



***Athletic Training Program
Policy and Procedure Manual
2016-2017***

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SECTION I: Introduction

A. Mission Statements:

1. Southwestern College

Southwestern College is a private institution of higher education directed by a Board of Trustees and related historically and by covenant to the Kansas West Conference of the United Methodist Church. Founded in 1885, it offers bachelor's and master's degrees.

Southwestern College:

- Sets standards for admission that expect the successful completion of specific pre-college requirements.
- Requires students to participate in a general education program that is congruent with the liberal arts: oral and written communication skills; creativity; wellness; historical, cultural, and environmental understandings.
- Welcomes students who have begun their studies at other colleges or universities and sets policy to let those credits transfer readily to Southwestern.
- Offers programs leading to baccalaureate degrees that serve as foundations to professional development, graduate study, and certification in selected areas.
- Offers specific programs for degree completion, and encourages those employed full time to continue their learning.
- Offers programs for the emerging learning society that stress enrichment, enhancement, and personal growth.
- Invites students to live in its residential community and participate in activities that enhance development of interpersonal relations and leadership potential.
- Challenges students to take responsibility for the future of society, and affirms the role of individual Christians in shaping a world that preserves honesty and integrity and nurtures communities of service and care.
- Operates solely within the limits of income from tuition and fees and financial gifts from alumni and friends.

2. Athletic Training Program

The mission of the Athletic Training Program at Southwestern College is to develop competent entry level Athletic Trainers through a positive learning environment and by providing opportunities to learn and master skills necessary to succeed in the profession of Athletic Training.

B. Program Goals:

1. Meet or exceed a three year aggregate of 70% first time passing rate on the BOC exam.
2. Increase the number of athletic training students who graduate with a major in athletic training.
3. Provide high quality instruction in the classroom for students enrolled in the ATP. This goal will be met, through the end of course evaluations, on the athletic training core courses that assess faculty efficacy across a range of instructional expectations with an aggregated average of 3.7/5.0, or higher.

4. Provide diverse clinical opportunities with high quality instruction to students enrolled in the ATP. This goal will be met by each clinical setting and preceptor being evaluation, averaging a 3.8 or higher rating on a 5.0 scale.
5. Effectively prepare athletic training students to demonstrate mastery in the entry-level skills of the clinical proficiencies of the athletic training profession. This goal will be met by students averaging 80% on each clinical proficiency.
6. Effectively prepare athletic training students to enter the athletic training profession.

C. Accreditation:

1. Southwestern College

Southwestern College is accredited by The Higher Learning Commission and is a member of the North Central Association, www.ncahigherlearningcommission.org, (312) 263-0456.

It is further accredited by the University Senate of the United Methodist Church, the Commission on Collegiate Nursing Education and the Kansas State Board of Nursing (nursing), the National Association for the Education of Young Children (early childhood education), the National Association of Schools of Music (music), and the National Council for Accreditation of Teacher Education and the Kansas State Department of Education (teacher education program).

2. Athletic Training Education Program

The Athletic Training Education Program is accredited by the CAATE (Commission on Accreditation of Athletic Training Education Programs).

D. Notice of Non-Discrimination:

Southwestern College is committed to a policy of nondiscrimination on the basis of race, gender, color, age, sexual orientation, religion, national origin, ethnic origin, or physical disability, veteran (including Vietnam era) status, or other non-merit reasons, in hiring, admissions, and educational programs or activities, all as required by applicable laws and regulations. The college also practices affirmative action in hiring. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and other related federal, state, and local legislation, executive orders, regulations, and guidelines has been delegated to the director of human resources, Lonnie Boyd, Southwestern College, 100 College, Winfield, KS 67156, telephone (620) 229-6136.

SECTION 2: Program Information

A. History:

The athletic training education program at Southwestern College began sometime in the early 1970's as an internship program. Athletic training students were typically students that were interested in a sports medicine field, and worked in the athletic training room to gain practical experience in patient care. Most students would major in Physical Education or Biology while completing the internship requirements for athletic training. The internship requirements were to complete seven specific courses and to accumulate 1,500 supervised hours in order to be eligible to attempt the NATABOC certification exam.

In 1997 a reform in athletic training education was beginning to take place that would eventually end the internship route toward certification by the year 2004. This change was implemented to improve the quality of education of programs in athletic training and thus leave accredited institutions as the only route toward national certification. The Commission on Accreditation for Allied Health Education Programs (CAAHEP) was selected as the accreditation agency. This reform meant that Southwestern College must pursue accreditation to maintain and continue to offer an athletic training education program. With this in mind, a proposal for an accredited athletic training education program was developed in 1999 and was introduced to the board of trustees and faculty for approval. The proposal was officially approved in the spring of 2001 and the major was implemented in the fall of 2001.

The addition of nine new athletic training courses combined with the already established two courses, better covered the educational competencies and better addressed the psychomotor skills and clinical proficiencies required of being a certified athletic trainer. The addition of six Clinical Experience courses, and eight laboratory components to eight core courses better enabled the students to be exposed, practice, and hone required skills, in a hands-on manner, while still in an academic setting. These courses, also allowed the program to implement the concept of "learning over time" which has been established by the NATA Education Council and JRC-AT.

The fall of 2001 marked the beginning of two additional certified athletic trainers to assist in clinical supervision and classroom instruction. The Head Athletic Trainer/Internship Director, Brian Norton, moved from the post that he had held for the last five years, into the Director of Athletic Training Education. Lisa Braun was hired as the Director of Clinical Education, and Kevin Warner was hired as Clinical Instructor.

The completed JRC-AT Candidacy Application was submitted in the early fall of 2001 and was approved in the spring of 2002. The JRC-AT Candidacy Status Update was submitted in the fall of 2002 and was approved in the early spring of 2003.

In the fall of 2002, a self-study committee was established to begin the task of compiling the self-study document with the first edition expected in March of 2003. The members of the self-study committee include the Division Chair of Education, the Department Chair of Physical Education & Sport Studies, the Director of Athletic Training Education, the Director of Clinical Education, and a staff Clinical Instructor. The self-study committee continued to meet and complete tasks assigned by the Director of Athletic Training Education.

The summer of 2003 brought changes to the Athletic Training Education Program. With the departure of Brian Norton, Lisa Braun took over as Interim Director of Athletic Training Education/Head Volleyball Athletic Trainer. Jeff Fluty was hired as the Head Athletic Trainer/Director of Clinical Education and Robert Azelton was hired as the new graduate assistant. Amy Alley and Leslee Brown took John Fernandez's place and began teaching Therapeutic Modalities in the fall semester. The rest of the self-study committee remained the same. The self-study document was submitted on September 15, 2003.

