or problems related to the policies on attendance, please contact the Athletic Training Program Director and your class or clinical preceptor immediately.

k. Excused Absences

Once again, athletic training students are required to be diligent in their attendance in all of their Athletic Training classes and practicums, which include clinical rotations. Attendance expectations will be clearly outlined during the first week of your clinical rotation. It is expected that you discuss any class or clinical time that you know you will have to miss during the semester, so that the proper arrangements can be made for you to make up missed assignments. It is expected that students give preceptors AT LEAST 2 WEEKS NOTICE prior to missing class. An Example of this would include a wedding/family reunion, etc... you know you have to attend.

Some clinical rotation assignments will include the expectation that the athletic training student travel to a University sponsored contest. This travel expectation may conflict with other classes the student is enrolled in at the University. It is the responsibility of the clinical preceptor to inform the student, in advance (minimum of 2 weeks), of the dates that the student will be expected to travel. This will give the student sufficient time to inform their class instructors that they will be missing class, and request the opportunity to make up any missed assignments, tests, or quizzes. This may not be viewed as an "excused absence" by some instructors, and quite frankly, it is their call. It is highly recommended that you provide each of your class instructors with a "Class Absence Form", prior to your expected travel. This form is available from your Athletic Training Academic Advisor. Please provide your advisor with dates, classes, instructor names, times, that you will be missing. This can be done via email or by written request and should be submitted at least one week prior to your scheduled travel. If you are having problems in this area related to travel expectations, you should contact your clinical preceptor immediately.

Suggestion – At the beginning of each semester, let your professors know that you are an athletic training student and that you may be asked to travel as a part of your assigned clinical rotation.

I. Checking Email

Athletic Training faculty and staff will correspond regularly via email to the Athletic Training students. It is required that students inform all faculty and staff of current email addresses. Students should check email frequently, as to stay informed of activities, changes, and other events occurring within the Athletic Training program and specifically within a student's clinical rotation assignment. Checking email on a student's personal laptop within one of the Athletic Training facilities will be left up to the discretion of the preceptor. There should be no reason for not checking email regularly, as all students at NMU are provided with campus email addresses and a university laptop computer. Please be sure to seek technological support as needed. The campus Help-Desk phone number is 227-2468.

m. Introductory Meetings:

Each student who registers for a clinical course within the Athletic Training Curriculum, will be assigned a clinical rotation and or a field experience as a partial requirement for successful completion of the clinical course. During this clinical rotation, each student will be assigned to a clinical preceptor, who will, at the start of each student's new clinical rotation, provide the student with an introductory meeting, which will address the expectations of the clinical rotation. Issues including attendance, clinical responsibilities and duties, dress, etc., will be discussed in detail. Emergency action plans, access to blood borne pathogens supplies, & HIPAA/FERPA policy will be discussed. The student will also be issued a list of expectations from his/her clinical preceptor, which the student will sign, verifying that the student read and understands all expectations. It is the responsibility of the STUDENT to contact his/her clinical preceptor if there are any questions concerning any of these issues discussed during the introductory meeting.

n. Advising and Registering for Classes

Each student in the Athletic Training Program will be assigned an Academic Advisor. The Athletic Training faculty highly recommends that you check in with your academic advisor regularly. We are here not only to assist you with registering for the appropriate classes, but we are also here to mentor you through this program. We want each and every one of you to be successful in this program and ready for the BOC's Certification Examination upon Graduation. Your academic advisor will have posted office hours each semester. Additional appointments can be made by request. We will be available to you as much as possible. You will also see us around during your clinical rotations. Prior to class registration, your academic advisor will have specific times set aside to meet individually with each student about their class schedule and to answer any questions a student may have about their progress in the Athletic Training Program. Please use us as a resource.

o. Dress Code for Athletic Training Students

Your standard of personal care and dress represent you as an individual, the athletic training program and the profession of athletic training. Professional individuals set examples for others and students are expected to be neat, clean, and well-groomed which includes the following:

1. Nails will be clean, short, and smooth to ensure patient and student safety.
2. Hair will be controlled so that asepsis is maintained for both the student and patient.

