Oklahoma State University
Entry Level Masters
Athletic Training Program

Policy and Procedure Manual
ATP Faculty and Clinical Instructors

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Brian Hamilton, ATC, LAT Graduate Assistant Athletic Trainer – Football
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Dr. Scott Stubbs, Orthopedist, Ortho Oklahoma

Revised 6/2014
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Affiliate Clinical Sites Policies and Procedures
OSU Athletic Training Clinics
Stillwater Medical Center
Stillwater High School
Stillwater Fire
Welcome to the OSU Athletic Training Program. Congratulations on being accepted into a program that has a strong history of producing successful athletic trainers. Our faculty and staff are excited to work with quality students like yourself in the process of your development of a future certified athletic trainer.

Athletic training is a very rewarding and exciting profession which demands dedication and hard work without much public credit. As an Athletic Training Student, you will take part in the prevention, assessment, treatment, and rehabilitation of injuries in a variety of patients at various clinical settings. We challenge you to learn as much as you can each day you are at a clinical assignment. In order for our program to operate efficiently, ATS must work diligently, and assume all responsibilities that are delegated to them in a mature and responsible fashion. ATS must work together and be part of a team. This is an important step in learning to function as part of an integral member of a health care team.

It is extremely important to familiarize yourself with the contents of this manual. This manual provides answers to many of your questions and describes the policies and procedures of our program in detail. Know this manual inside and out.

We believe the best method of learning is to combine the knowledge from your classes and clinical experiences in the learning environment. The opportunities to apply classroom knowledge at your clinical site are there, you just need to take advantage of them. Doing so will enhance your learning process tremendously, and make your experience very positive and enjoyable. Like this profession, the program requires many hours of both classroom and clinical time. In order to succeed as a student, as well as in our program, you must learn to budget your time and prioritize your commitments and activities.

The AT major at OSU in unlike any other. You will get to know your fellow classmates better than any area of study on campus. Take advantage of this and treasure these moments together. This should be the best time of your life, so enjoy it and have fun!!

Go Pokes!!

Jennifer Volberding, PhD, ATC Matthew O’Brien, PhD, ATC John Stemm, MPT, ATC
Athletic Training Clinical Education Coordinator Director of Athletic Training
Program Director
# OSU ATP
## Contact Numbers
### Fall 2011

<table>
<thead>
<tr>
<th>Clinic/Office</th>
<th>Contact Number</th>
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<tr>
<td>OSU Main Athletic Training Clinic</td>
<td>744-6465</td>
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<td>OSU West End Zone AT Clinic</td>
<td>744-3565</td>
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<tr>
<td>OSU Graduate Assistant Office</td>
<td>744-7823</td>
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<td>OSU Baseball Athletic Training Clinic</td>
<td>744-1707</td>
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<tr>
<td>OSU Softball Athletic Training Clinic</td>
<td>744-4611</td>
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<td>OSU Track/Soccer Athletic Training Clinic</td>
<td>744-6652</td>
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<tr>
<td>Staff &amp; Faculty</td>
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<tr>
<td>Dr. Iven (Team Physician)</td>
<td>744-7011</td>
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<tr>
<td>Kevin Blaske (Football)</td>
<td>744-2112</td>
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<tr>
<td>Jason Miller (Men’s Basketball)</td>
<td>744-6741</td>
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<tr>
<td>Joel Luedke (Track and Field)</td>
<td>269-9575</td>
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<tr>
<td>John Stemm (Director Athletic Training)</td>
<td>744-3294</td>
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<tr>
<td>Chris Hinderliter (Wrestling)</td>
<td>744-1340</td>
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<tr>
<td>Todd Gerlt (Soccer)</td>
<td>744-7416</td>
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<td>Jessica Cates (Women’s Basketball)</td>
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<td>Eli Williams (Baseball)</td>
<td>744-6286</td>
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<td>Scott Parker (FB)</td>
<td>744-5837</td>
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<tr>
<td>Aric Warren (ATP Faculty)</td>
<td>744-4060</td>
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<td>Jennifer Volberding (ATP Faculty)</td>
<td>744-4480</td>
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<td>Matt O’Brien (ATP Faculty)</td>
<td>744-9439</td>
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<td>OSU Athletic Graduate Assistants</td>
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<td>Karl Smith (Softball)</td>
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<td>Shannon Marek (Equestrian)</td>
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<td>OSU Physical Therapists/ATCs/Staff</td>
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<tr>
<td>Stillwater High School</td>
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<tr>
<td>Aaron Harmon</td>
<td>880-4263</td>
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<td>Guthrie High School</td>
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<td>Chandra Dyer</td>
<td>380-3062</td>
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<td>Coulter Clark</td>
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<td>OrthoOklahoma</td>
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<tr>
<td>Ken Roberts</td>
<td>707-3321</td>
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<tr>
<td>Joe Ogle, PT</td>
<td>707-3321</td>
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<tr>
<td>Northern Oklahoma College</td>
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<tr>
<td>Suzi Brown</td>
<td>580-628-6395 (office)</td>
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<tr>
<td>PO Box 310, Tonkawa, OK 74653 580-362-5098 (cell)</td>
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<td>Stillwater Medical Center</td>
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<tr>
<td>Dava Tiger</td>
<td>742-5480</td>
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<td>Dr. Crawford</td>
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<tr>
<td>Scheduling Nurse</td>
<td>624-8603</td>
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<td>612-0330</td>
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<td>Advanced Chiropractic (Dr. Campbell)</td>
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<td>Scheduling Nurse</td>
<td>743-4340</td>
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<td>Surgical Rotations - options</td>
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<td>McBride/ Dr. Pascale</td>
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An Athletic Trainer’s Creed

We accept responsibility for athletes,
Who come to double days overweight and out of shape,
    Who want you to lie about their height stats,
    Who can never find their practice uniform.
And we accept responsibility for those,
Who forget to brush their hair for team pictures,
    Who run slower than everyone else,
Who are from places we wouldn’t be caught dead in,
    Who have never been away from home.
We accept responsibility for athletes,
Who bring in a week’s worth of ace bandages,
Who hug us when they are soaked with sweat and blood.
    We accept responsibility for those,
    Who will always sit on the bench,
Who will forever play on the “scrub” team,
    Who never get their uniforms dirty,
which won’t ever see their name or picture in the paper,
    whose names people skim over in the team program,
Whose skills are lousy, but whose hearts are strong.
    We accept responsibility for those,
    Whose financial aid doesn’t come in until February,
Who are declared ineligible before they play their first game,
    Who beg for aspirin, but forget to take it,
Who are always late for treatments,
    Who lie about taking showers after practice,
Who say they have night class just so they can get to dinner on time,
    Who squirm when they’ve got to get dressed beyond sweats,
Whose tears we sometimes laugh at, and whose smiles make us cry.
    And we accept responsibility for those,
Whose feet always smell,
    Who get angry for having to sit out practice,
Who hate doctors,
    Whose egos are bigger than their bodies,
Who never want to be carried off the court,
Who always want to keep playing, even when their bodies no longer can.
We accept responsibility for athletes who want to be the greatest,
    And for those who truly will be,
For those who never give up or quit, for those who play hard, no matter what the score.
God grant us the courage to accept these athletes,
    No matter what size, shape, skill, personality.
God grant us the strength to do our best,
    Care for them when they are hurt,
Encourage them when they are down,
    Understand them when they are defeated,
Celebrate with them when they are victorious.
ATHLETIC TRAINING PROGRAM
Oklahoma State University
Overview of the Profession

THE CERTIFIED ATHLETIC TRAINER

The Certified Athletic Trainer (ATC®) is a highly educated and skilled allied health care professional specializing in athletic health care of physically active people. In cooperation with physicians and other allied health personnel, the Athletic Trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, industrial settings, professional sports programs and other athletic health care settings.

Education

Certified Athletic Trainers must possess, at minimum, a bachelor's degree from an Accredited Athletic Training Program (ATP). Currently the Commission on Accreditation of Athletic Training Education (CAATE) is the recognized accrediting body for our Athletic Training Program. OSU Athletic Training Program received initial accreditation status in the Fall 2006 and currently has received accreditation through 2016. Athletic Training education occurs in the 8 major subject / content areas:

- 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
- Professional Development and Responsibility

Athletic Training Students also participate in extensive clinical affiliations with the active population under direct supervision of a BOC Certified Athletic Trainer (ATC®) or Preceptor.

Certification

Certified Athletic Trainers have satisfactorily fulfilled the requirements for certification established by the Board of Certification, Inc. (BOC). BOC certification is recognized by the National Commission for Certifying Agencies and is currently the only accredited certification program for Athletic Trainers. The certification examination administered by BOC evaluates a candidate’s knowledge, skills and abilities required for competent performance as an entry level Athletic Trainer. Candidates must complete an entry level accredited Athletic Training Program and pass the BOC certification examination, at which time the BOC will designate the credentials “ATC®” to the successful candidate.

For more information visit the National Athletic Trainers’ Association at www.nata.org and the Board of Certification, Inc. at www.bocatc.org.

NATA CODE OF ETHICS

The Code of Ethics of the National Athletic Trainers’ Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of Athletic Training. The primary goal of the Code is to assure the highest quality of health care administered. The Code presents standards of behavior that all members should strive to achieve. The principles cannot be expected to cover all specific situations that may be encountered by the practicing Athletic Trainer, but should be considered representative of the spirit with which Athletic Trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the Athletic Training profession develops and changes.

Principle 1: Members shall respect the rights, welfare and dignity of all individuals.
Principle 2: Members shall comply with the laws and regulations governing the practice of Athletic Training.
Principle 3: Members shall maintain and promote high standards in their provision of services.
Principle 4: Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.
I. Practice Standards

Preamble
The Practice Standards (Standards) establish essential practice expectations for all athletic trainers. Compliance with the Standards is mandatory. The Standards are intended to:

- assist the public in understanding what to expect from an athletic trainer
- assist the athletic trainer in evaluating the quality of patient care
- assist the athletic trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credential

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes

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

Standard 1: Direction
The athletic trainer renders service or treatment under the direction of a physician.

Standard 2: Prevention
The athletic trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

Standard 3: Immediate Care
The athletic trainer provides standard immediate care procedures used in emergency situations, independent of setting.

Standard 4: Clinical Evaluation and Diagnosis
Prior to treatment, the athletic trainer assesses the patient’s level of function. The patient’s input is considered an integral part of the initial assessment. The athletic trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

Standard 5: Treatment, Rehabilitation and Reconditioning
In development of a treatment program, the athletic trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

Standard 6: Program Discontinuation
The athletic trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The athletic trainer, at the time of discontinuation, notes the final assessment of the patient’s status.

Standard 7: Organization & Administration
All services are documented in writing by the athletic trainer and are part of the patient’s permanent records. The athletic trainer accepts responsibility for recording details of the patient’s health status.

II. Code of Professional Responsibility

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

Code 1: Patient Responsibility

The BOC certified athletic trainer or applicant:

1. Renders quality patient care regardless of the patient’s race, religion, age, sex, nationality, disability, social, economic status, or any other characteristic protected by law.
2. Protects the patient from harm, acts always in the patient’s best interests, and is an advocate for the patient’s welfare.
3. Takes appropriate action to protect patients from athletic trainers, other healthcare providers or athletic training students who are incompetent, impaired, or engaged in illegal or unethical practice.
4. Maintains the confidentiality of patient information in accordance with applicable law.
5. Communicates clearly and truthfully with patients and other persons involved in the patient’s program, including, but not limited to, appropriate discussion of assessment results, program plans and progress.
6. Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain.
7. Exercises reasonable care, skill and judgment in all professional work.

Code 2: Competency

The BOC certified athletic trainer or applicant:

1. Engages in lifelong, professional and continuing educational activities.
2. Participates in continuous quality improvement activities.
3. Complies with the most current BOC recertification policies and requirements.

Code 3: Professional Responsibility

The BOC certified athletic trainer or applicant:

1. Practices in accordance with the most current BOC Practice Standards.
2. Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training.
3. Collaborates and cooperates with other healthcare providers involved in a patient’s care.
4. Respects the expertise and responsibility of all healthcare providers involved in a patient’s care.
5. Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another athletic trainer that is related to the practice of athletic training, public health, patient care or education.
6. Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another athletic trainer that is related to athletic training, public health, patient care or education.
7. Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful.
8. Does not, without proper authority, possess, use, copy, access, distribute, or discuss certification examinations, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials.
9. Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public.
10. Complies with all confidentiality and disclosure requirements of the BOC.
11. Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony, or to a misdemeanor related to public health, patient care, athletics or education. This includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an athletic trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity.
12. Cooperates with BOC investigations into alleged illegal or unethical activities. This includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion.
13. Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization.
Code 4: Research
The BOC certified athletic trainer or applicant who engages in research:
   4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions.
   4.2 Protects the rights and well being of research subjects.
   4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems, and healthcare delivery.

Code 5: Social Responsibility
The BOC certified athletic trainer or applicant:
   5.1 Uses professional skills and knowledge to positively impact the community.

Code 6: Business Practices
The BOC certified athletic trainer or applicant:
   6.1 Refrains from deceptive or fraudulent business practices.
   6.2 Maintains adequate and customary professional liability insurance.
MISSION STATEMENTS

Oklahoma State University Mission
Oklahoma State University, a modern comprehensive land grant university, serves the state, national and international communities by providing its students with exceptional academic experiences and by conducting scholarly research and other creative activities that advance fundamental knowledge. New knowledge is disseminated to the people of Oklahoma and throughout the world.

School of Applied Health and Educational Psychology Mission
The mission is to foster the development, integration, and application of empirical knowledge, theory, skills and experiences to promote social, physical, psychological, educational, and environmental health.

Athletic Training Program Mission
Prepare individuals to become competent and independent clinicians who will enhance the quality of patient health care and advance the profession of athletic training through the application of evidence-based practice and translational research. Our MAT program instills critical thinking, problem solving, ethical reasoning abilities and interpersonal skills promoting lifelong learning and an enrichment in the quality of lives for individuals in diverse settings.

Goals
The charge of the Oklahoma State athletic training curriculum is to provide a comprehensive, multifaceted education coupled with a clinical foundation to prepare future health care professionals for a career in athletic training. The program emphasizes evidence-based practice and the application of best practices that can transform health care. Graduates of the program possess an understanding of the research process and recognize the importance of applying evidence-based research to clinical practice. Our goals are to prepare graduates to apply a wide variety of specific health care skills and knowledge within each of the following domains: Injury/Illness Prevention and Wellness Protection; Clinical Evaluation and Diagnosis; Immediate and Emergency Care; Treatment and Rehabilitation; Organizational and Professional Health and Well-being.

Expected student outcomes

1) Apply the common values of the athletic training profession including:
a. privacy of patients
b. teamed approach to practice
c. legal practice
d. ethical practice
e. advancing knowledge
f. cultural competence
g. professionalism

2) Demonstrate knowledge of the practice of athletic training, to think critically about the practices involved in athletic training, including the ability to integrate knowledge, skill and behavior, and to assume professional responsibility, the entry-level certified athletic trainer must possess an understanding of the following in relation to the practice of Athletic Training:
a) evidence-based practice
b) prevention and health promotion

c) clinical examination and diagnosis

d) acute care of injuries/illnesses

e) therapeutic interventions

f) psychosocial strategies

g) healthcare administration

h) professional development

3) Demonstrate mastery of all clinical proficiencies outlined in the most current edition of the Athletic Training Education Competencies

4) Be proficient in all domains, tasks, knowledge and skills statements outlined in the most current Board of Certification Role Delineation Study

a) Injury/Illness Prevention and Wellness Protection

b) Clinical Evaluation and Diagnosis

c) Immediate and Emergency Care

d) Treatment and Rehabilitation

e) Organizational and Professional Health and Well-being

a) Injury/Illness Prevention and Wellness Protection – Students will learn to identify injury, illness, and risk factors associated with participation in sport/physical activity and implement all components of a comprehensive wellness protection plan and injury prevention program.

b) Clinical Evaluation and Diagnosis - Students will be able to conduct a thorough initial clinical evaluation of injuries and illnesses commonly sustained by the athlete/physically active individual and formulate an initial diagnosis of the injury and or illness for the primary purposes of administering care or making appropriate referrals to physicians for further diagnosis and medical treatment.

c) Immediate and Emergency Care - Students will learn to provide appropriate first aid and emergency care for acute injuries according to accepted standards and procedures, including effective communication for appropriate and efficient referral, evaluation, diagnosis, and follow up care.

d) Treatment and Rehabilitation – Students will be able to plan and implement a comprehensive treatment, rehabilitation and/or reconditioning program for injuries and illnesses, including long and short-term goals, for optimal performance and function.

e) Organizational and Professional Health and Well-being - Students will be able to plan, coordinate and supervise the administrative components of an athletic training program, comply with the most current BOC practice standards and state/federal regulations, and develop a commitment to life-long learning and evidence-based clinical practice.