In the fall of 2003 Dr. Brad Swanson was added on as the team Chiropractor and as an affiliate of the Athletic Training Education Program. In the spring of 2004, Lisa Braun was hired on a full-time basis as the Director of Athletic Training Education/Head Volleyball Athletic Trainer

The fall of 2004 welcomed John Parrigon, MS, ATC as a full-time Assistant Athletic Trainer. John completed his Master's degree in Exercise Science at the University of Arkansas. John took over the responsibilities previously covered by the graduate assistant along with a few additions.

In the spring of 2005 Southwestern College's Athletic Training Education Program received accreditation from the Commission on Accreditation for Allied Health Education Programs (CAAHEP).

Jamie Kohl, MEd, ATC was hired in the summer of 2005 to fill the Head Athletic Trainer position left open by the departure of Jeff Fluty. Also during the summer of 2005 John Parrigon, the Assistant Athletic Trainer, took over the Director of Clinical Education job responsibilities.

During the summer of 2006 the Athletic Training Education accrediting agency changed to Commission on Accreditation of Athletic Training Education (CAATE) from CAAHEP. The CAATE standards were properly in place by the fall 2006 academic semester. The Athletic Training Competencies were also updated with a 4th edition that were met to begin the fall 2006 academic semester.

During the summer of 2006 both Jamie Kohl and John Parrigon decided to move on so Raynee McLaughlin and Amanda Beadle, a 2003 Southwestern College graduate were hired as the Head and Assistant Athletic Trainers.

In the fall of 2007 Amanda Beadle, ATC was promoted to the Head Athletic Training position and Faith Smith, ATC, a graduate from Tabor College was added as our Assistant Athletic Trainer. Arkansas City High School was also added as an affiliate location. Jeremy Tjarks, ATC is the Head Athletic Training at ACHS and is also an ACI for our ATEP. This addition gives our students a valuable close High School rotation option.

Lock Schnelle, MS, LAT, ATC was hired in the fall of 2008 to replace Faith Smith as our Assistant Athletic Trainer. Prior to this academic year Introduction to Statistics was removed from the major requirement list. Southwestern College requires a math requirement of College Algebra or Introduction to Statistics and our Athletic Training Students will be advised to complete the Statistics course to meet that general education requirement.

The 2009-2010 academic year brought in two new positions. Tony Jones was added as a Graduate Assistant on the service side and Crystal Cruz was hired as a Graduate Assistant for Athletic Training Education. General Medical Conditions was also added to the curriculum while Pharmacology in Athletic Training was removed. During the 2009-2010 academic year Kapaun Mt. Carmel High School and Rose Hill High School were also both added as affiliate sites. The self-study was submitted by the July 1, 2010 deadline.

The 2010-2011 academic year began with 12 new applicant students and 12 ATs in the ATEP. The ATEP added Amy Shipman, ATC from Arkansas City High School and Jane Kaufman, the Southwestern College nurse to the list of clinical instructors for the program. Juliann Plimpton, ATC was brought in for the spring semester to replace Tony Jones as the graduate assistant. The site-visit by CAATE took place November 7-9, 2010. The rejoinder was completed and submitted in April of 2010.

The 2011-2012 academic year began with 11 new applicant students and 15 ATs in the ATEP. The staff in the Athletic Training Room remained in place. Dr. Rodrick Heger, DO was added as the new Medical Director. The classroom was painted and new tables and chairs were added.

The 2012-2013 academic year began with 20 new applicant students and 12 ATs in the ATEP. The staff in the Athletic Training Room remained in place. Our ATEP has been granted accreditation through the CAATE until 2020-2021. Melinda Current is now teaching ATEP 441 General Medical Conditions in the fall semester.

The 2013-14 academic year began with 15 new applicant students and 18 athletic training students in the ATP. There are 11 students in Level 1, three students in Level 2, and four students in Level 3. We were excited to announce that Melinda has joined our athletic training faculty on a full-time basis as the Nursing Program shifted to a Professional Studies Degree only. Melinda is now the Clinical Education Coordinator and added a few AT courses to her load. Amanda Beadle and Lock Schnelle returned as the Head and Assistant Athletic Trainers respectively. Sierra Garber replaced Juliann Plimpton as the new graduate assistant. Our ATP classroom was relocated to MOSS 202A. The majority of ATP courses and labs was taught at this location.

The 2014-15 academic year began with 15 new applicant students and 22 athletic training students in the ATP. The faculty in the Athletic Training Program as well as the staff in the Athletic Training Room remains in place. Melinda Current completed her Doctorate in Health Science Degree over the summer of 2014.

The 2015-16 academic year begins with eight new applicant students and 19 athletic training students in the ATP. The Graduate Assistant Athletic Trainer was replaced by two individuals this year. Our own 2015 graduate, Mandy Watson passed the BOC exam in April and is joining the service side as one of the Graduate Assistants. The other Graduate Assistant is Elishia Jackson. Elishia comes to us from Eastern Washington where she just completed her undergraduate degree.

During the summer of 2015 the Commission on Accreditation of Athletic Training Education announced a major change to Athletic Training Education. In seven years Athletic Training Education will officially move from a Bachelors level to Masters level degree. Our administration has been following this possible outcome for the past two years and were prepared for this announcement. As CAATE continues to provide information our ATEP and administration will determine the best route for Southwestern College and our program.

The 2016-17 academic year begins with 21 new applicant students and 23 athletic training students in the ATP. During the 2016 spring semester the Head Athletic Trainer, Amanda Beadle, took another position. With her departure Lock Schnelle has been promoted from Assistant to Head Athletic Trainer. Nathan Morrison, a 2010 graduate of our Athletic Training Program was hired as the new Assistant Athletic Trainer to begin in August 2016. Amanda Watson is back for her second year as a Graduate Assistant and Delaney Osborne has been added as the second Graduate Assistant.

After being located in the Education Division from the beginning of our ATP, it was decided that it was time to move to the Natural Science Division. A big reason for the change in divisions was the addition of the Health Science Major to the Natural Science Division.

B. Program Faculty:

Lisa Braun, MEd, LAT, ATC

Director of Athletic Training Education

Associate Professor

Education: B.S., Southwestern College (Internship in Athletic Training)
M.Ed., Wichita State University (Exercise Science)

Ms. Braun teaches Athletic Training Clinical Experience 1, Athletic Injury Assessment 1 and 2, Organization and Administration of Athletic Training, Therapeutic Modalities, Therapeutic Exercise, Practicum in Athletic Training, and Seminar in Athletic Training which are major requirements in the Athletic Training Program.