3. For asepsis and safety, jewelry will be limited to only wedding rings, watches, and one pair of pierced earrings, which are small, post-type (no loops), and worn **only** in the ears.
4. Shoes must provide good support and meet the expectations of each clinical facility. Open toes and high heels are not permitted. Shoes and shoestrings must be clean and in good repair. Shoes with heels greater than one inch are not permitted.
5. Clothing must be loose enough to provide ease of movement in clinical activities. Clothing must not reveal midriff, chest, low back, shoulders. Shorts may be worn provided they are of mid-thigh length and not jean material.
6. NMU Athletic Training / Sports Medicine shirts are preferred. Shirts are to have sleeves and must be long enough to cover the midriff.
7. Your nametag should be worn during all clinical rotations.
8. Pants in business suitable fabrics or "Dockers" style. Jeans and Yoga style pants may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignment.
9. Baseball hats, visors, and sunglasses may be worn for outdoor clinical assignments only.
10. Students having questions about this policy should see a member of the AT faculty.

Failure to comply with the dress code may result in your clinical supervisor asking you to leave the site and return when appropriately attired.

p. Nametags for Athletic Training Students

Nametags are required as a part of the work uniform at all clinical sites. The primary purpose of the nametag is so that patients are able to easily differentiate between students and preceptors/staff.

q. Technical Standards and Physical Exams for Athletic Training Students

All students entering the Athletic Training Program at Northern Michigan University will be required to meet all program technical standards. These technical standards are in place to ensure that the student is physically and emotionally capable of meeting all program requirements. Please read the technical standards carefully.

r. Liability Insurance for Athletic Training Students

Students are covered by the university for any reasonable actions that they take as a student enrolled in the Athletic Training Program, provided the action they take occurs inside the scope of the student's educational requirements. Any action that the student takes outside of the scope of the educational requirements are not the legal responsibility of Northern Michigan University.

Athletic Training Students should, under no circumstances, practice Athletic Training outside of the educational setting.

Athletic Training students are highly encouraged to purchase personal liability insurance, however, this is not required. For more information concerning this, please see a member of the Athletic Training Faculty.

s. Health Care for Athletic Training Students

Athletic Training Students are encouraged, as all students on campus, to use the Student Health Center on Campus for health care needs. Athletic Training Students **should not** pursue health care or health care advice from physicians who are holding clinics during athletic training room hours for the NMU athletes.

Athletic Training Students who are injured (minor or major) during any educational component of the Athletic Training Program should report the injury to their preceptor immediately so that a University Injury Report Form can be properly completed, per university policy.

t. In-services for Athletic Training Students

The NMU Athletic Training Program regularly offers “In-service” educational opportunities for students enrolled in this program. Yearly Attendance is MANDATORY at the following in-service presentations:

- ❖ Student Risk In-service
- ❖ Blood Borne Pathogen In-service
- ❖ Student Handbook Review In-service
- ❖ HIPAA/FERPA Inservice

Some of the above sessions may be held in conjunction with one another and/or as a part of a regularly scheduled class.

Please be sure to check with your instructor as to what the in-service attendance requirements are for your class. Most inservices are required for all those students enrolled in an ATR clinical course. More information about such requirements will be delineated in course syllabi for program clinical courses.

In-services are offered as a unique opportunity to expand your knowledge and experience in the field of Athletic Training. The faculty makes every effort to tailor these presentations to maximize the quality of your education.

u. Doing Homework during your Clinical Rotation

Athletic Training Students are not permitted to do homework or read (for school or other purposes) during practice or event coverage as required by a student’s assigned clinical rotation. This policy has been implemented for your safety. Athletic Training students, who are positioned on a playing field during a practice or a game, need to be fully aware of all actions taking place. Your clinical preceptor will instruct you as to where you should stand/sit to maximize your safety. This issue will be more closely addressed during the “Student Risk In-service”.

v. Transportation

Athletic training students are required to provide their own transportation to and from assigned clinical assignments. The faculty will make every effort to accommodate students that do not have a car on campus; however, this may not always be possible. Possible accommodations include assigning a student to a clinical assignment with another student who has a vehicle for transportation.

w. Personal Cell Phone Use

Personal cell phones should not be used during clinical or didactic course work. Please keep them turned off and in your backpack during your athletic training experiences.