STRUCTURE, POLICY AND PROCEDURES OF OSU ATHLETIC TRAINING PROGRAM

The OSU Athletic Training Program is currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The OSU Athletic Training Program provides valuable experience to students interested in Athletic Training. The experience and exposure that Oklahoma State University provides is a solid base for individuals entering the discipline of Athletic Training. Oklahoma State University provides students with exposure to a variety of clinical settings while preparing them for certification by the Board of Certification (BOC). Oklahoma State University offers a competitive, two-year, educational program that allows all students to obtain clinical experience with a large variety of men and women’s athletic teams and affiliated health care centers. Athletic Training students at OSU progress through several levels of competency during their academic and practical experience. Students will acquire a diverse variety of clinical experiences during their matriculation at
OSU under the direction of BOC Certified Athletic Trainers (ATC), Preceptors, and various other health care professionals.

ADMISSION INTO ATHLETIC TRAINING PROGRAM

Any individual wishing to pursue formal admission into the Athletic Training Program and meets the requirements (in good standing with the university, in compliance with the grade point criteria, satisfactorily completed the clinical experience, required paperwork, and the specified course work) must submit a formal application to the program by December 15 of his/her prospective year. Around February 1, all qualified individuals will participate in a formal interview with members of the Athletic Training faculty and staff either in person or via skype. Final selection for admission into the formal Athletic Training Program is determined by objective evaluation of all documentation. Students are provided a copy of the Master Form via the OSU ATP website. Students are admitted each year as determined by their score from the Master Form and the number of available clinical slots. Students will be notified of their acceptance/rejection by March 15 or as soon as the selection committee has completed the evaluation process. Student’s acceptance is contingent upon the student being in compliance with the curriculum’s policies and procedures, receiving a satisfactory background check, meeting the technical standards, successfully completing the physical assessment (more details in following sections), and obtaining all health related immunizations required of healthcare professionals. Students not accepted may re-apply the following year or change their major. Those not accepted may NOT enroll in any Athletic Training coursework. If the student is planning to re-apply to the Athletic Training Program they are strongly encouraged to work on general requirements and overall GPA.

Oklahoma State University does not discriminate based upon age, sex, race, nationality, physical handicap or religious preference. Students are required to physically and mentally be able to perform the tasks necessary to the daily operations of the Athletic Training facilities and duties within the scope of Athletic Training.

**Required Pre-Requisite Coursework**

Students who wish to apply must have a minimum of an overall 3.0 GPA and “B” in all the required coursework.

<table>
<thead>
<tr>
<th>Pre-requisite Coursework (OSU Course or Equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1114 Introductory Biology</td>
</tr>
<tr>
<td>HHP 2654 Applied Anatomy</td>
</tr>
<tr>
<td>HHP 2802 Medical Terminology</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 3114 Physiology of Exercise</td>
</tr>
</tbody>
</table>

**Extra Curricular Involvement (Intercollegiate Athletes, Band, etc)**

Students involved in time consuming extracurricular activities are eligible to apply for admission to the ATP. It should be noted that it is not possible to complete program requirements without the full cooperation from the coaching staff, band directors, club leaders, etc. A meeting with the supervisors of such programs and the Program Director is highly suggested. Due to the significant clinical component required in the Athletic Training major, time conflicts between sport demands and clinical requirements can place a student-athlete in academic risk.

Athletic training students involved in extracurricular activities will not receive exceptions to course sequencing. The Athletic Training faculty and staff is committed to encouraging students and assisting them in taking advantage of the rich co-curricular opportunities available on our campus. However, the first responsibility of the faculty is to ensure the student graduates on time, fulfills all requirements for the Athletic Training Program, and gains sufficient quality clinical experience to develop into a skilled health care professional. The following guidelines are designed to help accomplish these purposes.

**Guidelines**

1) The intention on the part of the prospective student to participate in intercollegiate athletics shall not factor into the admissions decision for the Athletic Training program.
2) Students admitted to the Athletic Training Program may participate in intercollegiate athletics.
3) Athletic Training student shall limit his/her participation to ONE intercollegiate team.
4) Athletic Training student who are members of an intercollegiate team must coordinate his/her schedule with his/her coach and the Athletic Training program director. It is recommended that the Athletic
Training student-athlete participate during their team’s traditional season and concentrate on Athletic Training during the off-season. Clinical experience assignments during the student’s “in-season” may be deferred to the off-season, upon approval by the Program Director. However, during the off-season, the ATS will not be permitted to participate in his/her respective activity if it conflicts with the clinical experience requirements.

5) Athletic Training student who participates in intercollegiate athletics must, like all students, fulfill all the didactic and clinical program requirements before graduation. All such students are strongly encouraged to consult the program director early in their program since effective planning is crucial to on-time graduation.

6) A copy of these guidelines will be sent to the student’s head coach, academic advisor, and the Academic Center for Student Athletes.

Students with questions regarding this policy are encouraged to speak with the Athletic Training Program Director for clarification of his/her concerns.

TECHNICAL STANDARDS HISTORY AND RATIONALE

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 (“ADA or “the Act”), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 “prohibits all programs or activities receiving federal financial assistance form discrimination against individuals with disabilities who are ‘otherwise qualified’ to participate in those programs.” With respect to post-secondary educational services, and “otherwise qualified” individual is a person with a disability “who meets the academic and technical standards requisite to admission or participation in the recipient’s education program or activity.”

Under the Americans with Disabilities Act, Title II and Title III are applicable to students with disabilities and their request for accommodations. Title II covers state colleges and universities. Title III pertains to private educational institutions; it prohibits discrimination based on disability in places of “public accommodations,” including undergraduate and postgraduate schools.

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student’s program of study, or directly related to licensing requirements, is allowable under these laws. In apply Section 504 regulations, which require individuals to meet the “academic and technical standards for admission,” the Supreme Court has stated that physical qualification could lawfully be considered “technical standard(s) for admission.”

Institutions may not, however, exclude an “otherwise qualified” applicant or student merely because of a disability, if the institution can reasonably modify its program or fPreceptorlities to accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or fPreceptorlities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

TECHNICAL STANDARDS FOR ADMISSION

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

1) The mental 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 ability 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 situation and uncertainty in clinical situations.
8) Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Copies of the Technical Standard form for review and signature can be found in the Student Forms section of the Handbook and on the OSU Athletic Training Program Website. *These Technical Standard are adopted from the NATA Education Council.

PHYSICAL CAPABILITIES ASSESSMENT

Prior to acceptance into the ATP, all Athletic Training Students must complete a health history, physical exam, current immunization, and be determined by a physician that they meet the Technical Standards for Admission. If the physician identifies a student as having actual or potential mental or psychological difficulties in meeting the standards established by the program, the student will have access to a health care providers to determine the implication of such difficulties and completing the program. Additional components of the health evaluation will include immunization, prior injuries and current existing conditions. All records will be kept confidential. The original copy will be kept on file at the student health center and a verification of health status will be kept in the student’s file in the program director’s locked office.

In addition to having access to the team physician each weekday morning during sick call, Athletic Training students can access the OSU Student Health Center. Form more information on the Health Center see the university Catalog or website.
NOTE – Physical capability and health history forms will be provided to all students admitted into the formal portion of the Athletic Training Program.

ACADEMIC PROGRESSION THROUGH THE ATHLETIC TRAINING MAJOR

The OSU Athletic Training Program is a two-year progressive curriculum. Each Athletic Training student MUST follow the curricula sequence found on the next page (check website for most current information). This sequence is based on the idea of learning over time and technical skill acquisition to clinical competency. To help ensure these concepts, students must receive a “B” or better in all Athletic Training core classes, and abide by the Program Retention policy, acquire sufficient clinical experience, and demonstrate clinical mastery of specific competencies and proficiencies before they will be allowed to progress to the next level within the program. Should a student’s sequence be interrupted for any reason, that individual must meet with the Athletic Training Program faculty to determine the course of action. This decision will be on an individual basis, taking the situation and circumstances into consideration. See Curriculum GPA Criteria in Student Form Section.

Entry Level Master of Athletic Training Curriculum

Summer I
5103 Emergency Management in Athletic Healthcare
Once admitted into the Athletic Training Program, all Athletic Training Students must complete clinical experiences under the direct supervision of a Certified Athletic Trainer and an OSU Athletic Training Program Preceptor. The majority of the experience will come under the supervision of an OSU ATC®, however, each student is required to have at least one semester with an off-campus preceptor at an off-campus affiliated site. Potential off-campus sites include: Stillwater or another local high school, a junior college, Division II or III college, local clinic and/or hospital. Additionally, each student will be assigned a general medical rotation consisting of several healthcare facilities. During clinical experiences students are assigned to a preceptor, not a specific sport or team. The rotations will be assigned jointly by the Coordinator of Clinical Experience and the Program Director. The Head Athletic Trainer, as well as, the rest of the Athletic Training staff will provide input. These rotations will assure that each student has the opportunity to gain experience with each of the following:

1) Individual and team sports
2) Sports requiring protective equipment
3) Patients of different sexes
4) Non-sport patient populations (outpatient clinics, ER, Primary Care offices, etc)
5) A variety of conditions other than orthopedics (primary care, internal medicine, etc)

Within these rotations, every effort will be made to allow each student to gain further experience with a Preceptor covering a male and female team or individual sport and an in-season and off-season sport. Additionally, every effort will be made to ensure that each student gains experience in as many different settings (D-1, JUCO,
High School, Clinical, General Medical, etc) as possible. This helps ensure that students are able to make an intelligent and informed decision regarding future career plans in Athletic Training.

Each student will follow the rotation sequence below.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Duration</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I</td>
<td>2nd 8 Weeks</td>
<td>Multiple Gender, JUCO, High School</td>
</tr>
<tr>
<td>Spring I</td>
<td>2nd 8 Weeks</td>
<td>Non-Traditional Settings</td>
</tr>
<tr>
<td>Summer II</td>
<td>8 Weeks</td>
<td>General Medical</td>
</tr>
<tr>
<td>Fall II</td>
<td>1st 8 Weeks</td>
<td>Equipment Intensive</td>
</tr>
<tr>
<td>Spring II</td>
<td>Last 10 Weeks</td>
<td>Career focused</td>
</tr>
</tbody>
</table>

Participation in the Clinical Experience in Athletic Training has a number of specific criteria (detailed in course syllabus), which must be met to successfully complete the course. The largest portion of this component involves becoming proficient in the Competencies in Athletic Training (2012). It is the intention that the learning experience provided will allow the student to move from simple skill acquisition to clinical proficiency over the course of the next 5 semesters (2 years). Furthermore, the goal of such experiences is contribute to the broadening of each student’s background and, in the process, better prepare him/her to become a successful Certified Athletic Trainer.

It should be noted that completion of the clinical experience requirement fulfills only one phase of the practicum course. Failure to successfully complete all components of the course will result in the student’s progression being altered or the student being removed from the program.

**PRACTICUM COURSES**
The following practicum courses address competency in skills and knowledge learned in the courses taken the previous semester.

**HHP 5201**
- HHP 5103  Emergency Management
- HHP 5183  Injury Prevention
- HHP 5122  Therapeutic Modalities I
- American Red Cross for the Professional Rescuer First Aid, CPR & AED or equivalent skills

**HHP 5301**
All skills, evidence, and specific theoretical concepts from preceding courses in addition to:
- HHP 5234  Clinical Examination and Diagnosis of the Lower Extremity
- HHP 5244  Therapeutic Exercise of the Lower Extremity
- HHP 5222  Therapeutic Modalities II

**HHP 5401**
All skills, evidence, and specific theoretical concepts from preceding courses in addition to:
- 5314  Clinical Evaluation and Diagnosis of General Medical Conditions
- 5334  Clinical Evaluation and Diagnosis of the Upper Extremity
- 5344  Therapeutic Exercise of the Upper Extremity
- 5412  Radiography Evaluation and Assessment

**HHP 5501**
All skills, evidence, and specific theoretical concepts from preceding courses in addition to:
- 5483  Pathology and Pharmacology in Sports Medicine
- 5573  Athletic Healthcare Administration

**HHP 5601**
All skills, evidence, and specific theoretical concepts from preceding courses in addition to:
- 5553  Research Methods in Athletic Healthcare
- 5583  Psychosocial Strategies in Athletic Healthcare
- 5444  Clinical Diagnosis, Evaluation, and Therapeutic Exercise of the Head and Spine
RESPONSIBILITIES of the ATS

When the ATS is assigned to a Preceptor, it is essential that all personnel understand that the ATS is in the clinical education setting to learn under direct supervision, not simply to provide a service to patients and support personnel or act as a replacement for a full-time ATC. The responsibilities of the ATS and Preceptors are as follows:

The ATS should:
1. Place priority on academic courses
2. Communicate with the Preceptor regularly regarding daily clinical experience opportunities
3. Practice competencies with Preceptor and peers to develop proficiency
4. Mentor and teach other students in the program
5. Apply critical thinking, communication, and problem solving skills
6. Be prepared for proficiency assessments on a daily basis
7. Obtain ATP clinical experiences during scheduled direct patient care supervision by the Preceptor
8. Perform skills on patients only once assessed on the skill in the didactic course / practicum course, or completed relevant competencies
9. Be willing to learn about variations in applying the same technique or skill, even if it differs from what you were told in class.
10. Provide honest feedback of the ATP clinical experience through the Preceptor Evaluation and Clinical Evaluations

The Preceptor should:
1. Accept the ATS assigned to his / her facility without discrimination
2. Assign ATS for an appropriate number of clinical hours per week of clinical education
3. Provide direct supervision of the ATS in the context of direct patient care, which is defined as direct visual and auditory interaction between the ATS and Preceptor
4. Allow the ATS an opportunity to answer his / her own questions using critical thinking and problem solving skills.
5. Provide supervised clinical opportunities for the ATS to actively participate in patient care related to the clinical course and clinical experience level of the ATS
6. Allow the ATS to only perform skills on patients once assessed on the skill in the didactic/clinical course.
7. Guide the ATS in using communication skills and developing professional and ethical behaviors
8. Assess the ATS on competencies and clinical proficiencies related to the clinical course and clinical experience level of the ATS
9. Provide ongoing feedback to assist the ATS in developing proficiency in skills related to the clinical course and clinical experience level of the ATS

CLINICAL EXPERIENCE CONTRACT

Prior to the beginning of each clinical experience rotation students are responsible for obtaining a clinical experience contract and scheduling a meeting with their assigned Preceptor. At that time, a schedule will be agreed upon and signed by the student and the Preceptor indicating a common understanding between the two parties. A copy will be delivered to the Coordinator of Clinical Education, the Preceptor and one will be kept in the student’s file in the Program Director’s office. Any deviation from the contractual agreement will be addressed according to OSU Athletic Training Program Policy. Students are required to schedule an appropriate amount of formal clinical experience per week. Any other experiences are considered voluntary. A copy of the contract can be found on the next page:

DOCUMENTATION OF CLINICAL EXPERIENCE

Time spent at a clinical site must be recorded on the appropriate sheets each day. Clinical Record sheets are located on-line, via practicum courses, or at Athletic Training Program faculty’s offices. Clinical experience hours are to be rounded off to fourths and must be verified by either your supervising Certified Athletic Trainer/Preceptor or an appropriate staff Certified Athletic Trainer/Preceptor on a daily basis. These sheets are to be turned into your PRECEPTOR at the end of each week. The PRECEPTOR will verify hours the student will turn in signed
hours sheets into the practicum course D2L site. Students must be specific when referring to activity engaged in for that specific day. Clinical experiences not verified will not be counted towards practicum experience or graduation. In accordance with OSU Athletic Training Program policy, travel time to and from an away event may not be included in the documentation of your practical hours. If a rotation changes in the middle of a month, you must begin a new sheet.