Melinda Current, DHSc, MSN, APRN

Clinical Education Coordinator

Professor of Athletic Training

Education: B.S.N., Southwestern College (Nursing)
M.S.N., Wichita State University (Nursing)
D.H. Sc., Nova Southeastern University (Health Science)

Dr. Current teaches Introduction to Athletic Training, Human Anatomy and Physiology 1, Care and Prevention of Athletic Injuries, General Medical Conditions, and Principles of Nutrition which are major requirements in the Athletic Training Program.

C. Additional Faculty and Instructors:

Dr. Carrie Lane, PhD

Associate Professor of Psychology

Education: B.S., Kansas State University
M.S., University of Texas Arlington
Ph.D., University of Texas Arlington

Dr. Lane teaches General Psychology which is a major requirement in the Athletic Training Program.

Pat Ross, Ph.D.

Professor of Biology

Education: B.S., University of Wisconsin-Madison
M.S., University of California, Santa Barbara
Ph.D., University of California, Santa Barbara

Dr. Ross teaches Human Anatomy and Physiology II which is major requirement in the Athletic Training Program.

Lock Schnelle, MS, LAT, ATC

Adjunct Instructor

Assistant Athletic Trainer at Southwestern College

Education: B.S., Pittsburg State University

M.S., Kansas State University

Mr. Schnelle teaches Practical Applications in Athletic Training with is a major requirement in the Athletic Training Program.

D. Preceptors:

Preceptor must function to: Supervise students during clinical education; provide instruction and assessment of the current knowledge, skills, and clinical abilities designated by the Commission; provide instruction and opportunities for the student to develop clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care; provide assessment of athletic training students' clinical integration proficiencies, communication skills and clinical decision-making during actual/client care; and facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.

Preceptors must demonstrate understanding of and compliance with the program's policies and procedures. Preceptors must be credentialed by the state in a health care profession. They must not be currently enrolled in the professional athletic training program at the institution and they must receive planned and ongoing education from the program designed to promote a constructive learning environment. (1)

Jody Bieker, MD

Emergency Room Physician

William Newton Memorial Hospital

Winfield, KS

Brad Bruner, MD

Orthopedic Surgeon

Orthopaedic Sports Medicine @ Cypress

Wichita, KS

Amy Burton, LAT, ATC

Head Athletic Trainer

Arkansas City High School

Arkansas City, KS

Linda Goodson, DO

Emergency Room Physician

William Newton Memorial Hospital

Winfield, KS

Arista Groom, LAT, ATC

Head Athletic Trainer
Winfield High School
Winfield, KS

Rodrick Heger, DO

Emergency Room Physician
William Newton Hospital
Family Physician
Hillside Medical
Medical Director
Southwestern College
Winfield, KS

Lynda Lange, PT

Physical Therapist
William Newton Memorial Hospital
Winfield, KS

Jennie Larson, DPT

Physical Therapist
William Newton Memorial Hospital
Winfield, KS

Nathan Morrison, LAT, ATC

Assistant Athletic Trainer
Southwestern College
Winfield, KS

Christopher Morrissey, DO

Emergency Room Physician
William Newton Memorial Hospital
Winfield, KS

Dan Prohaska, MD

Orthopedic Surgeon
Advanced Orthopaedic Associates
Wichita, KS

Delaney Osborne, LAT, ATC

Graduate Assistant Athletic Trainer
Southwestern College
Winfield, KS

Elliott Rodda, PT

Physical Therapist
William Newton Memorial Hospital
Winfield, KS

Julie Ross, PT
Physical Therapist
William Newton Memorial Hospital
Winfield, KS

Lock Schnelle, MS, LAT, ATC
Head Athletic Trainer
Adjunct Instructor
Southwestern College
Winfield, KS

Witney Sorell, DPT
Physical Therapist
William Newton Memorial Hospital
Winfield, KS

Brad Swanson, DC
Chiropractor
Winfield Chiropractic and Rehabilitation
Winfield, KS

Doug Swanson, DC
Chiropractor
Winfield Chiropractic and Rehabilitation
Winfield, KS

Barbara Trecek, DPT
Physical Therapist
William Newton Memorial Hospital
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Mandy Watson, LAT, ATC
Graduate Assistant Athletic Trainer
Southwestern College
Winfield, KS

E. Contact Information:

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Lock Schnelle, MS, LAT, ATC Head Athletic Trainer	Stewart Fieldhouse	lock.schnelle@sckans.edu	Office: 620-229-6070 Cell: 785-410-5135
Nathan Morrison, LAT, ATC Assistant Athletic Trainer	Stewart Fieldhouse	nathan.morrison@sckans.edu	Office: 620-229-6375 Cell: 443-398-0170
Delaney Osborne, LAT, ATC Graduate Assistant Athletic Trainer	Stewart Fieldhouse	delaney.osborne@sckans.edu	Office: 620-229-6159 Cell: 636-208-1191
Mandy Watson, LAT, ATC Graduate Assistant Athletic Trainer	Stewart Fieldhouse	mandy.watson@sckans.edu	Office: 620-229-6159 Cell: 918-961-1488

Name and Title	Location	Telephone
Off Campus		
Brad Bruner, MD	Orthopedic & Sports Medicine at Cypress	Office: 316-219-8299
Dan Prohaska, MD	Advanced Orthopedic Associates	Office: 316-631-1600
Jody Bieker, MD Linda Goodson, DO Rodrick Heger, DO Christopher Morrissey, DO	William Newton Hospital Emergency Room Physicians	Office: 620-221-2300
Lynda Lange, PT Jeannie Larson, PT Elliott Rodda, PT Julie Ross, PT Witney Sorell, PT Barbara Trecek, PT	William Newton Memorial Hospital Physical Therapists	Office: 620-221-2300
Rodrick Heger, DO	Hillside Medical	Office: 620-221-0110
Amy Burton, LAT, ATC	Arkansas City High School	Cell: 405-742-8993
Arista Groom, LAT, ATC	Winfield High School	Office: 620-221-5160
Brad Swanson, DC Doug Swanson, DC	Winfield Chiropractic and Rehab	Office: 620-221-1990

F. Athletic Training Major:

1. Overview

Southwestern College is accredited through the Commission on Accreditation of Athletic Training Education (CAATE). The undergraduate athletic training curriculum prepares students to take the Board of Certification (BOC) exam.

The curriculum is structured as a three-year program with an additional application year for freshmen. Students will be involved in the clinical setting during their sophomore (level one), junior (level two), and senior (level three) years while completing academic course requirements. This allows students to learn the skills and techniques necessary in

evidence-based practice; prevention and health promotion; clinical examination and diagnosis; acute care of injury and illness; therapeutic interventions; psychosocial strategies and referral; healthcare administration; and professional development and responsibility.