x. Communicable Disease Policy

Students with active communicable disease should not report to clinical assignments due to the risk of spreading the infection. They should, however, contact their clinical preceptor to inform him or her of the situation. Students with active communicable disease may be required to provide physician documentation allowing them to return to their clinical course.

y. Immunizations required for ATR Students -

1. TB testing (must have a negative result). Students can receive this test at low cost from the NMU Student Health Center.
2. Hepatitis B immunization. Verification of receipt of three injections or proof of enrollment in injection series. In Marquette, this is available at the Student Health Center on campus, the Marquette County Health Department, or at a variety of other medical offices in the community. *This immunization will be at the student's expense.*
3. Proof of the following vaccinations is also required: MMR, Pertussis, Varicella, Tetanus, Diphtheria, and Influenza. *Immunizations are at the student's expense.*

z. Criminal Background Checks

All students are required to have a criminal background check. This will be done at the expense of the student.

General Athletic Training Room Facility Rules (On-Campus)

The following list of rules applies to all Athletic Training facilities at NMU. It is expected that each student, during their clinical rotation at one of these facilities, enforce these rules. If you are unable to enforce any of these rules for any reason, please contact your preceptor/supervisor immediately.

- 1. Only Varsity Athletes are to be treated in the NMU Athletic Training Rooms.**
- 2. Shirts and shorts (not boxers) are to be worn by all athletes receiving treatments in the Athletic Training Room.**
- 3. Food and beverages, with the exception of water, should not be brought into the Athletic Training Room by an athlete who is receiving treatment.**
- 4. Athletes are not permitted to chew tobacco, smoke, or consume alcohol, while receiving treatment in the Athletic Training Room.**
- 5. Athletes not receiving treatment, should not loiter in the Athletic Training Room.**
- 6. Horseplay among athletes, or others, is not permitted.**
- 7. Profanity by the athletes, or others, will not be permitted or tolerated in the Athletic Training Room.**
- 8. Athletes should keep all personal belongings either out of the Athletic Training Room, or in an area designated within the facility for such. Student-athletes may read a magazine or a text for class if appropriate if it does interfere with his/her treatment.**
- 9. Under no circumstance should an athlete help himself or herself to any form of treatment in the Athletic Training Room.**
- 10. Athletes should receive and should remain inside the Athletic Training Room for the entire duration of their treatment.**
- 11. Each treatment administered in the Athletic Training Room should be entered in the Athletic Training Treatment Log.**
- 12. Athletes should refrain from entering staff offices and using the telephones in the Athletic Training Rooms.**
- 13. Athletes are expected to treat all Athletic Training Staff and Athletic Training Students with respect at all times. Athletes should also be treated with respect.**

Ethical Concerns for Athletic Training Students

Below is a list of potential ethical concerns that a student enrolled in the Athletic Training Program at Northern Michigan University could potentially face. This is not a complete list. Athletic Training Students should be aware of these at all times during all aspects of their involvement in the program. Any questions or concerns related to this list should be immediately directed to the student's clinical preceptor and the Athletic Training Program Director.

- Students must understand the consequences of noncompliance with regulatory athletic training practice acts
- Student must accept the professional, historical, ethical, and organizational structures that define proper roles and responsibilities of the certified athletic trainer in providing health care
- Students must defend the moral and ethical responsibility to intervene in situations that conflict with the NATA standards.

1. Athletic Training Students should understand, uphold, and follow the NATA Code of Ethics at all times. The NATA Code of Ethics can be viewed by going to nata.org.

2. Athletic Training Students should not criticize or reprimand fellow Athletic Training Students, faculty, staff, coaches or administration.

3. Athletic Training Students should keep all interpersonal relationships strictly professional during all clinical rotations. This includes relationships with peers, athletes, patients, supervisors, instructors, coaches, faculty, and administrators.

4. Athletic Training Students should maintain strict confidentiality. At no time should an Athletic Training Student discuss an athlete's or a patient's injury, condition, status, etc., with anyone except the Athletic Training Clinical Staff, for educational purposes only.

5. Athletic Training Students should never cover up for an athlete.

6. Athletic Training Students should treat all patients/athletes equally regardless of age, gender, sport, race, sexual orientation, etc.