**Please Note:** Students are required to turn in a copy of their hour sheets and keep the original in their program (practicum) electronic portfolio. Students will not receive credit for clinical experiences if their time sheet is not completely filled out and/or if it is not turned in by the 5th day of the month.

Clinical experiences in Athletic Training are a required component of the Athletic Training Student’s education and will be a scheduling priority; outside work, activities, or obligations, excluding personal or family obligations, will not be given priority during the scheduling process. The clinical experience will take place during weekday afternoons, evenings and weekends as required by the clinical instructors.

**Clinical Rotation Assessment**

Evaluations are a crucial part of the academic process, both for the program and the ATS. Students and PRECEPTOR are required to complete the following evaluations, which include but are not limited to:

- ATS self evaluations
- ATS evaluations of the PRECEPTOR
- ATS evaluations of the Clinical Site
- PRECEPTOR evaluations of the ATS

Evaluations occur twice during the semester. Once at the mid-term, and at the completion of the semester. Via Qualtrics.
SAMPLE COPY

Oklahoma State University
Athletic Training Program

Clinical Experience Contract

I, ___________________________ understand that in order to complete the clinical education component of my education within the OSU Athletic Training Program I must accumulate quality clinical experience during the FALL semester of 20__ to fulfill partial requirements of HHP _____: Practicum in HHP-Athletic Training.

This contract provides a written agreement and schedule needed to completely fulfill my requirements to remain in the Athletic Training Program and progress to the next phase (level). I understand that I must complete all hours of clinical experience under the supervision of an OSU Preceptor before the end of the FALL 20__ semester. At that time, the documented hours and evaluations will be reviewed and upon approval, the letter grade received in HHP _____: Practicum in HHP-Athletic Training will be turned in by the course instructor.

I understand that I am responsible to individually meet with my assigned PRECEPTOR (approved by the OSU Athletic Training Program) during the week prior to beginning my documented hours. At that time, the PRECEPTOR and I will develop a schedule that will serve as my clinical contract. It will be my responsibility to report at my scheduled times and contact the PRECEPTOR immediately if any changes occur. A copy of this schedule must then be approved by the OSU Athletic Training Program Director or Clinical Education Coordinator prior to the beginning of the clinical experience. At the completion of the clinical experience, the supervising PRECEPTOR or CI will complete an evaluation of the student’s performance. A satisfactory evaluation must be accepted in order for the clinical experience contract to be fulfilled.

If I fail to meet the stipulations set forth in this contract, I understand that I will not be placed in a clinical rotation next semester thereby discontinuing my progress in the Clinical Education component of the Athletic Training Program and will be subject to other Athletic Training Program regulations including probation or dismissal from the program.

Student’s Name: ___________________________ (Printed)

Signature: ___________________________ Date: ____________

PRECEPTOR Signature: ___________________________ Date: ____________

Clinical Education Coordinator: ___________________________ Date: ____________
SAMPLE COPY

Oklahoma State University
Athletic Training Program

FALL 20__ Clinical Site Contract

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Preceptor’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information:</td>
<td>PreCEPTOR Site:</td>
</tr>
<tr>
<td></td>
<td>PreCEPTOR Contact Information:</td>
</tr>
</tbody>
</table>

This contract is to reflect the expectations of the student assigned to the supervision of the above mentioned PRECEPTOR during the Fall semester. During the orientation meeting occurring the week prior the beginning of the clinical experience rotation, the student and PRECEPTOR will develop a clinical experience schedule that accommodates the clinical site hours of operation. Every effort should be made to adhere to this schedule and any changes must be pre-approved by the supervising PRECEPTOR.

Student’s Clinical Experience site Schedule:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

Additional Dates (tournaments, travel, clinical hours, etc):

| | | |
| | | |

Athletic Training Student Signature: ____________________________ Date: ____________

PRECEPTOR Signature: ____________________________ Date: ____________

Program Director or CEC: ____________________________ Date: ____________

Copy to Student  Copy to PRECEPTOR  Copy to OSU ATP CEC
LEGAL ISSUES

An athletic trainer is defined as a qualified allied healthcare professional educated and experienced in the management of healthcare problems associated with sports participation. The athletic trainer works in cooperation with the physician and other allied healthcare personnel for the ultimate good of the athlete. The athletic trainer must also work with the other members of the active sports medicine team including the administrators, parents, athletes, and coaches in providing efficient and responsive athletic healthcare. The student will learn the applications of the athletic training profession as taught in the classroom as well as the clinical experiences. It is the responsibility of the licensed / certified athletic trainers to teach the athletic training students. It is also the responsibility of the more experienced Athletic Training Students to assist in the instruction of the entry-level students.

There are many legal implications in athletic training. You must always be aware of what you are doing and know the consequences if you fail to act as a normal prudent person. You must be willing to accept the responsibilities of your actions and don't do anything that leaves any doubt in your mind as to its soundness. Keep in mind that you will affect more people by your actions in the athletic training profession than any other athletic department member. You are in continuous contact with coaches, parents, administrators, fans, and most importantly, student-athletes. Your actions will affect the student-athlete in the present and in the future. Therefore, you must keep the student-athlete's welfare uppermost in your mind. Student-athletes will be here approximately four to five years. The effects of your actions will be lasting. Make every effort possible to help keep the student-athlete mentally and physically healthy so that they can enjoy their years of competition as well as being able to continue to be physically active the rest of their lives.

As a student athletic trainer, you must follow the guidance of the Head Athletic Trainer, Director of Athletic Training, and Physicians. Do not place yourself in a position of compromise when the student-athlete's well being is at stake. Do not attempt a procedure that has not been approved by the Physician or Head Athletic Trainer. Do not attempt a procedure that you have not been declared proficient in by the PRECEPTORs. Do not make statements about the condition, injury, treatment, or general physical status to unauthorized personnel. This also includes private information discussed within the team and private meetings. When present, the Physician makes the final decision if the injured athlete can or cannot play. If not, then the Head Athletic Trainer, Staff Athletic Trainer or Graduate Assistant Athletic Trainer will make the final decision. The decision is made to assure the safety and welfare of the student-athlete.

Legal Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability</td>
<td>The state of being legally responsible for the harm one causes another person.</td>
</tr>
<tr>
<td>Negligence</td>
<td>The failure to use ordinary or reasonable care.</td>
</tr>
<tr>
<td>Injury</td>
<td>An act that damages or hurts.</td>
</tr>
<tr>
<td>Assumption of Risk</td>
<td>The individual, through expressed or implied agreement, assumes that some risk or danger will be involved in the particular undertaking.</td>
</tr>
<tr>
<td>Accident</td>
<td>An act that occurs by chance or without intention.</td>
</tr>
<tr>
<td>Tort</td>
<td>A legal wrong committed against another person.</td>
</tr>
<tr>
<td>Act of Omission</td>
<td>An individual fails to perform a legal duty.</td>
</tr>
<tr>
<td>Act of Commission</td>
<td>An individual commits an act that is not legal to perform.</td>
</tr>
<tr>
<td>Statute of Limitations</td>
<td>A specific length of time that individuals may sue for damages from negligence.</td>
</tr>
</tbody>
</table>

ACADEMIC INTEGRITY

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, http://academicintegrity.okstate.edu.
ABSENCE FROM ACADEMIC RESPONSIBILITIES

Attendance of class is the basis of the University concept and imperative for understanding of the course material. All class sessions are mandatory. Students who know of a specific date (a wedding, family reunion, etc) they are unable to attend their clinical experience, must submit an “Absence Request Form” to their supervising Preceptor. This form must be submitted to the student’s professor one week prior to missing class. Requests will be handled on an individual basis. An example is available in Student Forms section.

Sudden Absence due to Illness or Emergency

It is inevitable that situations may arise and a student might have to miss class. It is the student’s responsibility to notify the instructor prior to this absence OR as soon as possible in the event of an illness, accident, etc. It is also the student’s responsibility to make up any work missed.

Sudden Absence due to Illness or Emergency

It is inevitable that situations may arise and a student might have to miss class. It is the student’s responsibility to notify their Preceptor prior to this absence OR as soon as possible in the event of an illness, accident, etc.

Tardiness

Habitual lateness will not be tolerated. Classes begin at their assigned times. Your late arrival is disruptive to the entire class.

ABSENCE FROM CLINICAL EXPERIENCE

The University has entered into a contractual agreement with each affiliated and allied clinical setting used for Athletic Training student clinical experiences and education. Therefore, faculty and students have certain obligations and professional responsibilities toward agency personnel. If you are unable to attend a scheduled clinical experience, immediately notify the Clinical Site Supervisor and the Coordinator of Clinical Education. It is the responsibility of the Athletic Training Student to contact Clinical Site Supervisor in order to make up the experience missed.

Students who know of a specific date (a wedding, family reunion, etc) they are unable to attend their clinical experience, must submit an “Absence Request Form” to their supervising Preceptor. This form must be submitted to the student’s Preceptor one week in advance. This submission timeline may vary depending on specific site. Requests will be handled on an individual basis. An example is available in Student Forms section.

Sudden Absence due to Illness or Emergency

It is inevitable that situations may arise and a student might have to your clinical experience. It is the student’s responsibility to notify their Preceptor prior to this absence OR as soon as possible in the event of an illness, accident, etc.

Tardiness

Habitual lateness will not be tolerated. Your clinical start time is set between your Preceptor and you. Be there begin at their assigned times. Your late arrival is disruptive to the entire class. If a situation arises where you will be late, it is your responsibility to notify your Preceptor know you will be late and when to expect you.
INFRACTION POLICY
DISCIPLINARY ACTIONS / REPORTING VIOLATIONS

All Athletic Training Students are expected to adhere to all Athletic Training Program and clinical experience institutional policies. In the event, a faculty member Preceptor finds a student acting outside the policies of OSU Athletic Training Program or ethical guidelines, he/she may reprimand the student, file an Incident Report with the Program Director and Head Athletic Trainer, and send the student home. A student has one week from the date of the infraction offense to submit a written grievance detailing their explanation of the event to the OSU Athletic Training Program Director, and or Advisory Board.

Clinical supervisors may remove a student from the clinical rotation, at any time, if the supervisor feels that the student has: (a) behaved in an inappropriate manner; (b) placed a patient in a potentially harmful situation as a result of the Athletic Training Student unsafe clinical practice; (c) violated the site’s guidelines (d) violated the guidelines included in this handbook. An incident report is to be filled out by involved faculty/Preceptor/staff. The incident report is to be filed with the Program Director and Head Athletic Trainer or Preceptor. The student is then required to meet with the Program Director and/or Preceptor to determine any further action regarding the matter. At the Program Director’s request, the matter may be referred to the Athletic Training Advisory Board (Advisory Board) for handling of the matter.

Official Procedure for Incident Report (s)

Faculty/Preceptor/staff are to file an incident report with the Program Director within 48 hours of when an infraction occurred. The Athletic Training Student will meet with the Program Director and Head Athletic Trainer and Preceptor/faculty to discuss said infraction(s). This meeting is to occur within seven (7) days of the infraction. The group will determine any restrictions and/or disciplinary actions at this time, or referral to the Advisory Board for adjudication. The following actions will be carried out:

- **1st Infraction** – Warning from Athletic Training Program with disciplinary action(s) determined by Program Director and Head Athletic Trainer and/or Advisory Board.
- **2nd Infraction** – 2 week suspension from Athletic Training Program with disciplinary action(s) determined by Program Director and the Head Athletic Trainer and/or Advisory Board.
- **3rd Infraction** – Removal from Athletic Training Program with disciplinary action(s) determined by Program Director and the Head Athletic Trainer and/or Advisory Board.

Infraction numbers are not based upon type. Infractions are cumulative. The student may appeal any decision. The ATS is to follow the appeals process governed by the Program Director.

Students may or may not be reinstated to the clinical rotation depending on the severity of the violation. This determination will be made by the Program Director and or Advisory Board. Students suspended from clinical rotation will NOT be reassigned to another clinical site until the next rotation period. An Athletic Training Student on probation or suspension will lose privileges such as all sports tickets, traveling with a team, and hosting events. Furthermore, the probationary student should see the Athletic Training Program Director periodically throughout the semester for study hall assignments, tutoring services, and other counseling services that are available to assist the student.

Students will be removed from the program as a result of three infractions of OSU Policy and Procedures. Behaviors that violate University guidelines or state, local, or federal laws will be reported to the appropriate authorities.

Any member of the ATP may file a written complaint alleging that a student has violated a policy or procedure contained in this handbook. Complaints must be filed with the Program Director of the ATP. The Program Director will attempt to address the complaint with the student. If the complaint cannot be addressed on a one on one basis, it will be forwarded to the Advisory Board for resolution.

Behavior Policies

The following policies cover specific areas of concern regarding professional behaviors; however, it is not an all-inclusive list. Therefore, student’s behaviors and actions will be evaluated for their appropriateness as warranted. Clinical sites of off-campus may have specific policies regarding expected behaviors for Athletic Training Students. If these policies differ from the policies listed below, the Athletic Training Students should follow the policies of that particular clinical site.
Inappropriate actions include but are not limited to: (1) breach of patient confidentiality; (2) harassment or discrimination in any form; (3) absenteeism and/or tardiness; (4) unsafe clinical practice, including omission, commission, negligence, and malpractice; (5) neglect of clinical responsibilities; (6) inappropriate interaction with patients, coaches, administrators, and medical staff and faculty members (includes staff athletic trainers, educational faculty members, physicians and other medical professionals); etc. (7) or any other action that the supervisor deems unsafe or inappropriate.

1. Compliance with HIPPA patient confidentiality rules are mandatory. Students are NOT to discuss patient information with anyone. Conversation regarding patient care shall be with no one other than the healthcare providers that are directly involved with that patient’s care. This includes but is not limited to: coaches, other patients, administrators, press/media, fans, scouts, friends, family (unless athlete is under 18 years of age), social networks, discussion boards, etc. If a student is approached by someone requesting information on an athlete, the student is to follow these steps:
   a. Remain polite.
   b. Inform the person that you are legally prohibited from sharing any medical information on the athlete.
   c. Refer the person to your clinical supervisor.

2. Disclosing any team issues, conversations, and/or occurrences that are considered to be private and confidential in person with anyone, or posting such information/comments on any electronic social media (blogs, world wide web, facebook, twitter, etc)

3. Harassment and/or discrimination, of any kind, will not be tolerated. This includes actions against peers, athletes, patients, staff, administrators, etc. Types of harassment and discrimination include, but are not limited to, inappropriate actions or comments based on the patient’s sex/gender, sexual preference, race/ethnicity, religion, and the patient’s sport or status.

4. Absenteeism and tardiness will not be tolerated. Punctuality and attendance of classes, in-services, clinical rotations, meetings, and appointments is mandatory. Students must notify the appropriate instructor or supervisor of any absences and tardiness. Notification of absence should be done prior to the absence date. Emergencies due arise that will preclude you from proper notice. If an emergency occurs, you must notify your instructor or supervisor as soon as possible.

5. The clinical supervisor is responsible for ensuring the safety of patients at their site, especially those being observed by an Athletic Training Student. Students are not to perform any procedures or render any care for which they have not proven competence and proficient. In addition students are not allowed to provide any services without supervision. Clinical supervisors must be able to provide immediate intervention in any situation in which the student is demonstrating unsafe clinical practice.

6. The student’s clinical responsibilities vary with the clinical site and level of the student. Students are required to meet with the clinical supervisor to discuss their specific responsibilities prior to the first day of the clinical rotation.

7. Inappropriate interactions with patients, coaches, administrators, fellow ATS, staff, etc. will not be tolerated.
   a. Students must keep the rapport and relationship with patients at a professional level at all times. Students are expected to report any problems or concerns with patients, coaches, administrators, fellow Athletic Training Students, staff, etc., especially those of a hostile or inappropriate nature, to the Program Director, Head Athletic Trainer, and Approved Clinical Instructor immediately.