Student clinical assignments are in traditional, clinical, and high school settings, observing under an assigned preceptor. Students gain experience with collision, contact, and non-contact sports as well as through a wide variety of clinical settings. Students observe team physicians and orthopedic surgeons as they evaluate and perform surgical procedures on injured athletes.

Students accepted into the athletic training curriculum are permitted to participate in varsity sports and are welcome to select from numerous available minors, emphasis's, and a second major if interested. Students are advised that athletic training is a rigorous, time-consuming program and all students admitted to the Athletic Training Program will adhere to the same academic standards.

The athletic training program is an excellent combination for those students interested in post-graduate studies in other allied health professions, such as physical therapy, physician assistant, and medical school.

Southwestern College is a member of the NAIA and participates in the following 15 varsity sports.

Men:	Women:
Basketball	Basketball
Cross Country	Cross Country
Football	Golf
Golf	Soccer
Soccer	Softball
Tennis	Tennis
Track & Field	Track & Field
	Volleyball

2. *Criteria for Admission*

Criteria for admission for prospective students are listed below. Completion of the application criteria does not guarantee admission to the program. Admission is competitive and is based on a point system assessed to each student's application. Students can obtain the necessary application forms from the director of athletic training education. [Appendix A](#)

1. Completed application with one letter of recommendation;
2. Cumulative GPA of 2.75 on a 4.0 scale;
3. A grade of "C+" or higher in ATEP 230 Introduction to Athletic Training and successful completion of BIOL 111 Biology 1 and PESS 126 First Aid and Safety (or current Emergency Cardiac Care Certification);
4. Completion of at least 50 documented clinical observation hours;
5. Verification of vaccinations
6. Verification of tuberculosis (TB) skin test
7. Submission of signed Technical Standards form

Applicants may be admitted with probationary status (Section 3 E). This may occur when a qualified applicant has not fulfilled the admissions requirements. Applicants who have been admitted on probation will sign a contract stating the specific time period to fulfill

the incomplete requirement or they will be denied full admittance. Students who have been denied acceptance may continue with observation hours, address program deficiencies and await available space in the program. Applicants notified of full admittance must maintain the program policies.

Transfer Students

Transfer students must meet the above mentioned criteria and will only be admitted to Level 1 of the Athletic Training Program (ATP). Transfer students must submit course descriptions or syllabi for each of the prerequisite courses along with a copy of transcripts to the director of athletic training education for review.

Admitted students must immediately declare as an athletic training major. Students who are not admitted may elect to apply again the following year or may declare another major. Admission to the program is very competitive and the number admitted is based on graduation and attrition rates.

3. *Program Requirements*

Once a student is accepted into the Athletic Training Program, students must verify that the following requirements have been met prior to the start of each academic year:

Appendix B

1. Maintenance of a cumulative GPA of 2.75 on a 4.0 scale
2. A grade of a "C+" or higher on all athletic training (ATEP) courses
3. Current Emergency Cardiac Care Certification
4. Verification of National Athletic Trainers' Association (NATA) membership
5. Verification of individual personal liability insurance
6. Verification of Occupational Safety and Health Administration (OSHA) training and bloodborne pathogens training
7. Verification of tuberculosis (TB) Skin Test
8. Verification of Health Insurance Portability and Accountability Act (HIPAA) Training
9. Verification of review of student handbook policies
10. Verification of communicable disease policy

If a student fails to maintain the above mentioned requirements, the student will be placed on probation and will be required to submit the necessary documentation according to the probationary contract. If a student fails to satisfy the contract, the student will be suspended from the program and will be required to reapply to the program. See Section 3 E.

Students may choose to participate in athletics during while majoring in Athletic Training. Students-athletes and their coaches must read and sign the policy on Student Participation in Intercollegiate Athletics. Student-athletes are advised that athletic training is a rigorous, time-consuming program and all students admitted to the Athletic Training Program will adhere to the same academic standards. Appendix A

4. Major Requirement Courses

Program Prerequisites:

BIOL111	Biology 1	4	
PESS126	First Aid and Safety	2	
ATEP230	Introduction to Athletic Training	<u>2</u>	8

Major Requirements:

PSYC112	General Psychology	4	
BIOL241	Human Anatomy and Physiology 1	4	
BIOL242	Human Anatomy and Physiology 2	5	
BIOL331	Principles of Nutrition	3	
ATEP232	Practical Applications in Athletic Training (Lab & Lecture)	3	
ATEP234	Athletic Training Clinical Experience 1	1	
ATEP235	Athletic Training Clinical Experience 2	1	
ATEP236	Care & Prevention of Athletic Injuries (Lab & Lecture)	3	
PESS323	Exercise Physiology	3	
PESS332	Kinesiology	3	
ATEP337	Athletic Training Clinical Experience 3	2	
ATEP338	Athletic Injury Assessment 1 (Lab & Lecture)	3	
ATEP339	Athletic Injury Assessment 2 (Lab & Lecture)	3	
ATEP340	Athletic Training Clinical Experience 4	2	
ATEP347	Therapeutic Exercise (Lab & Lecture)	3	
ATEP440	Therapeutic Modalities (Lab & Lecture)	3	
ATEP441	General Medical Conditions (Lab & Lecture)	3	
ATEP443	Org. & Administration of Athletic Training (Lab & Lecture)	3	
ATEP444	Athletic Training Clinical Experience 5	3	
ATEP445	Athletic Training Clinical Experience 6	3	
ATEP459	Practicum in Athletic Training	1-3	
ATEP462	Seminar in Athletic Training	<u>2</u>	61-63 69-71

5. Four-year academic plan

Fall Freshman (Program Pre-Requisites)

PSYC112	General Psychology (major requirement)	4	
BIOL111	Biology 1	4	
BIOL111	Biology 1 LAB	<u>0</u>	8

Spring Freshman (Program Pre-Requisites)

ATEP230	Introduction to Athletic Training	2	
PESS126	First Aid & Safety	<u>2</u>	4

Fall Sophomore (Level 1)

ATEP232	Practical Applications in Athletic Training	3	
ATEP232	Practical Applications in Athletic Training LAB	0	
ATEP234	Athletic Training Clinical Experience 1	1	
ATEP236	Care and Prevention of Athletic Injuries	3	
ATEP236	Care and Prevention of Athletic Injuries LAB	0	
BIOL241	Human Anatomy & Physiology 1	4	
BIOL241	Human Anatomy & Physiology 1 LAB	<u>0</u>	11

Spring Sophomore (Level 1)

BIOL242	Human Anatomy & Physiology 2	5	
BIOL242	Human Anatomy & Physiology 2 LAB	0	
ATEP235	Athletic Training Clinical Experience 2	1	
ATEP338	Athletic Injury Assessment 1	3	
ATEP338	Athletic Injury Assessment 1 LAB	<u>0</u>	9