7. Athletic Training Students should not do special favors for athletes/patients. Treat all athletes/patients as equals.

8. Athletic Training Students should refer all problems, concerns, and questions related to athletes/patients and all aspects of the clinical experience, to the appropriate clinical preceptor.

Athletic Training Students May Be Faced with an Emergency Situation

Students must be aware that they may be called upon to act in an emergency situation during an assigned clinical rotation. During your involvement in the Athletic Training Program, you will receive formal instruction on how to manage many different types of emergency situations.

Here are a few things to remember:

- ✓ Never attempt to perform an emergency skill that you have not been taught.
- ✓ Never attempt to perform an emergency skill that you are unsure about how to perform correctly.
- ✓ Remain calm and professional during all emergency situations.
- ✓ Regularly review the Emergency Action Plan (EAP) for your particular clinical rotation assignment.
- ✓ Always practice Universal Precautions! Latex/vinyl gloves should be worn on both hands. Utilize other protective equipment (goggles, face shield, gown) as needed. ALWAYS wash your hands before & after treating a patient.
- ✓ Know the location of all emergency equipment in the facility you are assigned. Know how to use this equipment!! If you are unfamiliar with equipment, ask your preceptor/supervisor for instructions.
- ✓ Understand the protocol for EMS activation.

These directions should not take the place of direct intervention by your preceptor!!!BUT...be prepared to assist with such a situation.

FORMS

1. Communicable disease policy/form
 2. Mini-Contract Form
 3. Non-disclosure of medical information form
 4. CAATE waiver form
 5. Program Policy & Procedure agreement form
 6. Technical Standards
-

Communicable disease policy

The purpose of the Northern Michigan Athletic Training Education Program Communicable Disease Policy is to protect the health and safety of the students enrolled in the NMUATEP. It is designed to provide Athletic Training Students (ATS), Approved Preceptor, and athletic training faculty with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers (www.cdc.gov).

What are Communicable Diseases?

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Communicable Diseases Cited by the CDC:

Bloodborne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus (HIV)
Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections

Guidelines for Prevention of Exposure and Infection

1. ATS must successfully complete annual Bloodborne pathogens modules.
2. ATS are required to use proper hand washing techniques and practice good hygiene at all times.
3. ATS are required to use Universal Precautions at all times when functioning as an ATS in the NMUATEP. This applies to Northern Michigan University clinical sites and affiliated clinical sites.
4. ATS are not to provide patient care if they have active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. An ATS who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his / her preceptor **immediately**.
2. Any ATS, who demonstrates signs or symptoms of infection or disease that may place him /

her and/or his / her patients at risk, should report that potential infection or disease **immediately** to the Student Health Center and/or the NMU Team Physician.

3. The ATS is responsible for keeping the NMU-ATEP Program Director and/or Clinical Coordinator informed of his / her conditions that require extended care and / or missed class / clinical time. ATS may be required to provide written documentation from a physician to return to class and / or clinical site.
4. If an ATS feels ill enough to miss ANY class that ATS should notify the appropriate instructor **immediately**.
5. If an ATS feels ill enough to miss ANY clinical experience that ATS should notify the NMU-ATEP Program Director and/or Clinical Coordinator and preceptor **immediately**.

communicable disease Signature page

By signing below, you indicate you understand and will abide by the Northern Michigan University Athletic Training Education Program Communicable Disease Policy. Any breach of the Communicable Disease Policy will result in disciplinary action determined by the Northern Michigan University Athletic Training Education Program Director and the Head of the School of Health and Human Performance

Athletic Training Student Name (Print): _____

Athletic Training Student Signature: _____

NMU IN#:

Date: _____

School of Health and Human Performance
Northern Michigan University
Athletic Training Education Program

Mini-Contract Between Athletic Training Student and Clinical Preceptor(rev. 8/20)

Athletic Training
Student(ATS)_____

Preceptor_____ Clinical
Site_____

General Information-ATS

Local Address_____
Local Phone_____
E-Mail_____
Current Clinical Course_____

General Information-Preceptor

Address_____
Phone_____
E-Mail_____

Student Goals	Plans for Success	Challenges

Educational/Clinical Experience for ATS*ATR Courses completed to date*

Exposures(male, female, equipment intensive, etc)

Emergency Action Plan(s) reviewed (ATS init.) (Preceptor init.)**Blood borne pathogens policy reviewed** (ATS init.)
 (Preceptor init.)**Privacy/Confidentiality reviewed** (ATS init.) (Preceptor init.)**Communicable/Infection disease reviewed** (ATS init.)
 (Preceptor init.)**General site policies/procedures reviewed** (ATS init.)
 (Preceptor init.)**COVID Safety policies/procedures reviewed** (ATS init.)
 (Preceptor init.)**Clinical Education Coordinator- Comments/Concerns:**

All Involved have read, agreed to and clearly understand this mini-contract.