   Students should be especially mindful of their social interactions with patients, coaches, administrators, fellow Athletic Training Students, staff, etc. Social and romantic relationships are highly discouraged. In the event that a relationship develops, the Athletic Training Student must notify the Program Director and/or Head Athletic Trainer of the relationship as soon as a serious relationship begins. This is to avoid a potential conflict of interest or distraction in the clinical environment. Students may be
immediately reassigned to another clinical site if they develop a relationship with a patient / athlete at that current rotation.

b. Professional relationships between students are a very important aspect of Athletic Training Program and clinical rotations due to daily interaction with one another. These interactions are expected to remain professional regardless of personal likes or dislikes of one another. Open criticism of fellow students, regardless of class standing, will not be tolerated. Students are expected to treat others with courtesy and respect. No abuse of fellow students will be tolerated. Romantic relationships between students are discouraged. In the event that a relationship develops, the Athletic Training Student must notify the Program Director and Head Athletic Trainer of the relationship as soon as a serious relationship begins. This is to avoid potential distraction in the clinical environment. Students are expected to report any problems or concerns with a fellow student, especially those of a hostile or inappropriate nature, to the Program Director, Head Athletic Trainer, and Preceptor immediately.

c. Students are to maintain a professional approach to their interactions with faculty and staff. Students are to show the staff and faculty an appropriate amount of respect, regardless of personal likes or dislikes. Students must not criticize or openly disagree with a staff or faculty member’s decision or action, particularly when it concerns the care of a patient / athlete. Students are to approach the staff or faculty member first in order to resolve any matter the student has a question. The student must do so in a respectful manner, away from others, to ask their question or voice their concern. The student may then go to the Program Director or Head Athletic Trainer if the situation is unable to be resolved. Students are expected to report any problems or concerns with faculty of staff, especially those of a hostile or inappropriate nature, to the Program Director, Head Athletic Trainer, and Preceptor immediately.

It is the responsibility of the staff and faculty to prepare the students to be a successful professional. This often requires direct corrective criticism and guidance from the staff and faculty. As up-and-coming professionals, students must learn that criticism is a part of the professional world and it should not be taken as a personal attack. However, if a student feels that he/she are being mistreated by a staff or faculty member, they are expected to bring their concerns to the attention of the offending staff or faculty member. The student should bring their concerns to the faculty member’s or staff attention, first. If the problem persists, the student is expected to inform the Program Director of their concerns. The above information regarding interactions with clinical staff and faculty members also pertains to interactions with other medical and allied medical professionals.

d. Students are expected to maintain a professional interaction with the coaches and act according to the guidelines set forth by the clinical supervisor. Details on how and when to address coaches, how to respond to questions from coaches, and how to handle potential conflicts should be addressed with the clinical supervisor early in the rotation. At no time should a student criticize or question a coach on issues related to the coaching of the team. Students are expected to report any problems or concerns with a coach, especially those of a hostile or inappropriate nature, to the Program Director, Head Athletic Trainer, and Preceptor immediately.

e. Typically, students have very limited interaction with administrators. However, in the event that a student does have an opportunity to interact with an administrator, the interaction must be of a professional nature. Students are expected to be respectful and cordial. Students are expected to report any problems or concerns with an administrator, especially those of a hostile or inappropriate nature, to the Program Director, Head Athletic Trainer, and Preceptor immediately.

8. The following actions will also result in a student being in violation of the policies and procedures of conduct:

   a. Report for clinical assignment in inappropriate attire and appearance.
   b. Inappropriate behavior of an OSU Athletic Training Program student during any Athletic Training Program related event
c. Violation of team rules. You are also held to the same standards the athletes you are treating must abide by. If you are found to be in violation of team rules, you are also accountable to the Athletic Training Program for those same infractions.
d. Engaging in promiscuity.
e. Engaging in Sports gambling.
f. Drinking underage, drinking to excess, or engaging in other inappropriate behavior on school sponsored trips.
g. Reporting to ANY academic, clinical rotation or Athletic Training Program sponsored event under the influence of drugs or alcohol.
h. Conviction of a felony (i.e. DUI or assault) by outside law enforcement while in the OSU Athletic Training Program. Student will be allowed to remain in the OSU Athletic Training Program until due process is carried out.
i. Breach of any confidentiality (medical matters, injury updates, team issues, etc).

Examples of Infractions
- Report late for clinical assignment or meeting (without notification)
- Report for clinical assignment in inappropriate attire. This includes the wearing of fraternity or sorority clothing.
- Presenting yourself with an unprofessional appearance as stated in the Athletic Training Student Handbook.
- Using a personal electronic device during your clinical experience.
- Missing a required meeting.
- Failure to report for clinical assignment, event, hosting as stated in the Athletic Training Student Handbook.
- Inappropriate behavior during clinical assignment.
- Complaints from a coach and/or administrator.
- Talking back to an ATC, coach, or administrator.
- Gambling or other violations of policies as stated in the Athletic Training Student Handbook.
- Drinking or other inappropriate behavior on school sponsored road trips or violation of team rules.
- Reporting to ANY school sponsored event or Athletic Training function under the influence of drugs or alcohol.
- Being convicted for Driving Under the Influence (DUI).
- Inappropriate behavior of an Athletic Training student as stated in the Athletic Training Student Handbook.
- Posting inappropriate information on a social media forum.
- Breach of confidentiality.

ATHLETIC TRAINING PROGRAM GRIEVANCE POLICY:

A student with an academic grievance must follow the procedures outlined in the current OSU catalog. Whenever a misunderstanding or problem exists, students are expected to address the misunderstanding or issue immediately with the person(s) directly involved. Students with a grievance concerning the Athletic Training Program should address the issue(s) with their faculty instructor or clinical instructor/supervisor first. If the situation is not resolved through direct discussion at this level, the student may discuss clinical matters with the Clinical Education Coordinator. If the discussion with the CEC does not resolve the matter, the complaint may be brought to the Program Director. If conversations with the Program Director does not provide satisfactory solution, the student may address the matter with the School Head of the School of Applied Health and Educational Psychology.

APPEAL PROCESS

Any Athletic Training student in the Athletic Training Program has the right to appeal or petition any decision made by the Program Director and or Advisory Board. The appropriate appeal process is as follows:
- The student must submit a written appeal to Athletic Training Program Director.
- The student may then appeal to the Head of the School of Applied Health and Educational Psychology.
- The student may then appeal to the Dean of the College of Education.
- The student may then appeal to the Vice President of Academics Affairs.
• The student may then appeal to the Provost or President of the University.

RETENTION POLICY
Grade Point Average - Students must maintain a cumulative grade point average (GPA) of 3.0 or higher (on a 4.00 scale). Should the cumulative GPA fall below a 3.0 the Athletic Training student will be placed on probation status. The probationary student will be given a verbal and written warning (including cause of probation and disciplinary action if not corrected). Failure to achieve a 3.0 GPA in the subsequent semester will result in dismissal from the Athletic Training Program.

Didactic Core AT Courses - Athletic Training students must make a grade of ‘B’ or better in ALL required core Athletic Training Courses. Students will be placed on Academic Probation and must retake that course at the next course offering. This will require the student to stop all forward progress within the Athletic Training Program, thus they are unable to take any further coursework until the course in question is retaken. Students not earning the minimal grade requirement on the second attempt will result in dismissal from the program. Only one core didactic course retake is allowed during the program. Students earning a grade lower than a “B” for the second time in the curriculum will result in dismissal.

Athletic Training Practicum – If the minimum grade of “B” is not met in a Practicum course, the student must retake that course the following year, and is not allowed to matriculate in the curriculum (take any other AT courses, including core courses) until the satisfactory grade and proficiency in the AT Practicum skills have been successfully demonstrated. Additionally, in order for students to continue with curriculum progression, a minimum score of 80% must be achieved on the practical exams given in the AT Practicum courses. Second attempts lower than 80% will result in the student retaking that course the following year, and is not allowed to matriculate in the curriculum.

VACATION PERIODS
As the clinical experience is associated with an academic course, students are NOT required to participate in the clinical experience during University Holidays, however there are clinical rotations that will take place in the summer. However, interested students may be given the opportunity to gain experience during this time. The ATS should discuss with his/her Preceptor the possibility of this and predetermine a schedule for such times.

ADVERSE WEATHER POLICY
In the event of bad weather or hazardous road conditions, each individual student must determine if they feel they can safely travel to the clinical site. If a student determines it is unsafe, they need to contact their Preceptor and let them know. Please inform the Preceptor/faculty in as much of advance as possible. Please do not abuse this policy or tempt faith. In a nutshell, if YOU can arrive and return safely then do. If YOU are unsure of your safely then DO NOT drive – ride with a safe driver or call the Preceptor/faculty to tell them you will not be able to be there. It is your responsibility to reschedule the missed experience or class work.

OUTSIDE EMPLOYMENT
The ATS has many responsibilities and duties that he/she must perform. An ATS should be dedicated to his/her roles as a student and as an ATS. The ATS clinical experience and class work should be given top priority. If a student wishes to hold a part-time job and/or participate in other activities, these interests should be scheduled secondary to his/her athletic training responsibilities.
SAMPLE COPY

Oklahoma State University
Athletic Training Program
INCIDENT REPORT

Date: ____________________________  Student: ____________________________
Preceptor: ______________________  Phone: ____________________________
Facility: __________________________  Incident Date: ______________

Preceptor Account of Incident:

Student Account of Incident:

Immediate Action Taken by PRECEPTOR/Instructor:

Upon submission of this document, it is understood that the Athletic Training Student was reprimanded for behavior or actions unbefitting a representative of the OSU Athletic Training Program as detailed in the OSU Athletic Training Program Handbook. The student was properly informed of the Preceptor’s decision and immediately dismissed from clinical experience for the specified date of occurrence unless another plan of action was detailed.

Athletic Training Student Signature: ____________________________  Date: ______________
PRECEPTOR/Instructor Signature: ____________________________  Date: ______________
CEC Signature: ____________________________  Date: ______________
Program Director Signature: ____________________________  Date: ______________

Upon submission of this document, it is understood that the Athletic Training student was reprimanded for behavior or actions unbefitting a representative of the OSU Athletic Training Program as detailed in the OSU Athletic Training Program Handbook. The student was properly informed of the Preceptor’s decision and immediately dismissed from clinical experience for the specified date of occurrence unless another plan of action was detailed.

SAMPLE COPY
Oklahoma State University
Athletic Training Program
INCIDENT REPORT FOLLOW-UP

Meeting Date: ________________  Infraction # ________________

Meeting Notes:

Action Taken:

Student Input/Compliance:

Athletic Training Student Signature: ___________________________  Date: _______
Program Director Signature: _________________________________  Date: ____________

SAMPLE COPY
GENERAL GUIDELINES

Attitude and Values
The profession of Athletic Training is an allied health care profession devoted to the health and welfare of the physically active patient. The Athletic Trainer should keep the basic principle in view and be guided by it at all times.

1. Athletic Training Students should develop a relationship with each patient that encourages him/her to trust the student with personal information.
2. Athletic Training Students should develop a professional relationship with fellow clinicians, administrators and patients so they respect the students’ opinions and know the information will be objective. Those who serve as members of the profession of Athletic Training commit themselves to uphold professional ideals and standards. Each Athletic Trainer acts as a representative of the whole profession and as such should conduct him/herself with honor and integrity.
3. Athletic Training Students should develop a sense of loyalty to each member of the organization. Do not second guess or belittle decisions made by preceptors. In particular, do not discuss controversial subjects concerning the organization outside the organization. Learn what information needs to be shared and with whom it is to be shared. For the most part, this includes your fellow athletic trainers and the Team Physician.
4. The Athletic Training Student must act in a professional manner at a times, understanding that they are a direct reflection of the instructors, the university and the OSU Athletic Training Program. The student’s willingness to accept responsibilities and carry them through completion, the way he/she performs those duties which are unpopular and distasteful, his/her personal appearance, and the tone of voice and the caliber or his/her language, are all qualities which will make you and our program more successful. Athletic Training is an integral part of sports medicine. The Athletic Trainer Student should carry out the techniques of the profession only with appropriate and specific medical direction, either the Certified Athletic Trainer or the preceptor.

PERSONAL QUALITIES

DEPENDABILITY – Dependability includes, punctuality, following directions, completion of tasks as assigned, asking for help if needed, and showing initiative.

DEDICATION – Athletic Training Students must be dedicated to their own personal success in the Athletic Training Program.

SINCERITY, HONESTY, LOYALTY AND INTEGRITY: Athletic Trainers work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed.

PROFESSIONALISM – Please keep in mind as an Athletic Training Student you are a representative of the OSU Athletic Training Program. Your words and actions will have a direct reflection on the entire program. As an Athletic Training Student it is expected that all actions and demeanor will reflect professionalism while in attendance at any site.

There will be NO TOLERANCE for any Athletic Training Student caught using or in the possession of illegal drugs, nor will there be any consumption of alcoholic beverages while acting in the preceptor of an Athletic Training Student.

ATTIRE AND APPEARANCE

The Oklahoma State University Athletic Training Program strives to create a professional image that is consistent with the public’s expectation of an allied health professional. The level and quality of care a patient can expect to receive can be directly related to the personal appearance of the individual’s providing that care. Professional appearance includes grooming, hygiene and dress. Individual dress should reflect a professional appearance at all times in order to foster a professional atmosphere. Students are expected to wear OSU approved attire while in clinical settings.
Any student who is inappropriately dressed or groomed will be sent home for the day. The infraction policy will be initiated. An incident report will be filed with the Program Director. Consequences for missing your assigned duties will be determined by the Program Director and Sport Medicine Director.

Clothing Attire

Unless the site supervisor specifies a different dress code, the items below are acceptable components of the uniform for on-campus clinical rotations. The student is expected to dress professionally and functionally while at their clinical assignments. Students should also note that all clothing is expected to be clean, wrinkle free, and void of holes, patches, or frayed edges. Students should note the guidelines listed under each item.

a. White, orange, gray or black t-shirts and collared shirts
   i. OSU Approved attire.
   ii. Shirts must not have holes, tears, or cuts in them.
   iii. Shirts must not be excessively tight or form fitting.
   iv. Shirts must have sleeves.
   v. Shirts must be tucked in.

b. Black or khaki pants
   i. Shorts must be at least mid-thigh in length.
   ii. Shorts and pants must be worn no lower than waist high.
   iii. Shorts and pants are not to have holes, frays, cuts, or tears.
   iv. Shorts are not to have lettering across the buttock region.

c. Khaki / tan “Dockers” type shorts and pants
   i. Shorts must be at least mid-thigh in length.
   ii. Shorts and pants should be worn with a belt.
   iii. Shorts and pants must be worn no lower than waist high.
   iv. Excessively tight or baggy shorts or pants are not appropriate.
   v. “Bell-bottom” or “flared” pants are not appropriate.
   vi. Jeans are not appropriate.

d. White, black, grey and orange sweatshirts
   i. If a logo is visible it should be a TEAM SPONSORSHIP LOGO or OSU logo.
   ii. Sweatshirts must not have holes, frays, cuts, or tears.
   iii. Sweatshirts should not be excessively tight or form fitting.
   iv. Sweatshirts must have sleeves.
   v. Excessively tight or baggy sweatshirts are not appropriate.

e. White, black and orange sweaters and jackets
   i. If a logo is visible it must be a TEAM SPONSORSHIP LOGO or OSU logo.
   ii. Sweaters and jackets are not to have holes, frays, cuts, or tears.
   iii. Sweaters and jackets must not be excessively tight or form fitting.
   iv. Excessively baggy sweaters and jackets are not appropriate.
   v. Sweaters must not have a low cutting neckline.

f. Dress Shoes
   i. Shoes must comply with OSHA standards.
   ii. No more than a 1” heel for ladies shoes.
   iii. Shoes must not interfere with your ability to perform your assigned duties effectively.

g. “Tennis” shoes or athletic-type shoes
   i. The preferred brand is TEAM SPONSORSHIP LOGO.
   ii. Shoes must not have holes, frays, cuts, or tears.
   iii. Soles of you shoes are to be in good working order. No torn or loose soles are allowed.
   iv. Sandals, including “flip-flops” and “slides” are not appropriate and do not comply with OSHA standards.

h. White, orange, or black baseball-style hats
   i. If a logo is visible it must be a TEAM SPONSORSHIP LOGO or OSU logo.
   ii. Hats are not to be worn indoors.
   iii. Hats are to be worn evenly on the head with the bill facing forward.

i. White, orange, or black stocking caps or ear warmers
   i. If a logo is visible it must be a TEAM SPONSORSHIP LOGO or OSU logo.
   ii. Stocking caps and ear warmers are not to be worn indoors.
Students participating in an off-campus clinical rotation should consult with the site’s supervisor for details on appropriate clothing and uniforms prior to their first day at that site but at a minimum must meet the OSU standards for dress. Students may be asked to wear professional dress clothes. Students are responsible for the costs associated with the clothing/uniform if the items are not provided by the site. If the clinical supervisor does not require a specific uniform, students should follow the on-campus uniform guidelines.