Fall Junior (Level 2)

ATEP337	Athletic Training Clinical Experience 3	2	
ATEP440	Therapeutic Modalities	3	
ATEP440	Therapeutic Modalities LAB	0	
PESS323	Exercise Physiology	3	
ATEP339	Athletic Injury Assessment 2	3	
ATEP339	Athletic Injury Assessment 2 LAB	<u>0</u>	11

Spring Junior (Level 2)

ATEP340	Athletic Training Clinical Experience 4	2	
BIOL331	Principles of Nutrition	3	
ATEP347	Therapeutic Exercise	3	
ATEP347	Therapeutic Exercise LAB	0	
PESS332	Kinesiology	<u>3</u>	11

Fall Senior (Level 3)

ATEP443	Organization & Administration of Athletic Training	3	
ATEP443	Organization & Administration of Athletic Training LAB	0	
ATEP444	Athletic Training Clinical Experience 5	3	
ATEP441	General Medical Conditions	3	
ATEP441	General Medical Conditions LAB	<u>0</u>	9

Spring Senior (Level 3)

ATEP445	Athletic Training Clinical Experience 6	3	
ATEP459	Practicum in Athletic Training	1-3	
ATEP462	Seminar in Athletic Training	<u>2</u>	6-8
			69-71

G. Clinical Education Program Overview:

Clinical Education Experience is a vital aspect of the Athletic Training Program. Clinical Experience has been developed to ensure learning over time. There are six clinical experience courses, five of these courses focus on specific clinical proficiencies that have been taught and practiced in the classroom and laboratory sessions during previous semesters. Each clinical experience course includes rotations that progressively develop in exposure and expectations. Students are not allowed to observe more than 300 hours per semester.

1. Objectives

The goal of clinical education is to provide the student with the opportunity to practice the knowledge and skills taught in the classroom, to work and learn in the professional environment under the supervision of a preceptor, and to develop the competence to perform as a professional upon graduation.

The clinical experience begins in the applicant year where students are introduced to the working conditions, day-to-day tasks and duties, and responsibilities of athletic training at

Southwestern College. During their applicant year they are able to observe ATs and ATs to better understand the ATP and the profession of Athletic Training.

2. Course Sequence:

Once admitted to the athletic training major, students will enroll and complete each of the following courses in sequence:

Level 1 Fall Semester

ATEP234 Athletic Training Clinical Experience 1

This rotation has been structured to provide the student with practical hands-on experience while working in the collegiate environment and in an emergency room setting. Students are assigned to a preceptor of the Southwestern College Athletic Training Program. Students are required to complete a minimum of 100 hours of clinical experience. Students are evaluated during the course through the use of performance evaluations and a final exam. Prerequisite: Admission to the Athletic Training Program. Credit 1 hour.

Level 1 Spring Semester

ATEP235 Athletic Training Clinical Experience 2

This rotation has been structured to provide the student with practical hands-on experience while working in the collegiate environment and in an emergency room setting. Students are assigned to a preceptor of the Southwestern College Athletic Training Program. Students are required to complete a minimum of 100 hours of clinical experience. Students are evaluated during the course through the use of clinical proficiency modules, case studies, and performance evaluations. Prerequisite: Satisfactory completion of ATEP234. Credit 1 hour.

Level 2 Fall Semester

ATEP337 Athletic Training Clinical Experience 3

This rotation has been structured to provide the student with practical hands-on experience while working in the collegiate environment and with a physical therapist or orthopedic surgeon. Students are assigned to a preceptor of the Southwestern College Athletic Training Program. Students are required to complete a minimum of 125 hours of clinical experience. Students are evaluated during the course through the use of clinical proficiency modules, case studies, and performance evaluations. Prerequisite: Satisfactory completion of ATEP235. Credit 2 hours.

Level 2 Spring Semester

ATEP340 Athletic Training Clinical Experience 4

This rotation has been structured to provide the student with practical hands-on experience while working in the collegiate environment and with a physical therapist or orthopedic surgeon. Students are assigned to a preceptor of the Southwestern College Athletic Training Program. Students are required to complete a minimum of 125 hours of clinical experience. Students are evaluated during the course through the use of clinical proficiency modules, case studies, and performance evaluations. Prerequisite: Satisfactory completion of ATEP337. Credit 2 hours.

Level 3 Fall Semester

ATEP444 Athletic Training Clinical Experience 5

This rotation has been structured to provide the student with practical hands-on experience while working in the collegiate and high school environment and in a general medical setting. Students are assigned to a preceptor of the Southwestern College Athletic Training Program.

Students are required to complete a minimum of 150 hours of clinical experience. Students are evaluated during the course through the use of clinical proficiency modules, case studies, and performance evaluations. Prerequisite: Satisfactory completion of ATEP340. Credit 3 hours.

Level 3 Spring Semester

ATEP445 Athletic Training Clinical Experience 6

This rotation has been structured to provide the student with practical hands-on experience while working in the collegiate and high school environment and in a general medical setting. Students are assigned to a preceptor of the Southwestern College Athletic Training Program. Students are required to complete a minimum of 150 hours of clinical experience. Students are evaluated during the course through the use of clinical proficiency modules, case studies, and performance evaluations. Prerequisite: Satisfactory completion of ATEP444. Credit 3 hours.

Each clinical experience course includes a syllabus which outlines course objectives, expectations for the course, as well as specific proficiencies that are to be evaluated in that course. Students that do not complete all the requirements of the course must retake the course the following year, and cannot continue in the curriculum until that course has been successfully completed. This will delay the student's progression in the program and may delay graduation.

3. Definitions

Clinical education: The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor. (1)

Clinical site: A physical area where clinical education occurs. (1)

Preceptor: A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base. (1)

4. Selection and Rotation Sequence

An athletic training student will be assigned to Rotation Group A or Group B as they enter their sophomore (Level 1) year. From that point the student will follow the rotation through to the end of the senior (Level 3) year at Southwestern. They will be assigned to a preceptor in assisting the instructor in the clinical experience with intercollegiate sports team or affiliated clinical coverage. Throughout the rotations each student will gain experience in high and low risk sports, equipment intensive sports, team and individual sports, upper and lower extremity sports, a general medical rotation, emergency room rotation, physical therapy rotation, high school rotation, orthopedic rotation, and athletic training room rotations. The student will also have the opportunity to select a senior practicum rotation at an affiliated clinical site.