Signatures

Athletic Training

Student _____

Date _____

Preceptor _____ Date
e _____

Clinical Education

Coordinator _____

Date _____

Clinical Course

Instructor _____

Date _____

*Copy of Contract to: Clinical Education Coordinator, Course Instructor, Preceptor and ATS

*Student will attach copy of class schedule to this form

*Preceptor and ATS will complete a clinical schedule together and attach to this form

*This contract and all schedules are due to the clinical education coordinator by end of first week of

the clinical rotation.

NON-DISCLOSURE OF MEDICAL INFORMATION FOR ATHLETIC TRAINING STUDENTS

Prior to being permitted to participate in all aspects of the Athletic Training Program at Northern Michigan University, each student is required to sign this agreement. Refusal to sign this agreement will result in the inability of a student's participation in any clinical course, included within the Athletic Training program. Please read the following carefully. If you have any questions or concerns about this agreement, please see the Athletic Training Program Director.

*I, _____ understand that all of the information
(Print Name)*

which I may become knowledgeable of in my capacity as an Athletic Training Student is subject To patient/physician privilege and must be considered confidential. I will not discuss such information with anyone except members of the Athletic Training Staff and Faculty. Any breach of confidentiality will result in the immediate termination from the Athletic Training Program.

Signature of Student

Date

Julie Rochester

Signature of Athletic Training Program Director

Northern Michigan University
School of Health and Human Performance

Athletic Training Program Program Policy and Procedure Agreement

I, _____, do hereby acknowledge that I have
(print full name)
completely read and fully understand all policies and procedures as outlined in the
Northern Michigan University Handbook for Athletic Training Students. As a
student in the NMU Athletic Training Program, I agree to adhere to all
stated policies and procedures. I understand that these policies and procedures are
necessary for both the success of my educational experience, as well as my personal
safety during all program educational requirements.

Signature of Athletic Training Student

Date_____

Signature of Athletic Training Program Director

Date_____



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:

Northern Michigan University
Master of Science in Athletic Training Program
Technical Standards (rev. 8/7/20)

“Certified Athletic Trainers are health care professionals who specialize in the preventing, recognizing, managing and rehabilitating injuries that result from physical activity (www.nata.org).” Students who are preparing for this profession must have the mental and physical capacity to learn and carry out the necessary duties for success and graduation from a Commission on Accreditation of Athletic Training Education (CAATE) accredited program.

Listed below are the essential qualities a student must possess for successful completion of the Masters of Science in Athletic Training program. Students must be able to meet these standards with reasonable accommodation throughout their academic tenure. If a student feels that he/she may need special accommodations at any time, he/she must be evaluated by Disability Services on the Northern Michigan University campus. A student who is admitted to the program but unable to fulfill these technical standards, with or without reasonable accommodation, will not be able to complete the program. It is important to note that compliance with the program’s technical standards does not guarantee a student’s eligibility for the Board of Certification (BOC) certification exam.

It is a requirement, for accreditation and retention within the program, that students verify that they meet the following standards. Please check whether or not you meet the following standards, and sign below.

Do you possess the following qualities:

1. YES NO 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. YES NO 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. YES NO The ability to record the physical examination results and a treatment plan clearly and accurately.
4. YES NO The capacity to maintain composure and continue to function well during periods of high stress.
5. YES NO The perseverance, diligence, and commitment to complete the athletic training education program as outlined and sequenced.
6. YES NO Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.

7. YES NO Affective skills and appropriate demeanor and rapport that related to professional education and quality patient care.

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 to the program. If my status changes, I am required to inform the program and complete the appropriate documentation.

Printed Name of Student

Signature of Student

Date