Students participating in formal Athletic Training Program sponsored and/or related events, formal university functions; off-campus conferences should wear attire to provide a respectable impression of themselves, OSU, the Athletic Training Program, and the athletic training profession. Your attire should be conservative. The minimal attire of a collared polo shirt, khaki pants, and dress shoes is expected. A preference of more formal or conservative business appropriate attire is desired. Students should also note that all clothing is expected to be clean, wrinkle free, and void of holes, patches, or frayed edges. Students should note the guidelines listed under each item for the minimal expectation for appropriate attire.

j. Collared shirts
   i. If a logo is visible it must be a TEAM SPONSORSHIP LOGO or OSU logo.
   ii. Shirts should not have an excessively low cutting v-neck.
   iii. Shirts must not be excessively tight or form fitting
   iv. Shirts must not have holes, tears, or cuts in them
   v. Shirts must have sleeves.
   vi. Shirts should be tucked in.

k. Khaki / tan “Dockers” type shorts and pants
   i. Shorts must be at least mid-thigh in length.
   ii. Pants should be worn with a belt.
   iii. Pants should be worn no lower than waist high.
   iv. Excessively tight or baggy pants are not appropriate.
   v. “Bell-bottom” or “flared” pants are not appropriate.
   vi. Jeans are inappropriate.

l. White, orange, or black baseball-style hats
   i. Hats are not to be worn.

Name Tags
You must wear your OSU Athletic Training Student name tag at all sites. Your name tag should be worn so that the student’s name is visibly recognized.

Appearance
a. Hair, beards, and sideburns must be neatly groomed and clean.

   b. Hair, beards, and sideburns must present a professional appearance and not interfere with your ability to perform all duties.

   c. Fragrances (colognes, perfumes, and lotions) should be kept to a minimum or not worn so as to not offend those you come in contact with.

   d. Visible body piercing jewelry (such as eye, nose, lip or tongue) is prohibited from being worn while representing the OSU Athletic Training Program. An exception is made for pierced ears. Earrings shall be of a conservative nature. The Athletic Training Student should not wear earrings that have potential to cause personal injury or interfere with functions that need to be performed. Tattoos or body art should be covered while serving as an OSU Athletic Training Student.

Personal Electronic Devices
The use of a personal electronic device such as: cell phones, iPod®, and portable gaming systems, which includes games on cell phones, are not appropriate during your clinical experience. If you are caught using any of the above devices during your clinical experience the following actions will be taken:

   a. First offence – you will be give a verbal warning not to use your personal electronic device during your clinical experience. Additionally you will be reminded of the infraction policy stated in the Athletic Training Program student handbook.

   b. Second offence – your electronic device will be confiscated during your clinical experience.

   c. Third offence – you will be sent home, you will not be allowed to participate in any sanctioned
events, and you will be required to meet with the Program Director and Sports Medicine Director to discuss your

CONFIDENTIALITY – Health Insurance Portability and Accountability ACT (HIPPA)

Athletic Training Students are in a unique situation in which the student may at times have access to confidential information regarding a patient’s medical condition. At no time should an Athletic Training Student discuss any information concerning the status or an injured or ill patient with any party outside of those directly responsible for the patient’s care. All questions or comments regarding the status of a patient should be directed to the Head Physician or Head Athletic Trainer. Each Athletic Training Student is required to sign and return the “Confidentiality Agreement”, located in the Student Forms section of this handbook, to the Program Director.

SEXUAL HARRASSMENT

Sexual harassment is the unwanted imposition of sexual attention. It usually occurs in the form of repeated or unwanted verbal or physical sexual advances, sexually implicit or derogatory statements made by someone in your classroom or workplace which cause you discomfort or humiliation and interfere with your academic or work performance. Sexual harassment can be committed against men or women. Some examples include:

- Sexually oriented jokes and derogatory language in a sexual nature
- Obscene gestures
- Displays of sexually suggestive pictures
- Unnecessary touching
- Direct physical advances of a sexual nature that are inappropriate and unwanted
  a. Requests for sex in exchange for grades
  b. Letters of recommendation or employment opportunities
  c. Demands for sexual favors accompanied by implied or overt threats

If at any time an Athletic Training Student feels as though they have been the victim or witness to an act of sexual harassment, they are encouraged to report the incidence to either the PRECEPTOR, faculty member, the Program Director or Sports Medicine Director.

GAMBLING

As a member of the OSU Athletic Training Program you have knowledge that is of great value to gamblers and game enthusiasts. Any of the following activities may result in severe disciplinary action or termination.

- Providing any information (e.g. reports concerning team morale, game plans, injuries to team members) to any individual that could assist anyone involved in organized gambling activities.
- Making a bet or wager on any intercollegiate athletic contest.
- Accepting a bet or a bribe, or agreeing to fix or influence illegally the outcome of any intercollegiate contest.
- Failing to report any bribe offer or any knowledge of any attempts to “throw”, “fix” or otherwise influence the outcome of a game

HAZARDOUS WASTE AND INFECTION CONTROL POLICY

The OSU Athletic Training Program requires students to have a passing score on the OSHA training quiz each year prior to clinical assignments. The OSHA quiz can be found online at http://www.ehs.okstate.edu/modules/index.htm. It is also the responsibility of the student to report exposure to hazardous substances to his/her clinical supervisor immediately. Oklahoma State University’s entire Bloodborne Pathogen Control Plan can be found online at http://www.ehs.okstate.edu/manuals/Bloodbrn.htm
Reporting an Incidence

In the event of an exposure to blood or other potentially infectious materials, Athletic Training students are required to report such an incidence to the Head Athletic Trainer and the Athletic Training Program Director. Necessary actions will be taken to ensure the safety and well being of the student.

Universal Body Substance Isolation Policy and Procedure

The OSU Athletic Training Program believes Athletic Training students and staff/faculty deserve to be protected from all foreseeable hazards in the clinical setting. The Athletic Training Program has made efforts to ensure that the best information concerning the growing threat of infectious disease is provided to our students and that an effective policy and procedure have been developed. Direct exposure of Athletic Training student’s and/ or staff/faculty to blood or other potentially infectious materials represents a hazard for transmission of blood-borne pathogens and other infections. To decrease the likelihood of transmission of those infections and to minimize student and faculty contact with blood and bodily fluids, the following policy is in effect.

Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or other blood borne pathogens, blood and bodily fluid, precautions will be consistently used for all patients. This approach recommended by Center for Disease Control (CDC) and referred to as “universal blood and body fluid precautions” will be used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased and the infection of the patient is usually unknown. All patients’ blood, body fluids, tissues or infected materials will be considered to be potentially infectious and universal precautions will be used on all patients.

- Latex gloves must be worn for touching blood and body fluids, mucus membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids.
- Gloves will be changed after contact with each patient.
- Masks and goggles or face shields should be worn during procedures that are likely to generate droplets of blood/body fluids to prevent exposure of mucus membranes to mouth, nose and eyes.
- Gowns or protective aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an anti-microbial soap if contaminated with blood or other body fluids.
- Hands will be washed immediately after gloves are removed.
- All Athletic Training students will take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures.
- To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Used disposable syringes and needles, scalpels blades and sharp items will be placed in puncture resistant containers which should be located as close to the patient care area as possible.
- Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
- Students who have lesions and/or weeping dermatitis will report this to appropriate faculty/staff and may be required to refrain from all direct patient care until the condition resolves.
- All patients’ blood or bodily fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10.
- Any needle stick, blood/body fluid exposure to a student will be reported promptly to the supervisor. In event an investigation is required, follow-up care may be instituted.
- Orientation to the Universal Precautions will be provided for all new students prior to their clinical rotation and updates will be provided each semester for all Athletic Training students in the program.

HEPATITIS B VACCINATION

Athletic Training students must present sufficient documentation of having received the HBV vaccination or sign a waiver of the procedure prior to the start of your academic program. The vaccination is a three-step process. The student should receive the second shot one-month after the initial shot. The final shot is given 4-6 months after the first dose. The student must present a valid shot record, sign a waiver, or begin the series of shots prior to involvement in clinical rotations. Student should talk to one of the Assistant Certified Athletic Trainers.
about paperwork, referral procedures and the scheduling of shots. A Copy of a consent form and declination waiver can be found in the Student Forms section.

PROFESSIONAL ORGANIZATION MEMBERSHIP / APPRENTICESHIP

OKLAHOMA ATHLETIC TRAINER APPRENTICE

All Athletic Training students are required by the OSU Athletic Training Program to become apprentice Athletic Trainer through application to the Oklahoma Board of Medical Licensure and Supervision. Students must obtain initial Oklahoma Apprentice Athletic Trainer license upon acceptance into the program, and maintain it each year until graduation. The link to obtain the Apprenticeship License is http://www.okmedicalboard.org/display.php?content=at_index:at_index&group=at&menu=1

NATA Membership/OATA Membership

Students are also strongly encouraged to become a student member of Oklahoma Athletic Trainers’ Association (OATA) and the National Athletic Trainers’ Association (NATA). These professional organizations provide the student with valuable information, contacts, and opportunities.

Students are also urged to attend as many professional and educational meetings as possible. It is a great way to meet people and network, as well as learn from a variety of different professionals. Assistance with cost of membership and meetings may be obtained from the Athletic Training Student Association (ATSA). Students interested should see a club member for more information.

Scholarships

There are numerous opportunities for Athletic Training students to obtain scholarships and other monies to assist with educational cost. Scholarships are offered through the NATA, OATA, Mid America Athletic Trainers Association (MAATA), and several other Athletic Training organizations. Staff and faculty Certified Athletic Trainers will assist students in any way they can to secure these funds. Additional scholarships can be obtained through OSU, College of Education, SAHEP and Athletic Training Education Program.

ATP Meetings

We will hold program 4 meetings per semester. This equates to one per month. A schedule will be made and sent the ATS. These meetings are mandatory.

CHANGE OF MAJOR

If at anytime an Athletic Training student decides that Athletic Training is not the profession for them, we encourage the student to first discuss this decision with an Athletic Training staff or faculty member. However, if the student still desires to change majors, the student needs to inform their supervisor and submit a letter to the Athletic Training Program Director stating their intent to change majors. All privileges and funding (including all sport tickets) received due to status as an Athletic Training Student will be forfeited.

Program Costs for ATS

(The following are averages based on previous years)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$300.00</td>
</tr>
<tr>
<td>Housing</td>
<td>$250.00 – $550.00 per month (approximately $400.00 * 24 months)</td>
</tr>
<tr>
<td>Hepatitis B series</td>
<td>$255</td>
</tr>
<tr>
<td>Physical and Immunizations</td>
<td>$100</td>
</tr>
<tr>
<td>Yearly TB and Flu Shots</td>
<td>$50</td>
</tr>
<tr>
<td>Clothing</td>
<td>$150.00</td>
</tr>
<tr>
<td>American Red Cross Professional Rescuer Certification</td>
<td>$19.00-$27.00</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$305.25 per credit hour (OK residents)</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$30-80 per year</td>
</tr>
<tr>
<td>Background Check</td>
<td>$50</td>
</tr>
</tbody>
</table>
Travel cost *
*at least one semester every Athletic Training Student will be sent to an off–campus site. ATS are responsible gas expense to and from off-campus clinical sites.
Oklahoma Apprentice Athletic Trainer License ($25 initial, $10 annual renewal)

**Optional Expenses:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATSA dues</td>
<td>$25.00</td>
</tr>
<tr>
<td>(student organization, membership/participation is voluntary)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous items</td>
<td>$10.00 – $100.00</td>
</tr>
<tr>
<td>(scissors, fanny pack, etc)</td>
<td></td>
</tr>
<tr>
<td>Student NATA Membership</td>
<td>$80.00</td>
</tr>
</tbody>
</table>
OSU Athletic Training Program

STUDENT FORMS

Students: Sign both copies of all forms, keep Student Copy in your program notebook/portfolio, and turn File Copy into Program Director
Student Recognition of Clinical Site Emergency Action Plan

I, ___________________________ have been given the Emergency Action Plan for ____________________________
(Student Name) (Clinical Site)
prior to beginning my clinical education rotation and have thoroughly read the document. I have discussed the emergency action team with my preceptor and understand my role if an emergency was to occur.

________________________________________/___/____
Student Last, First Name (Please print) Student Signature Date

________________________________________/___/____
Preceptor Signature Date
ActiveCommunicableDiseasePolicy

In accordance with the Oklahoma Department of Health and Environment and the Student Health Center at Oklahoma State University, the following policies and procedures have been developed for the attainment and control of communicable diseases. Any student that is diagnosed with having a communicable disease of any form is required to be reported to the Oklahoma Department of Health and Environment. Students that contract a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the university affiliated physicians at the Student Health Center. Students may not participate in clinical rotations and field experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician. The following communicable diseases that pertain to this policy are as follows:

- AIDS
- Anomiasis
- Antrax
- Botulism
- Brucellosis
- Campylobacter infections
- Chancroid
- Chlamydia trachomatis infection
- Cholera
- Cryptosporidiosis
- Diphtheria
- Infectious encephalitis
- Escherichia coli
- Giardiasis
- Gonorrhea
- Haemophilus influenza
- Hand, foot and mouth syndrome
- Viral and acute hepatitis
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Herpes
- Hantavirus
- HIV
- Influenza
- H1N1 virus
- Legionellosis
- Leprocy (Hansen disease)
- Lyme disease
- Malaria
- Measles
- Meningitis (bacterial)
- Meningococcemia
- Mumps
- Pertussis (whooping cough)
- Plague
- Pneumococcal disease
- Psittacosis
- Rabies (animal, human)
- Rocky Mountain spotted fever
- Rubella
- Salmonellosis (typhoid fever)
- Shigellosis
- Streptococcus pneumoniae
- Syphilis
- Tetanus
- Toxic shock syndrome
- Trichinosis
- Tuberculosis
- Tularemia
- Yellow Fever
- Pinworms
- Ringworms
- Scabies
- Shingles (Herpes Zoster)

For more information on communicable diseases visit http://www.cdc.gov/ncidod/dhqp/pdf/guidelines

I, ___________________________ have reviewed the OSU ATP Communicable Disease Policy prior to beginning my clinical education rotation, and understand its contents. I furthermore agree to adhere to this policy, and will not return to my clinical assignment until I have been cleared by my attending physician.

____________________________
Student name (printed)

____________________________
Student Signature

_______________
Date
OSU ATHLETIC TRAINING PROGRAM  
RETENTION POLICY

Athletic Training students must maintain an overall grade point average of 3.0 or above in order to continue within the Athletic Training Program. If one should fail to meet these criteria, the following actions will be taken.

1. To help prevent any academic causality, mid-term grade checks will be required of all Athletic Training students. The purpose of these evaluations is to assess the academic progress of Athletic Training students. In the event that a student is having academic difficulty, the Athletic Training Program Director will identify and direct the involved student to seek academic assistance. For Athletic Training students who have previously been on probation, grade checks will be required more frequently.