The clinical observation rotation plan for students applying (freshmen) involves approximately three five-week rotations throughout each semester to include observation experience with all on-campus preceptors. The student applicant will be required to obtain and document a minimum of at least 50 observation hours. The student applicant rotation process will be directed and determined by the Director of Athletic Training Education and the Clinical Education Coordinator.

The following is the clinical rotation plan for athletic training students.

	Rotation A		Rotation B
Level 1 Fall		Level 1 Fall	
55 Hours	Football	45 Hours 10 Hours	Soccer & Volleyball Emergency Room Rotation
Winter		Winter	
40 Hours	Men's Basketball	40 Hours	Women's Basketball
Spring		Spring	
45 Hours 10 Hours	Track and Field & Spring Football Emergency Room Rotation	55 Hours	Softball & Spring Football
Level 2 Fall		Level 2 Fall	
60 Hours 10 Hours	Soccer & Volleyball Physical Therapy Rotation	60 Hours 10 Hours	Football Orthopedic Rotation
Winter		Winter	
50 Hours 30 Hours	Women's Basketball Athletic Training Room	50 Hours 30 Hours	Men's Basketball Athletic Training Room
Spring		Spring	
45 Hours 10 Hours	Softball & Spring Football Orthopedic Rotation	45 Hours 10 Hours	Track and Field & Spring Football Physical Therapy Rotation
Level 3 Fall		Level 3 Fall	
80 Hours 10 Hours	Football General Medical Rotation	80 Hours 10 Hours	Football General Medical Rotation
Winter		Winter	
50 Hours 30 Hours	Men's Basketball High School Rotation	50 Hours 30 Hours	Women's Basketball High School Rotation
Spring		Spring	
30 Hours 30 Hours 25-75 Hours	Spring Sport Coverage BOC Study Sessions Senior Practicum	30 Hours 30 Hours 25-75 Hours	Spring Sport Coverage BOC Study Sessions Senior Practicum

High Risk = Football, Spring Football, Soccer, Basketball, Track and Field, Softball
Low Risk = Volleyball
Equipment Intensive = Football, Spring Football
Lower Extremity = Football, Spring Football, Soccer, Basketball, Track and Field
Upper Extremity = Volleyball, Softball, Track and Field

5. *Clinical Site Description and Directions*

The clinical experience component of the coursework will take place at both on-campus and off-campus sites. Clinical experiences will be primarily on-campus with the exception of a general medical rotation, emergency room rotation, physical therapy rotation, orthopedic rotation, high school rotation, and the senior practicum which requires a student to do a rotation off-campus.

On-Campus Site

Stewart Field House Athletic Training Room: Located on the campus of Southwestern College in the northeast corner of the ground floor in Stewart Fieldhouse. This is the only athletic training facility for the student athletes on campus. This facility is the main site for all clinical education and contains the offices of Lock Schnelle, MS, LAT, ATC, Nathan Morrison, LAT, ATC, Delaney Osborne, LAT, ATC, and Mandy Watson, LAT, ATC

Southwestern College Athletic Facilities: All athletic practice and game facilities are located on the campus of Southwestern College except the softball fields and cross country course. The football game field and track is located to the North, Northeast of Stewart Field House. The football and soccer practice fields are located to the East of Stewart Field House. The soccer game field is located to the Northeast of Stewart Field House. The court for volleyball and basketball are located on the ground floor of Stewart Field House.

The softball fields are located at the Broadway Complex in Winfield, KS. From Stewart Fieldhouse, turn left on Warren Avenue to Viking Blvd. Turn right on Viking Blvd to the bypass. At the bypass turn right and proceed to the Broadway turn. Turn right on Broadway and the facility is on the right (East) side of the street.

The cross country course is located North, Northeast of the Southwestern College Campus. From Stewart Fieldhouse, turn left on Warren Avenue to Viking Blvd. Turn left on Viking Blvd to the stop sign. The course is to the right of the stop sign.

Off-Campus Sites

Advanced Orthopedic Associates: Located in Wichita, KS at 2778 North Webb Road. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College to 5th Street, turn right, and take 5th to US Highway 77, turn right. Take 77 to Augusta, KS and US Highway 50, turn left, and take 50, turn left and take 50 to Wichita. At the 96 By-Pass exit, turn right, take 96 to Webb Road, turn left, and continue on Webb to the above address on the left hand side of the road. This affiliate site is the office of Dr. Dan Prohaska, team orthopedic surgeon/preceptor for Southwestern College.

Arkansas City High School: Located in Arkansas City, KS at 1200 West Radio Lane. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College to 9th Street or US Highway 160, turn right and take 9th to Main Street or US Highway 77, turn left. Take 77 to Arkansas City, continue to Radio Lane and turn right, the High School is located on the right side of the street. This affiliation site is the high school setting of Amy Burton, ATC, preceptor for Southwestern College.

Cypress Surgery Center: Located in Wichita, KS at 9300 E. 29th St. N Suite 100. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College to 5th Street, turn right, and take 5th to US Highway 77, turn right. Take 77 to Augusta, KS and US Highway 50, turn left, and take 50 to Wichita. At the 96 By-Pass exit, turn right, take 96 to Webb Road, turn left, go to 29th St. and turn right and continue of 29th Street to above address on the right hand side of the road. This affiliate site is the surgery site of Dr. Brad Bruner, team orthopedic surgeon/preceptor for Southwestern College.

Hillside Medical: Located in Winfield, KS at 1700 E. 9th Ave. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street and turn right. Continue for approximately ¼ mile and turn left into the parking lot. This general medical site is the office of Dr. Rodrick Heger, medical director/preceptor for Southwestern College.

Kansas Surgery and Recovery Center: Located in Wichita, KS at 2770 N. Webb Rd. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College to 5th Street, turn right, and take 5th to US Highway 77, turn right. Take 77 to Augusta, KS and US Highway 50, turn left, and take 50, turn left and take 50 to Wichita. At the 96 By-Pass exit, turn right, take 96 to Webb Road, turn left, and continue on Webb to the above address on the left hand side of the road. This affiliate site is the surgery site of Dr. Dan Prohaska and Dr. Brad Bruner, team orthopedic surgeons/preceptors for Southwestern College.

Orthopedic & Sports Medicine at Cypress: Located in Wichita, KS at 9300 East 29th Street North, Suite 205. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College to 5th Street, turn right, and take 5th to US Highway 77, turn right. Take 77 to Augusta, KS and US Highway 50, turn left, and take 50 to Wichita. At the 96 By-Pass exit, turn right, take 96 to Webb Road, turn left, go to 29th St. and turn right and continue of 29th Street to above address on the right hand side of the road. This affiliate site is the office of Dr. Brad Bruner, team orthopedic surgeon/preceptor for Southwestern College.