2. At the close of any semester, if an overall GPA of a 3.0 is not achieved, the student already accepted into the clinical program will be placed on probation within the Athletic Training Program. Probation will consist of a reduction in the number of hours the student will be allowed to spend in the clinical site and the number of events the Athletic Training student will be allowed to cover. An Athletic Training student on probation will not be allowed to travel with a team or receive access to the athletic competition pass list.

3. An Athletic Training student already accepted into the clinical program who fails to achieve an overall GPA of 3.0 at the end of the probation semester, will be suspended from the Athletic Training Program.

4. A grade earned below that of a of “B” in required Athletic Training courses will result in probation. The course must be retaken at the next course offering. If a grade of B is not earned at the second attempt, dismissal from the program will result. Only one core didactic course retake is allowed during the program. Students earning a grade lower than a “B” for the second time in the curriculum will result in dismissal.

5. If the minimum grade of “B” is not met in a Practicum course, the student must retake that course the following year, and is not allowed to matriculate in the curriculum (take any other AT courses, including core courses) until the satisfactory grade and proficiency in the AT Practicum skills have been successfully demonstrated. Additionally, in order for students to continue with curriculum progression, a minimum score of 80% must be achieved on the practical exams given in the AT Practicum courses. Second attempts lower than 80% will result in the student retaking that course the following year, and is not allowed to matriculate in the curriculum.

Athletic Training Student Signature
___________________________
Date

Witness Signature
___________________________
Date

EXAMPLE COPY
OSU ATHLETIC TRAINING PROGRAM
ABSENCE REQUEST FORM

Additional copies can be found in the main Athletic Training room, Athletic Training Lab, or the OSU Athletic Training Program Website

NAME: ____________________________________________________________

DATE (S) AND TIME REQUESTING OFF: ________________________________

REASON REQUESTING TIME OFF: ____________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

APPROVED BY: ____________________________________________________
(PRECEPTOR)

DENIED BY: ______________________________________________________
(PRECEPTOR)

REASON DENIED: _________________________________________________
_________________________________________________________________
_________________________________________________________________

SIGNED BY: ___________________________ DATE: _____________________

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

The OSU Student Disability Services office will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

I certify that I have read and understand the technical standards for selection 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.

_________________________________  ____________  
Applicant Signature  Date

Alternative statement for students requesting accommodations.

I certify that I have read and understand the technical standards of selection and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the OSU Student Disability Service office 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.

_________________________________  ____________  
Applicant Signature  Date
In order to protect the healthcare of the patient, Athletic Training students must be proficient in specific Athletic Training competencies. For each level of the program, there will be competencies for which the student must demonstrate proficiency. The practicum instructor and/or PRECEPTOR that the student is assigned to will clinically test the student on each competency during the assignment period. In addition, Athletic Training students will be evaluated on their performance in the clinical setting by their Preceptor. Failure to perform adequately during clinical rotations and/or failure to show progression in proficiency in required competencies may result in dismissal from the program.

1. At any time during the semester, if a student does not uphold the requirement set forth by a particular competency, the student will be required to spend additional time with an Preceptor in order to become more proficient in that particular competency area.

2. If a student continues to have difficulties with either clinical applications and/or competencies, further consideration will be given to the advisability of placement in the Athletic Training Program.

3. At any time during the semester, a student may be placed on academic or clinical probation or completely dismissed from the Athletic Training clinical and/or academic program if the student does not uphold the expected criteria set forth for performance. Examples of unacceptable performance include, but are not limited to: a) noncompliance with Athletic Training Room policies and procedures relating to safety issues, b) irresponsibility with assignments or c) failure to complete assigned competencies.

4. Admission to a clinical setting does not guarantee continued placement, which is dependent upon periodic testing and other evaluations as indicated above.

Oklahoma State University Athletic Training Program Certified Athletic Trainers are willing to meet the academic and clinical application needs of our Athletic Training students. However, it is the responsibility of the student to seek the assistance of a staff or faculty Certified Athletic Trainer should additional assistance be needed.

Athletic Training Student Signature ___________________________ Date

Witness Signature ___________________________ Date

STUDENT COPY
OSU ATHLETIC TRAINING PROGRAM
HEPATITIS B IMMUNIZATION CONSENT FORM

I have been informed about Hepatitis B vaccine. I have had the opportunity to ask questions, which were answered to may satisfaction. I request that the Hepatitis B vaccine be given to me and I understand that there is a possibility that no immunity from Hepatitis B will result subsequent to the vaccine. I further acknowledge that I do not have any of the conditions that would preclude me from being vaccinated.

__________________________  __________________________
Athletic Training Student Signature  Date

__________________________  __________________________
Witness Signature  Date

Record of shots
1st Dose  __________________________  __________________________  __________________________
        Date  Student signature  Nurse/Physician/PA

2nd Dose  __________________________  __________________________  __________________________
        Date  Student signature  Nurse/Physician/PA

3rd Dose  __________________________  __________________________  __________________________
        Date  Student signature  Nurse/Physician/PA

Document shots above, a copy of a completed shot record from the health center should also be given to the program director.

HEPATITIS B IMMUNIZATION DECLINATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infections. I have been given the opportunity to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring Hepatitis B. If during my time at OSU in the Athletic Training Program, I want to be vaccinated with Hepatitis B, I can begin this vaccination series at my own expense.

__________________________  __________________________
Athletic Training Student Signature  Date

__________________________  __________________________
Witness Signature  Date

FILECOPY
OSU ATHLETIC TRAINING PROGRAM
CONFIDENTIALITY AGREEMENT

As part of your experiences as an undergraduate Athletic Training student at Oklahoma State University, you will have access to information that is protected by various federal and state privacy laws. This information is known as not public data. Unauthorized disclosure of not public data includes releasing information over the telephone and text messaging, in verbal conversations and in written form, without consent.

Types of not public data include: patient addresses, phone numbers and email addresses, patient social security or ID numbers, patient medical information or family history information, patient injury history and status, financial or insurance information, and faculty or ATC phone numbers, addresses, or ID numbers.

I, ____________________________________________________ (Printed Name)

Accept responsibility for maintaining the confidentiality of all patient information. I acknowledge that during the course of my clinical experience and work I many have access to confidential patient records, business, and financial information that should only be viewed as necessary for the performance of my responsibilities as an ATS, and only disclosed according to the OSU Athletic Training policies and procedures.

I will maintain and store documents and computer media in such a way as to insure there is no intentional or inadvertent access by others (lock information in desks, file cabinets, or other secure areas)

I acknowledge that oral conversations may be overheard and thereby violate the privacy of patients. Conversations in patient care areas, hallways, stairwells, elevators, eating areas, classrooms, and other places of public gathering should be kept to a minimum in order to ensure confidentiality is not violated.

I acknowledge that documents containing patient information shall not be recycled or thrown in the trash. Information on paper should be shredded before it is discarded.

I, understand and agree that in the performance of my clinical experiences as an athletic training student, I must hold medical, physician, volunteer, and employee information in confidence. This includes information that I may come across in performing my duties regardless of how it is presented to me (printed, written, spoken, computerized, facsimile, etc.). I also understand and agree that I will only access information that is required to perform my duties or for express educational purposes as approved by a PRECEPTOR or Clinical Site Supervisor.

I will not remove patient data/forms from the clinical site. I will keep patient private information concealed, and I agree to follow established documentation procedures for all paperwork.

I understand violation of the confidentiality laws may result in federal action (imprisonment and fines), as well as removal from the OSU Athletic Training Program.

I further understand that any violation of the confidentiality of personal and private information of patients, physicians, volunteers or other employees may result in disciplinary proceedings up to and including dismissal from the program and/or legal action.

_________________________________________  ____________________________
Athletic Training Student Signature          Date

_________________________________________  ____________________________
Witness Signature                           Date
Oklahoma State University
Athletic Training Program

Contractual Agreement

I, ________________________, accept the position of Athletic Training Student at Oklahoma State University. I have carefully and completely read the Oklahoma State University Athletic Training Program Policy and Procedure Manual and understand all of the information contained within. I have had all my questions satisfactorily answered. I understand that by my signature, I agree to abide by all terms, policies, and procedures contained therein.

I accept this contract with the understanding that I am representing the OSU Undergraduate Athletic Training Program at all times. In accepting the terms of this contractual agreement, I understand that being an Athletic Training Student is a commitment with is preparing me to be a certified athletic trainer. I understand that I will be closely supervised by the OSU Athletic Training staff / Preceptors of this program. I understand that my progress will be monitored and evaluated according to the criteria in the practicum course syllabi and the policies set forth in the Program Policy and Procedure Manual. I furthermore understand that my evaluation will become part of my personal records and my performance / personal actions will partially determine my continuance in the program.

Student’s Name ______________________________________________
(print)

Student’s Signature ___________________________________ Date _________
OSU
Athletic Training Program

AFFILIATED CLINICAL SITES:
OSU ATHLETIC TRAINING ROOM

POLICIES AND PROCEDURES
RESPONSIBILITIES OF PROSPECTIVE ATHLETIC TRAINING STUDENTS

1. Learn as much as you can.
2. Observe all activities in the Athletic Training Room.
3. Ask questions.
4. Have fun.
5. Ice Packs – prepare and empty as requested.
6. Ice cups – prepare and retrieve.
7. Laundry – retrieve and fold.
8. Restocking – replenish supplies on tables and in cabinets.
10. Documentation of treatments – instructed by staff Certified Athletic Trainer and/or graduate assistant ATC.
11. Treatments – as instructed by staff ATC and/or graduate assistant ATC.
13. Projects – as assigned by staff ATC and/or graduate assistant ATC.
14. Practice taping – when Athletic Training Room activity is slow, practice taping procedures and competencies.
15. Some duties may seem trivial but, they are very important to the operation of the Athletic Training Room. No prospective Athletic Training student will be asked to perform a job a staff ATC or other Athletic Training students does not perform.

WHAT AM I SUPPOSE TO BE DOING

Tasks prospective Athletic Training students can do when they are not really sure what to do.
1. Ask questions.
2. Observe upper level Athletic Training student with administering treatments and/or rehabilitation.
3. Always keep Athletic Training Room neat by picking up things that are lying around, such as towels, cups, ice bags, etc.
4. Stock taping cabinets.
5. Make heel and lace pads.
6. Check water and gel bottles located next to the therapeutic modalities stations.
7. Most importantly, keep in mind that your main objective is to learn as much as you can. Place yourself in situations that will help you develop as a future Athletic Trainer.
8. Practice skills from HHP 1713 with other PATS or ATS.
9. Ask questions.

EXPECTATIONS OF OSU ATHLETIC TRAINING STUDENTS

The Athletic Training students are a vital part of the OSU athletics program. You learn and experience a great deal during your education at OSU. If you have an idea that may improve the program, do not hesitate in bringing it to the attention of Athletic Training Program faculty member or staff Certified Athletic Trainer. No one has all the answers and there is seldom a system that cannot be improved upon by its members.

• Act like an Allied Health Care Professional.
• You are a direct extension of your supervising Certified Athletic Trainer, the Athletic Training Program and OSU. Please remember this at all times and conduct yourself in such a manner.
• Please be courteous and never rude. This includes answering the phone and talking with coaches/administrator and all others that you may come in contact with through your time in the Athletic Training Program. Address coaches/administrators as: “Yes sir” or “No ma’am”.
• Show up to your assignment or other planned functions early.
• Do not schedule personal appointments during working hours or clinical instruction. Exceptions will be made for emergencies only. Please notify your supervising Certified Athletic Trainer or Clinical Instructor of any such problems immediately.
• Be honest with all those whom you come in contact with (athletes, coaches, physicians, Certified Athletic Trainers and other Athletic Training students).
• Always act in a manner that reflects positively on Oklahoma State University and the Certified Athletic Training faculty and staff.
• Be respectful of others.
• Present yourself as part of the medical profession to others. Be neat and clean in your physical appearance.
• Treat all athletes without bias to sport or individual.
• Cause no harm to any athlete/patient.
• If you see something that needs to be done, do it.
• Ask questions
• Learn and practice skills everyday

PROFESSIONAL RELATIONSHIP OF OSU ATHLETIC TRAINERS (PATS AND ATS)

Athletes
As an Athletic Training student, you should always maintain a professional working relationship with all athletes. Athletes may be your peers but an appropriate working relationship must be maintained at all times. Fraternizing with athletes is highly discouraged! If it affects your performance as an Athletic Training student or interferes with your job, you will be subject to dismissal. Any type of flirting or athlete favoritism negatively reflects on our program and will not be tolerated.

Never discuss a player’s injury with anyone other than the player and the appropriate medical staff. Under no circumstances should anyone ever discuss a player’s injury with other members of the team. Remember that anything the athlete tells you or you hear from treating healthcare practitioners falls in the area of medical confidentiality. Whatever you see or hear in the Athletic Training Room stays in the Athletic Training Room.

Media
In the effort to get the latest news concerning OSU athletes, members of the media may approach you for information regarding the playing status and/or injury of certain athletes. Under NO circumstances are you to discuss these matters with anyone other than OSU medical personnel. Such information is highly confidential and protected by the Federal Right to Privacy Act. Refer any such questions to staff Certified Athletic Trainers, head coaches, or sports information directors. Any Athletic Training student that discusses this information outside the OSU health care system may be subject to program dismissal.

Team Physician
You are here to assist the team physicians in any way you can. Never question or criticize the team physician in front of a coach or athlete. Always choose the appropriate time to ask for explanations of certain treatments and evaluations. In addition, Athletic Training students should make phone calls to team physicians only under the direct orders of a staff Certified Athletic Trainer.

Coaches
Our purpose as Athletic Trainers is the health and safety of the athletes. The coach’s purpose is to produce a successful program. Do not confuse the two. Many coaches are sensitive about questions regarding their game and practice procedures. Remember your place and your purpose for being at practice or a game. If a coach questions your procedures, do not argue with the coach or raise your voice, but continue to do the job and take appropriate care of the athlete. Afterwards you should consult a staff Certified Athletic Trainer regarding the incident. Please understand that athletics at OSU is a highly stressed environment, and the coach’s job can depend upon him/her winning games. As Athletic Trainers in this type of environment, one must be able to take criticism and be able to adapt to a highly erratic schedule. BE FLEXIBLE. You must learn to have big shoulders and not take overly critical comments to heart.

Other Athletic Trainers
We are all in this together. Not everyone has to be best friends, but we must all maintain a good working relationship with all co-workers. We will be spending a lot of time together so it is important that we get along. The atmosphere that we project to the coaches, athletes and administrators is essential to our success. We must stick together. Some things to remember:
• Do not criticize a fellow Athletic Training student or ATC in front of a coach, athlete, or another Athletic Trainer.
• Any criticism you feel needs to be addressed, do it in private and in a constructive manner.
• Do not become a gossiper and complainer. Be above saying, “Well she/he never cleans up”. There are other ways to resolve the situation maturely.
• Do not allow inappropriate behavior by other Athletic Trainers to continue without making a staff member aware. Don’t let actions of others reflect negatively on your program.
• Do not confine yourself to the skills that you feel safe doing. Take a chance and ask how to evaluate or rehabilitate an athlete in front of a staff ATC.
• Earn respect by developing a hard work ethic. Everyone will not be able to do all tasks, but one must progress to certain levels of competence. Even though many of your tasks as an Athletic Training student are not glamorous, the success of the entire program depends on EVERYONE.

PERSONAL AND SOCIAL CONDUCT

It is a privilege to be a member of the Athletic Training Program and OSU athletics, not a right. Athletic Training students must conduct themselves in an exemplary manner at all times. Any misconduct may result in an indefinite probation period or dismissal determined by the Athletic Training Program faculty and staff. When traveling with an athletic team or attending a professional conference, students are to conduct themselves by the rules that the coach of that team has established and the ethical standards of the National Athletic Trainers’ Association (See the NATA Code of Ethics).

Use of Alcohol
Permitted only during non-working hours when its use will not interfere with job performance. Athletic Training students are not allowed to partake of alcohol on a road trip or any other time they are representing the program and/or university. Students will be held accountable for their actions when they use alcohol. Athletic Training students are required to abide by STATE AGE LIMITS. Students are expected to conduct themselves in a manner that reflects well on themselves, their parents, and Oklahoma State University.