William Newton Hospital: Located in Winfield, KS at 1305 East 5th Street. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College to 5th Street, turn right, and continue on 5th to the above address on the right hand side of the road. This affiliate site is the location for our emergency room and physical therapy rotation. Dr. Heger, Dr. Bieker, Dr. Morrissey, and Dr. Goodson are emergency room physicians/preceptors for Southwestern College. Elliot Rodda, Julie Ross, Lynda Lange, Barbara Trecek, Jeannie Larson, and Witney Sorell are physical therapists/preceptors for Southwestern College.

Winfield Chiropractic: Located in Winfield, KS at 1913 East 19th Street. From Stewart Fieldhouse, turn right on to Warren Avenue, take Warren to College Street, turn left, take College Street to 9th Street, turn right, and continue on 9th Street to the intersection of Main Street. Turn Left onto Main Street and continue to 19th street and turn left. Continue going East to the address listed, located on the right side of the street. This affiliate site is the chiropractic clinic of Dr. Brad Swanson and Dr. Doug Swanson, team chiropractors/preceptors for Southwestern College.

Winfield High School: Located in Winfield, KS at 300 Viking Blvd. From Stewart Field House, turn left on to Warren Avenue and continue until road ends at the High School. This affiliated site is the high school setting of Arista Groom, ATC, preceptor for Southwestern College.

SECTION 3: Program Policies

A. Academic Requirements

The primary focus of the athletic training student is that of education and the privilege of working in the Athletic Training Program at Southwestern College or at other affiliated sites comes with the responsibility to successfully complete the academic obligations of the program. Course work is of vital importance in the student's progression toward certification and competent function in the athletic training room. Athletic training students enrolled in the program will meet once during each semester with the Director of Athletic Training Education to assess their academic performance and progress. Similarly, in the clinical setting, evaluations will be completed three times each semester.

B. Program Requirements

Once a student is admitted into the Athletic Training Program at Southwestern College, he/she must verify that the following requirements have been met prior to the start of each academic year. Appendix B

1. Maintenance of a cumulative GPA of 2.75 on a 4.0 scale
2. A grade of a "C+" or higher on all athletic training (ATEP) courses
3. Current Emergency Cardiac Care Certification
4. Verification of National Athletic Trainers' Association (NATA) membership
National Athletic Trainers' Association membership forms are available on line at www.nata.org Students will be responsible for paying for their membership (approximately \$80/year) as well as renewing on an annual basis. Documentation of coverage will be maintained in the Director of Athletic Training Education's office.
5. Verification of individual personal liability insurance
Liability insurance is available on line at www.hpsso.com through Healthcare Provider Service Organization. There is other acceptable liability insurance available to students. Students will be responsible for paying for the insurance (approximately \$35/year) as well as renewing on an annual basis. Documentation of coverage will be maintained in the Director of Athletic Training Education's office. A student will not be allowed to participate in clinical rotational experiences until proof of insurance is obtained.
6. Verification of Occupational Safety and Health Administration (OSHA) training and bloodborne pathogens training
7. Verification of tuberculosis (TB) Skin Test
8. Verification of Health Insurance Portability and Accountability Act (HIPAA) Training
9. Verification of review of student handbook policies
10. Verification of communicable disease policy

If a student fails to maintain the above requirements then he/she will be placed on probation and will be required to complete and submit necessary documentation to prove the meeting of the deficient requirement. If the student fails to satisfy the meeting of the requirements then he/she will be suspended from the program and will be required to re-apply for admission to the program.

C. NATA Code of Ethics

PREAMBLE

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

- 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.
- 4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

D. Professional Behaviors

Athletic Training Students are required to demonstrate a high level of professionalism. Consequently, students enrolled in the Athletic Training Program are expected to develop and demonstrate behaviors and attitudes consistent with those of the profession. Students must follow the NATA Code of Ethics. In addition, the Athletic Training Program at Southwestern College has set the following expectations for Athletic Training Students.

1. Dependability
 - Be on time
 - Reliable
 - Complete assignments on time
2. Professional Demeanor
 - Dress appropriately and abide by the published dress code
 - No offensive language
 - Show interest and demonstrate attentiveness
3. Confidentiality
 - Adhere to policies regarding confidentiality
 - Respect patient's and colleague's needs
4. Initiative
 - Find what needs to be done and do it!
 - Contribute to a positive learning environment
5. Empathy
 - Show sensitivity to the needs of others
 - Be a good listener

6. Cooperation
 - Teamwork is critical
 - Ask questions when appropriate
7. Truthfulness and Integrity
 - Honesty is crucial when working in a health care environment
 - Assume responsibility for their own actions
8. Organization
 - Time management skills are essential
9. Responsiveness
 - Appropriately modifies behavior based on evaluations or verbal feedback from faculty and staff
10. Supervisory Process
 - Accepts criticism as part of the learning process
 - Seeks advice when needed
 - Assumes responsibilities for actions
11. Accountability
 - Accountable for own behaviors and decisions

E. Probation/Suspension

Students can be placed on probation or suspended from the ATP for several reasons.

1. Applicants may be admitted with probationary status. This may occur when a qualified applicant has not fulfilled the admissions requirements. Once placed on probation, the students will be notified in writing and a contract will be signed by the students stating what must be accomplished to be removed from probation. The probationary student will have a specific period of time to be reinstated depending on the deficiency.
2. If a student does not maintain the required 2.75 GPA and C+ or better in all ATEP courses, they will be placed on probation. Once placed on probation, the student will be notified in writing and a contract will be signed by the student stating what must be accomplished to be removed from probation. The probationary student will have a specified period of time to be reinstated depending on the deficiency.
3. If a student does not successfully complete clinical experiences courses they will be suspended until the deficiency has been corrected. The student will be allowed to enroll in the course for a second time the following year. If the student passes the course with a satisfactory grade they are allowed to proceed with the ATP. If the student fails the course again it can result in further suspension or withdrawal from the program.
4. Students may also be placed on probation for failure to comply with the policy and procedures of the ATP. If a violation occurs, the student will be notified of the violation and will be given a written warning. A second violation warrants the student being placed on probation. The student will not be allowed to participate in any clinical education (rotations) until the probation period is completed. If the student suffers a

third violation, then he/she will be suspended from the program. Severe or extreme violations may result in immediate suspension or withdrawal from the program.

Any students that are placed on probation or suspended from the program will sign a form stating that they are aware of the terms of probation or suspension. A copy of the probation or suspension form will be placed in the student's file in the Director of Athletic Training Education's office. Appendix C

F. Grievances

If a student has a grievance against a faculty member, staff member, or preceptor, the procedure for dealing with that grievance will be as follows:

1. Student discusses the issue with the preceptor/rotation supervisor directly.
2. If the issue is not resolved, the student may report the incident to the Clinical Education Coordinator. If the issue involves the Clinical Education Coordinator then the student may report the matter to the Director of Athletic Training Education. If the issue involves the Director of Athletic Training Education, then the student may report the matter to the Natural Science Division Chair.
3. If issue is still not resolved, the student may follow Southwestern College's grievance policy located online at www.sckans.edu.