General Comments
The Athletic Training Room is not a study hall, lounge, or social gathering place. It is a professional setting that provides a service to the OSU athletic department. Each Athletic Training student is there to receive a valuable experience and become a proficient Athletic Trainer. If the activity is slow or you are not sure of what needs to be done, ask a graduate assistant or staff ATC. If all Athletic Training related tasks are completed, Athletic Training students should use this time to discuss what they learned with his/her supervisor, read current Athletic Training literature, or reviews their competencies.

ATHLETIC TRAINING ROOM EXPERIENCE

Oklahoma State University allows Athletic Training students to gain exposure to a wide variety of sports. Each student will gain experience at all OSU Athletic Training facilities and have the opportunity to work in a variety of allied health care settings. Students at OSU are given exposure to and work with world class and future professional athletes. The Oklahoma State University Athletic Training Room creates an environment for students to practice their rehabilitation, evaluation, and treatment skills. Opportunities for hands on experiences with the student-athletes are provided on a continual basis. Athletic Training students are strongly encouraged to take advantage of this opportunity.

Athletic Training students are also given the opportunity to travel with OSU sports teams to cities all over the country. While on the road, students may observe different Athletic Training settings. During away trips students will meet other Athletic Trainers in the field to help broaden their prospective of Athletic Training. Team travel is an experience that OSU provides to its students that is invaluable for their growth as a future Athletic Trainer.

Certified Athletic Trainers are a very tight knit group, and often a job may be obtained or lost because of contacts in the field. Oklahoma State University creates an atmosphere that allows students to create good rapport with coaches, physicians, strength coaches, physical therapists, nurses, and other Athletic Trainers.
Athletic Training students at OSU are given a number of responsibilities critical to the smooth operation of the Athletic Training Room. Due to the importance of these responsibilities, performance expectations are high. OSU Athletic Training students learn how to manage daily Athletic Training Room operations through individual assignments such as packing/inventory for away events, field set up and management for practice/games, and injury rehabilitation and evaluation of athletic injuries.

ATHLETIC TRAINING ROOM RULES AND REGULATIONS

The Athletic Training Room is a medical facility and should be treated as such. Each Athletic Training Room may have specific rules that apply to that facility due to the preference of the supervising staff Certified Athletic Trainer. Each Athletic Training student is responsible to learn, follow, and help encourage others to abide by rules established by the Certified Athletic Training staff. In addition to the rules established by the supervising staff person, the following rules will apply to all facilities.

- NO one is allowed to be in the Athletic Training Room without supervision.
- No equipment, supplies, records, information, etc is to be removed from the Athletic Training Room without permission from a staff Certified Athletic trainer.
- Allow NO one to help themselves to supplies or medications. You are NOT to provide medical supplies for your Roommates, friends, or anyone else.
- NO one is allowed to give a treatment to him/herself without prior permission.
- Do NOT allow any horseplay, visiting, loitering, swearing or shouting to take place. The Athletic Training Room is not a lounge. If the athlete is not receiving treatment or assistance he/she should be encouraged to leave.
- NO tobacco products in the Athletic Training Room office or storage areas.
- NO one may use the telephone or computers for personal reasons without permission.
- Answer all phone calls appropriately: “OSU Athletic Training, this is (your name)”. Take messages accurately and deliver them promptly.
- NO cleats or spikes are permitted in the Athletic Training Room. No shoes are allowed on any of the tables or in the treatment area.
- Each facility may have specific areas for treatment, and these specific treatments should take place in these areas only. Ask the athlete to move rather than move equipment to them.
- Make sure athlete’s shower before receiving treatments after practice.
- Do your best to keep the Athletic Training Room clean and organized. If you use something, put it back immediately.
- Give positive feedback and constructive (NOT destructive) criticism to fellow Athletic Training students.
- All equipment and personal items (books, shoes, sweats etc.) are to be left in the downstairs locker Room.
- We are NOT here as a favor to the athletes. Our task is to treat them with respect, and expect respect in return.
- Assert yourself in the Athletic Training Room. You only learn what you want. ASK QUESTIONS!!!

CONFIDENTIALITY

Do NOT discuss the health status (i.e., athletic injuries, diseases) of any athlete with anyone. Do NOT provide any information to friends, press, radio, etc. Athletic Training students will have a great deal of access to student athlete’s medical records and doctor visits with athletes, which provide excellent educational experiences and should not be misused or abused. Direct all inquiries to the head Athletic Trainer or sports information department. The Head Athletic Trainer, Team Physician or coach will handle all public comments about injuries.

ATHLETIC TRAINING UNIFORMS

It is important to look professional at all times when acting as an Athletic Training student. All students in the program will be issued OSU Athletic Training clothing MUST be worn when working, unless you are to dress up for a game.
• You may wear black or tan shorts, pants.
• No jeans or sweats.
• Only OSU hats may be worn. Hats are NOT to be worn in the Athletic Training Rooms.
• Sandals or opened toe shoes) are not appropriate footwear for work.
• Shirts are to be tucked in, clean and wrinkle free.
• Students should be cleanly shaven, unless a neatly groomed mustache, goatee, or beard is kept. These rules apply to all Athletic Trainers at all times, with the exception of coming in on the weekend for treatments or rehab only (i.e. Sunday football treatments).
• When traveling with a team, follow the team’s rules for appropriate dress, DO NOT WEAR JEANS WHEN TRAVELING.
• **If you are not in uniform, you will be considered absent for that day.**

Personal hygiene is a must in any health care profession. One must be clean-shaven, showered, with hair combed. Your appearance will not only be noticed by the athletes, but the coaches and staff Athletic Trainers. Earrings worn by males and female piercing on Athletic Training students are discouraged, as they do not display the professional image of an Athletic Trainer.

**GENERAL REGULATIONS AND GUIDELINES FOR CLINICAL/FIELD EXPERIENCE AT OSU**

• Maintain a professional attitude at all times when representing Oklahoma State University.
• Maintain the status and function of the Athletic Training Room at all times.
• Be responsible for duties and assignments by completing them, by notifying your supervising Athletic Trainer when you will be absent, and arranging for coverage of your assignment when you are absent.
• Respect the right of confidentiality of the athletes and the athletic department.
• Instructors will describe limitations of your responsibility as an Athletic Training student. You are held accountable for your actions. Stay within your limitations.
• Learn the correct and effective application of taping, wrapping, padding, etc. There needs to be uniformity in application and a certain degree of proficiency.
• Learn how each therapeutic modality functions, including indications, contraindications and general protocols. Do not use a piece of equipment unless supervised by BOC Certified Athletic Trainer.
• Refer all injuries to a BOC Certified Athletic Trainer.
• Familiarize yourself with pre-game preparations, sideline duties, and general responsibilities.
• Familiarize yourself with daily preparations such as:
  o Taping tables are stocked with necessary taping supplies for practice.
  o All counters are stocked with necessary first aid and bandaging materials.
  o Modalities cleaned; ultrasound lotion and hydrocollator filled.
  o All kits stocked and ready for the practice field, along with ice kits, and water.
  o Know the emergency protocol -- check out radio/phone, etc.

**If you are taping:**
• Apply all strapping as quickly and neatly as possible.
• If you have any questions about technique, ask a Certified Athletic Trainer nearest you for advice.
• Make sure all necessary first aid equipment; water and kits are taken to the field at the end of the taping session.

**Taping Session:**
• If you are not assigned to tape before practice, you will be working in one of the treatment areas.
• Be sure to follow the treatment stated on the athlete’s injury form according to the instructions and if you have any questions, ask the Certified Athletic Trainer who signed the injury form.
• Be sure to RECORD all treatments given.
• Do not let the athletes stand around. Find out what they need or escort them out of the Athletic Training Room.

**Post Taping Duties:**
• Restock tables
• Clean taping and treatment tables
• Check the posted monthly cleaning duties to see if they are completed
• When the work is completed, if you do not have field or court responsibilities, use the time until the team comes in to study, practice on your taping techniques, or assist with a treatment or rehabilitation protocols.
• Help in the post practice treatments and in the first aid for wounds.
• Report all injuries to either the Head Athletic Trainer or an Assistant Athletic Trainer.
• Be sure to record all treatments.
• Collect and turn in dirty towels to the equipment room.
• Break open all leftover ice bags and push ice to left side of machine.
• Clean whirlpools that will not be utilized during open treatment hours.
• Record your hours and notify a staff Athletic Trainer before leaving.
• Clean all tables and counter tops prior to leaving.
• Empty all the trash cans and take the trash to dumpster.
• Turn off all lights in the Athletic Training Room and turn off the Hydroworx.
• Close the shades in the wet Room and lock all doors prior to leaving.

Field or Court Responsibilities:
If you are assigned to a court or field the following procedures should be followed:

Have in your possession:
• Tape Scissors
• Sterile gauze pads
• Band-Aids
• Assorted widths of tape, 1” - 1 1/2”; be sure all necessary emergency and first aid supplies are on the field and ready to go.
Make note if the kit needs to be restocked after practice. Be alert for all possible injury situations. If an injury occurs, assist the ATC in charge, and follow directions.

TREATMENT OF INJURIES - BASIC UNDERSTANDING

By the time you are authorized to start treating athletes, it means that you have gained the basic theory and necessary psychomotor skills needed to administer basic therapeutic treatment. However, the therapeutic modalities we utilize in certain phases of rehabilitation consist of some technical theories which require safety and complete understanding in their application. Some helpful tips to follow include:
• Review your modalities protocol periodically.
• Make sure you talk with your supervising Athletic Trainer to review the expected procedure.
• No Athletic Training student should administer a treatment when it is not clear what the condition is, what the desired treatment is or what previous treatments have been given.
• If you are in doubt, always ask before giving a therapeutic treatment or wait for instructions.
• Make sure you inform the athlete of the precautions and signs of stress that may appear with some of the treatments. Examples would be: extreme heat, dull ache for ultrasound, too cold, pain etc.

Areas of IMPORTANCE when Working Treatments
• Prepare the modality for use
• Follow basic protocol
• Supervise the treatment
• Record the treatment
• Make sure the controls are returned to the OFF position

YOUR LIMITATIONS
As an Athletic Training student within the OSU Athletic Training Program, you must become an Apprentice Athletic Trainer through the Oklahoma State Board of Medical Licensure and Supervision. In addition, you must be supervised by a Preceptor. As such, there are limitations to what you are allowed to do. You should never perform a task on an athlete/patient that you are not proficient with. In addition, you are not allowed to hand out medications, braces, or other supplies unless you are told to by a staff Certified Athletic Trainer.

ATHLETIC TRAINING ROOMS OPERATION

There is the Main Athletic Training Clinic in Gallagher Iba Arena, The West End Zone Athletic Training Clinic, and three satellite facilities at Baseball, Softball, and the Track/Field – Soccer complex.

Hours of Operation

The Main Athletic Training Room opens at 6:00 a.m. and closes at 7:00 p.m. or after the last practice. Morning treatments for all student athletes will be Monday through Friday from 6:00 a.m. to 10:30 a.m. Typically up to do five to six treatments are scheduled over 20 minutes period. Future treatments require the student athlete to complete and sign an appointment card. Additionally, the staff Certified Athletic Trainer assigned to the student athlete’s particular sport can make special arrangements for treatment.

Afternoon and post practice or game treatments will be completed in the Athletic Training Room closest to the practice or game location. The individual locations will be open according to practice schedules and the availability of staff Certified Athletic Trainers assigned to the sports operating out of the satellite facilities. Athletic Training Rooms are to be locked at all times when not in use.

Use of Facilities

1. The Athletic Training Room facilities are first and foremost for the use of student-athletes participating in intercollegiate athletics programs at OSU.
2. Our facilities will be made available to visiting teams when requested.
3. Non-athletes will be permitted to use the facilities only with the authorization of the Head Athletic Trainer. The following policies will be enforced:
   a. Treatments other than first aid must be administered only with a prescription from a physician.
   b. The pre-mentioned prescription must be on file with the initial injury form, and be approved by a staff Certified Athletic Trainer.
   c. Non athletes can be taped only if they provide their own tape and pre-wrap.

Supplies and Equipment

Due to the volume of supplies used in the Department of Athletic Training it is imperative that the use and dispersal of supplies is monitored.

Store Rooms – You may remove supplies from the various storerooms for routine restocking of cabinets, stocking of kits, etc. The storerooms will be locked when not in use. Get the key from a staff Certified Athletic Trainer, and return it immediately after use.

Kits, Field Supplies – Your medical and Athletic Training kit is not for random use by student-athletes. Educate the team members you are working with that your kit and supplies are “off limits”. Instruct them to ask for what they need.

Athletic Training Room Cabinets, Drawers – Supplies in the various areas of the Athletic Training Room are to be dispensed by the Athletic Training Room personnel only. Do not allow an athlete to simply take items from the counters, drawers, etc. Don’t be afraid to enforce this regulation. If you encounter problems, inform a staff ATC.

Record Maintenance

1. Each student-athlete being treated should have an initial injury/ progress sheet developed. These sheets are kept on paper and electronic file in the Athletic Training Room. The files are alphabetical and the injury sheet should be checked by the Athletic Training student prior to treatment.
2. The staff Certified Athletic Trainer assigned to a sport is responsible for making sure the treatment sheet and computer file (Sports Injury Management System-SIMS) is updated and current. A completely healed
injury should be concluded in SIMS and the treatment sheet should indicate that actions have been
terminated and placed in the student athlete’s file.
3. Record on the daily treatment sheet exactly what the treatment consisted of by marking in the appropriate
box, as well as recording the time and duration of the treatment and any other pertinent information
regarding the treatment session.
4. Do not alter the treatment procedure of any student athlete without first consulting the staff Certified
Athletic Trainer assigned to the sport.

Telephone Use
1. Answer: “Oklahoma State University Main Athletic Training Room, (your name) speaking.”
2. Assist the callers if at all possible, if not, ask to take a message. Be sure to get caller’s name, number, what
the message is regarding and when to call back.
3. If the message is for a staff Certified Athletic Trainer, see that the message is taped to the door of their
office.
4. Student-athletes must ask permission of a staff Certified Athletic Trainer to use the telephone.

HOSTING ATHLETIC EVENTS
Whenever the Athletic Department hosts an athletic event, the Athletic Training staff will be available to
assist whenever necessary. If you are the host team, it is your responsibility (along with your PRECEPTOR) to see
that the visiting team has what it needs on the sideline in terms of water, ice, etc. See the OSU staff Certified
Athletic Trainer in charge for details.

OSU STUDENT HEALTH CENTER
The OSU Student Health Center is open during the week form 8:00 a.m. — 5:00 p.m. The health center is
not open during the weekend, and is closed when school is not in session.

Services Available
1. Physicians are present from 8:00 a.m. - 4:30 Monday - Friday.
2. X-ray and laboratory work are available at minimal cost.
3. The pharmacy opens at 9:00 and sells prescription drugs at minimum cost.

Referring Athletes to the Student Health Center
The following procedures must be followed:
1. Any athlete referred to the Student Health Center for evaluation must have a Medical Referral Sheet.
2. Referral forms can be completed by the team Certified Athletic Trainer, staff Certified Athletic Trainer, or
graduate assistant Certified Athletic Trainer. However, a staff Certified Athletic Trainer must sign the form
prior to the visit.
3. If referral is needed, you may use the same injury sheet.

Procedures for Referral to Community Physicians
1. The Head Athletic Trainer must make referrals to non Health Center Physicians. The university assumes
NO responsibility for athletes, who go on their own to doctors, dentists, chiropractors, etc.
2. Athletes who visit community health care professionals without a referral form will be responsible for the
bill resulting from such a visit.
3. Athletes visiting local physicians must take the referral form with them and bring back the white copy.

MEDICATIONS POLICY
Athletic Training students are not be allowed to give out medications unless instructed to do so by staff
Certified Athletic Trainer or team physician.
1. All prescription medications in the physician’s exam Room are off-limits to Athletic Training students and
will be dispensed only by the team physician.
2. Any requests for “over the counter medications” such as aspirin, cold medications, etc. – should be brought to the attention of a staff Certified Athletic Trainer and recorded on the appropriate form.

Prescription Medication
1. Prescription drugs will be paid for by the OSU Athletic Department only if they are prescribed for a condition, injury, or illness, which occurs during practice or official season sport participation.
2. Fall sports seasons shall begin at the first official practice designated by the Department of Athletics.
3. All other sports shall begin 30 days prior to the first contest unless otherwise stated in the NCAA handbook.
4. All sport seasons are concluded at the last scheduled contest or by elimination from post-season competition.

Payment of Bills
If the above procedures are not followed, any or all bills incurred by the athlete will be the responsibility of the athlete.

INJURY RECORD KEEPING

Accurate and detailed record keeping is a mandatory part of any Athletic Training program. Injury records perform the following functions:
1. Communication
2. Legal Verification
3. Research
4. Record Past History
5. Establish Treatment and Injury Patterns

PHYSICAL EXAMINATIONS

1. Medical history forms and a medical insurance card must be on file with the staff Certified Athletic Trainer prior to athletic participation by any student-athlete.
2. Incoming freshmen and transfer student-athletes will not be permitted to practice or check out athletic department equipment until he/she has had and passed a physical examination.
3. Physicals will be arranged in conjunction with the head coach and the staff Certified Athletic Trainer assigned to his/her sport prior to the first practice.
4. Football and Soccer student-athletes will be examined just prior to Fall camp. All other sports will be examined at a scheduled time after start of the academic semester.
5. Walk-on athletes trying out for a team must either obtain a physical at the Health Center and pay the established fee or fill out a temporary injury waiver form. The injury waiver form will work until they make the team at which time they will receive a physical examination from the team physician.

COMMUNICATION

Communication is one of the most important reasons for establishing injury records. Each student-athlete is an individual that may respond differently to various treatments. With the injury record, it can be determined what treatment they require without having to ask the BOC Athletic Trainer in charge of the sport. This eliminates the necessity of the

Staff Certified Athletic Trainer performing treatments should allow the eligible Athletic Training student to gain experience with the various modalities and rehabilitation equipment whenever appropriate. With periodic review of the injury record by the Staff Certified Athletic Trainer treatment regimens can be updated and changed according to the response of the athlete to treatment. With written injury records, any Staff Certified Athletic Trainer or qualified Athletic Training student can conduct a desired treatment program. Continuity of treatment eliminates confusion of the athlete in respect to exactly what they should be doing to get better. The injury record can also lead to detailed information regarding the response of the athlete to treatment when follow up evaluations are conducted by the team physicians.

In its’ entirety, the treatment and injury record can be useful in answering many questions that may occur during a student-athlete’s recovery from injury. For example, many times a coach may want to know why an athlete
is not progressing faster in recovering from a certain injury. By consulting the records, we can demonstrate that maybe the athlete is missing treatments, not following instructions in treatment procedures or maybe the treatment needs to be changed for this student-athlete. Without the proper records, all of the above information would be subjective and difficult to explain to the coach and/or the student-athlete.

**Legal Verification**

One of the concerns of recording injuries mentioned above is that of legality. One must remember that an injury or treatment record is a legal document. In many cases, the lawsuit will occur years after the event occurred, therefore, written records containing specific details of how the athlete was treated are needed.

**Research**

Research is an important aspect of any medical profession and many healthcare professionals are conducting some type of research many times without knowing it. For example, injury records should be periodically reviewed in order to determine if a treatment is working. This is a form of research. The Athletic Training staff is constantly reviewing our rehabilitation techniques, treatment procedures and comparing them previous results obtained. In this way we can justify the procedures which would be impossible without accurate records on what was done in the past.

**History**

In evaluation of athletic injuries, getting the history is the first and one of the most important aspects of a thorough evaluation. The history of the injury also plays an important role in evaluating the progress of the student-athlete as well as any re-occurring injuries that may occur later on in the season. There are also other documentation forms that have a direct relation to the injury and history of the injury. One such form would be that of the document that is filed with the insurance company. In many cases this form can be filed up to six months after the initial injury in which case accurate history data on the injury form is of the utmost importance. A student-athlete’s records may be reviewed for previous injuries sustained by professional scouts and must therefore be well maintained.

**Record Keeping at Oklahoma State University**

There are a number of different records kept in the Athletic Training Room at Oklahoma State University. These forms I may be necessary to complete for daily administrative duties or may just involve being completed once a year. No matter the timing, these documents are important and should be filled out correctly. Examples of the forms and the proper way to fill them out will follow.

1. Injury Sheet
2. Daily Treatment Sheet
3. Medical History Form
4. Catastrophic Injury Form
5. Authorization for Treatment
6. Waiver of Liability
7. Physical File
8. Physician Referral Form
EVALUATION OF INJURIES

Evaluation of injuries may only take place once you have been deemed proficient in that skill by your AIC. All injuries incurred by any student–athlete must be recorded on this form. The front half of the form deals with the subjective (S), objective (O), assessment (A) and plan (P) for the injury. In the appropriate area, the athlete’s name and the date of the injury should be recorded. In the area provided next to the S on the form the subjective information gained by obtaining a history of the injury from the athlete should be recorded. The space provided next to the O is for objective measurable information obtained by observing and measuring the injured area for swelling, inflammation, ecchymosis etc. Also, the special tests utilized to assess the injury and the results should be recorded in this area. The next section of the form pertains to the actual assessment of the injury or what the injury is perceived to be according to the information obtained in the previous two areas. The P on the form stands for the plan the evaluating Athletic Trainer wishes to implement in order to treat the injury. Each form should be initialed by the individual completing the form and initialed by the staff ATC in charge of the sport. The rest of the questions at the bottom of the form pertaining to sport, injury site, date of injury and the injury are used for quick reference when reviewing the injury records. The reverse side of the injury sheet will be utilized to record progress notes in order to measure the progression of the athlete. Other information listed on this side of the form pertains to the treatment desired along with the rehabilitation exercises utilized. The parameters and settings for the therapeutic modalities used may also be listed on this part of the form.

PHYSICIAN REFERRAL FORM

The physician referral form is completed in order to obtain information regarding the injury from the physician and also to provide insurance information to the physician and an insurance record for the insurance coordinator.

Line 1. Write the individual’s name and sport.
Line 2. Record the athlete’s OSU address, the apartment number if applicable, and the zip code. The individual’s social security number should follow. (which can be obtained from the front of the injury file if necessary) and birth date.
Line 3. Write the athlete’s parent’s name and address.
Line 4. Write the individual’s insurance information (name, address, policyholder, policy number.
Line 5. Determine if this is an athletic related injury and circle the appropriate area. Also circle who will be responsible for the bill. (Athletics, parents, athlete).
Line 6. Record the description of the injury including the injury and injured area. Also include the activity that caused the injury and the injury date.
Line 7. Circle where the athlete is being referred to and their appointment date and time.
Line 8. The referral form must be signed by a Staff Certified Athletic Trainer at the bottom of the page on the line marked Athletic Trainer’s Signature.

Sport Abbreviations:

FB FOOTBALL
EQU EQUESTRIAN
MBB MEN’S BASKETBALL
WBB WOMEN’S BASKETBALL
BSB BASEBALL
SB SOFTBALL
WR WRESTLING
WTR WOMEN’S TRACK & CC
MTR MEN’S TRACK & CC
WT WOMEN’S TENNIS
CLPP CHEERLEADING AND POM SQUAD
MG MEN’S GOLF
WG WOMEN’S GOLF
MT MEN’S TENNIS
OSU Athletic Training Program

AFFILIATED CLINICAL SITES:
Stillwater Medical Center
Total Health

POLICIES AND PROCEDURES
STILLWATER MEDICAL CENTER
Student Orientation Checklist

Name: ____________________________
Department: _______________________ School: ______________________

I have read the information on the following subjects provided through the SMC Student Experience Orientation Packet and understand this information. I agree to comply with all SMC policies and procedures.

Student Signature: ____________________________
Date Completed: ______________________

SMC Vision, Mission
Customer Service
Competency
Patient Abuse & Neglect
Medical Device Reporting
HIPAA
Patient Safety
Infection Control / Blood Born Pathogens / OSHA standards / TB testing
Compliance / Ethics
Sexual Harassment
Personal Appearance
Hazardous Communication
Safety (Including Electrical Safety and Emergency Alert Codes)
Fire Safety
Security
Parking Policy
Reporting

1. Student Orientation Checklist must completed BEFORE STARTING CLINICAL ROTATIONS.
2. School must retain copy of this form and other required documentation and make available to SMC Human Resources upon Request.

Student Liaison: Janet Cates
604 S Walnut
Stillwater, OK, 74076
Phone: 405-742-5879
Fax: 405-742-5757
PERSONAL APPEARANCE POLICY

Stillwater Medical Center strives to maintain an image of professionalism and competence while we deliver the best health care available. A patient’s first impression of the quality of care they expect to receive is directly impacted by our employees’ personal appearance, which includes grooming, hygiene, and dress. It is important that all employees dress in a manner consistent with the nature of work performed, the nature of customer contact, and safety. Individual dress should reflect a professional appearance that should be maintained at all times. With these considerations in mind, we have developed this policy, which provides general guidelines and expectations for personal appearance. It may be necessary for some departments to have additional personal appearance requirements specific to departmental needs.

PROCEDURE

Employee’s attire, while on hospital premises, is to be appropriate to the extent that no distracting or disruptive attention or reaction on the part of others is anticipated or caused.

ACCEPTABLE/APPROPRIATE

Dress shirts, dress slacks, suits, sport coats, blazers and ties. Dresses or skirts of suitable lengths to maintain modesty. Department uniforms. SMC authorized logo shirts. Appropriate undergarments must be worn at all times and should not be visible at anytime.

UNACCEPTABLE/INAPPROPRIATE DRESS

Stained, wrinkled, tight, frayed, or revealing clothing, jeans, excessive use of jewelry, dark or colored lenses of eyeglasses unless required for health reasons, T-shirts, tank tops, tube tops, halter tops, or crop tops, form fitting clothing (i.e. leggings), sweat shirts/suits/pants, capri pants, wind suits, jumpsuits, shorts, overalls, lounge wear, shirts or tops with inappropriate slogans and/or designs, hats unless required in area of work or identified as part of a uniform by department guidelines, and curlers.

REQUIRED / REGULATORY

• SMC photo ID is required and should be worn in the front, mid-chest or above so the employee’s name is visibly recognized.
• Cloth stethoscope covers are not permitted.
• Direct patient care employees are not allowed to wear artificial nails or nail jewelry. Direct patient care employees’ nails should be no longer than ¼ inch from the end of the finger, kept clean and well-manicured.
• Gloves are required for food handlers with artificial nails.
• Headgear will be in compliance with regulatory agency guidelines where applicable.

UNIFORMS/SCRUBS

• Uniform/Scrub requirements are identified by department guidelines.
• Uniforms/Scrubs must be clean and neat in appearance according to department guidelines.

FOOTWEAR

• Footwear should be in good repair, clean or polished, comfortable, and appropriate to the job category.
• Primary consideration for footwear should be given to safety in the work place.
• Thongs or flip flops should not be worn, as they create a safety hazard.
• Open-toed shoes, clogs or mules should not be worn in areas where they create a safety hazard.
• Hose/socks must be worn.
• Shoe coverings should be worn over footwear where required.
GROOMING / HYGIENE

- Hair, beards, and sideburns must be neatly groomed, clean and present a professional appearance.
- Visible body piercing jewelry (such as eye, nose, lip or tongue) is prohibited. An exception is made for pierced ears.
- Tattoos should be covered.
- Departments may restrict the wearing of jewelry, including the amount of and/or style, for safety, infection control, and other reasons.
- Excessive use of cosmetics, fragrances and other accessories will be avoided.
- Staff personnel are expected to set an example of neatness and cleanliness and to practice good personal hygiene.

Each employee must be conscious of the impossibility of covering in a written policy every conceivable question on dress and grooming. The greatest and most effective control should come first from the employee’s own good judgment of what is best. Exceptions to this policy for bona fide religious or cultural reasons will be reviewed by the appropriate division head upon written request of the affected employee. If an employee has a question regarding apparel or personal appearance, he or she should consult management personnel.

An employee who is inappropriately dressed, in the opinion of management personnel, may be sent home and required to return to work in acceptable attire and with proper grooming or hygiene as instructed. Under this circumstance, the employee’s time away from work will be charged against his or her Paid Time Off (PTO) balance.

FURTHER ASSISTANCE
Leadership Team

Effective: 9/96
Reviewed: 7/97,
Revised: 1/95, 1/99, 7/04, 10/04, 1/04, and 08/08

PARKING

Stillwater Medical Center

Student and Clinical Instructor Parking in lot between Adams Street and Monroe Street.
STILLWATER MEDICAL CENTER
CONFIDENTIALITY and INFORMATION SECURITY

Stillwater Medical Center has the responsibility to protect the confidentiality of all patient information, to ensure that the interests of the patient are protected. Throughout the student experience, the student may have access to confidential information of patients, physicians, employees and others. This information is to be respected and not discussed in any manner with other patients, employees, students or those outside the hospital.

Students are not permitted to disclose any information concerning the patient's admission to the hospital, condition of the patient/patient chart information, the physician's orders, or the nursing care received by the patient to anyone other than those individuals directly involved with the patient in the admission/care/discharge process. Student also agrees never to give or release their computer password to anyone.

Any infraction of this policy is considered to be poor conduct and a breach of ethics. A student found in violation of this policy will be subject to termination of the student experience.

I understand and agree that in the performance of my duties as a student at Stillwater Medical Center, I must hold patient information in strict confidence, only access information I have a need to know, and not disclose any confidential information concerning patients, physicians, employees and others. Further I understand, that intentional or involuntary violation of this confidentiality statement is basis for disciplinary action and possible termination.

Information Systems--Any mode of data, software application, equipment, and/or computer technology used to conduct the mission of SMC. All information systems are the property of SMC and are open to administrative review.

Each student must read and understand the "Information Systems Security" policy and procedure prior to receiving access to any hospital systems. The student must also read and understand any additional policies and procedures related to the information systems for which they are being given access.

It is very important that each student understand that the security of the information systems is their responsibility; including ensuring that terminal/PC access is not left unattended or unsecured. In addition, each student must understand the importance of patient confidentiality and also understand that any entry made via the system that affects patients is the very same as making an entry into the Medical Record.

Your assigned password/security code is unique to you and is for your knowledge and use only. Any unauthorized use of another student or employee's password/security code, disclosure of your password/security code, or failure to maintain security of the terminal during periods of access by use of your password/security code will result in termination of your student experience at SMC.

When you make an entry into the system, your initials will be recorded and your initials are as legally binding as your written signature.

I have read and understand the above pages, and agree to comply with Confidentiality and Information Security Policy.

__________________________________________  ____________________________
Athletic Training Student Signature                  Date

FILE COPY
STUDENT COPY

STILLWATER MEDICAL CENTER
CONFIDENTIALITY and INFORMATION SECURITY

Stillwater Medical Center has the responsibility to protect the confidentiality of all patient information, to ensure that the interests of the patient are protected. Throughout the student experience, the student may have access to confidential information of patients, physicians, employees and others. This information is to be respected and not discussed in any manner with other patients, employees, students or those outside the hospital.

Students are not permitted to disclose any information concerning the patient's admission to the hospital, condition of the patient/patient chart information, the physician's orders, or the nursing care received by the patient to anyone other than those individuals directly involved with the patient in the admission/care/discharge process. Student also agrees never to give or release their computer password to anyone.

Any infraction of this policy is considered to be poor conduct and a breach of ethics. A student found in violation of this policy will be subject to termination of the student experience.

I understand and agree that in the performance of my duties as a student at Stillwater Medical Center, I must hold patient information in strict confidence, only access information I have a need to know, and not disclose any confidential information concerning patients, physicians, employees and others. Further I understand, that intentional or involuntary violation of this confidentiality statement is basis for disciplinary action and possible termination.

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__________________________________________  ______________________________
Athletic Training Student Signature            Date

STUDENT COPY
OSU
Athletic Training Program

AFFILIATED
CLINICAL SITE:
Stillwater High School

POLICIES AND PROCEDURES
OSU
Athletic Training Program

AFFLIATED CLINICAL SITE:
Stillwater Fire Department

POLICIES AND PROCEDURES