G. Attendance Requirements

Students admitted to the professional part of the program are expected to attend all class sessions and clinical education experiences. Each instructor establishes a class attendance policy and posts this policy on the course syllabus. If circumstances arise which make it impossible for a student to attend class, then the instructor should be notified in advance and the work that is missed made up to fulfill the requirements of the course. If a student's absences become excessive, the instructor may ask the student to withdraw from the course.

The Clinical Education Coordinator is responsible for scheduling clinical education experiences. Students are expected to adhere to the agreed upon schedule. The supervising preceptor should be notified in advance if circumstances arise which make it impossible for a student to attend the clinical experience rotation. The missed clinical experience hours must be made up to the satisfaction of the preceptor. The Clinical Education Coordinator must also be notified prior to any missed scheduled clinical education experiences. If a student's absences become excessive, the preceptor must notify the Clinical Education Coordinator immediately. The Clinical Education Coordinator and Director of Athletic Training Education may ask the student to withdraw from the clinical experience course.

Southwestern College Athletic Training Room Attendance Policy

Participation in the clinical education aspect of the Athletic Training Program (ATP) is vital for the development of skills and abilities necessary to succeed as an entry-level athletic trainer. A student enrolled in the ATP is required to attend and actively participate in all scheduled/assigned clinical hours. A guideline is given for unexcused absences below. A tardy is defined as being 10 minutes late and 3 tardies will be considered an unexcused absence.

Excused absences include those listed below

- 1) Personal illness – this means an illness which prevents you from attending clinical rotations due to your health status. Routine Dr. visits do not count. You will need to see the sports medicine staff and/or a note from your healthcare provider for verification of the Dr.'s appointment.
- 2) Death of an immediate family member.
- 3) Other extraordinary personal circumstances – determined on an individual basis.
- 4) Absence due to participation in a Southwestern College sanctioned event. Officially scheduled activities do not include individual practices. Notice via e-mail must be given 24 hours in advance of your event.
- 5) TBD – You will need to come and talk with the sports medicine staff in advance and explain the situation.

Consequences:

- 1) Freebie
- 2) Conference with Head/Assistant/GA ATCs
- 3) DOG HOUSE
- 4) Suspension for 1 month from the Stewart Fieldhouse Athletic Training Room
- 5) DOG HOUSE
- 6) Suspension for remainder of semester from the Stewart Fieldhouse Athletic Training Room

**Each semester the counter starts over

DOGHOUSE – the athletic training student will be required to complete specific tasks in order to be removed from the doghouse. Doghouse tasks are as follows (but not limited to what is listed).

- 1) Cleaning all coolers in the Stewart Fieldhouse Athletic Training Room
- 2) Cleaning all the pumpers
- 3) Cleaning out the tunnel
- 4) Cleaning the athletics' classroom
- 5) Cleaning the laundry room

**You will have 1 week to complete said duty or move down the consequences list.

H. Leave of Absence

A student may request a leave of absence at any time during the program from the Director of Athletic Training Education. The student will be required to meet with the Director of Athletic Training Education.

Potential reasons for requesting a leave of absence might include: pregnancy; acute injury/illness; flare up of chronic health condition; any personal/family problems.

Students that are granted a leave of absence by the faculty normally re-enter the curriculum at the beginning of the semester in which they were granted the leave of absence in the following year.

Students must petition their leave of absence and it must be approved by faculty. Appendix D

I. Health & Safety Policies

Students that are accepted into the Athletic Training Program at Southwestern College must submit the following information at the time of application or prior to the start of classes in the upcoming semester. The student will not be allowed to attend class or participate in clinical experiences if they fail to submit any of the following information.

1. Immunizations – Students will be working in several different health care settings/ facilities with a large number of athletes/ patients and as a result, may be exposed to biohazards. Southwestern College requires that all students submit certification of the following immunizations prior to beginning enrollment. These immunizations must be reviewed by the MD/DO/PA/NP during the physical examination.

Measles (Rubeola): Students must document dates of two Rubeola immunizations after first birthday.

Mumps: Students must document date of Mumps immunization.

Rubella: Students must document date of Rubella immunization.

Tetanus and Diphtheria (TD)- Students must document a TD booster within ten years of admission.

Polio: Students must document type and date of Polio vaccination.

Tuberculosis: Students must document date and results of TB skin test within one year of admission.

Varicella: Students must have documentation of varicella vaccination or indicate on the athletic training education program physical they have already had chicken pox.

Hepatitis B immunization: This immunization must be completed or in the process of being completed. If the student chooses not or refuses to have the immunization, then a waiver must be signed. Appendix A

2. Communicable Disease Policy

What are Communicable Diseases?

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

Communicable Diseases Cited by the CDC:

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

Guidelines for Prevention of Exposure and Infection

1. Students must successfully complete annual Bloodborne pathogens training prior to initiating formal clinical experiences.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure immediately to his/her supervising preceptor and to the Clinical Education Coordinator (CEC).
2. Any student, who demonstrates signs or symptoms of infection or disease that may place them and/or their patients at risk, should report immediately that potential infection or disease to their supervising preceptor.
3. The student is responsible for keeping the CEC informed of their conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or supervising preceptor immediately.

Students are required to read and sign the Communicable Disease Policy form annually. Appendix A

3. Technical Standards- Students are required to read and sign technical standards for admission form at the time of application. If the student requests reasonable accommodations need to be made the Director of Athletic Training Education and the student will meet to discuss the accommodations. Appendix A

J. Employment/ Work Study

Students are permitted to obtain employment on campus or in the community; however, students must meet with the Director of Athletic Training Education to arrange their work schedule around their academic responsibilities as well as their clinical experiences.

Campus work-study positions are available to qualified students with the number of positions varying from year to year depending upon budgetary factors. The Athletic Training Program has one available work-study position that is a secretarial support position. The Athletic Training Room also has two positions available for secretarial support. First priority is given to qualified upperclassmen, which are work-study eligible and have applied by the established deadline. Interested students should submit a letter of interest and resume to the Director of Athletic Training Education or Head Athletic Trainer on or before the first day of classes of the fall semester.

It is important to note that at no time can clinical education be counted toward work-study hours for payment.

K. Personnel Relationships

Preceptors: Preceptors are the student's immediate supervisors. The most important aspect of this relationship is communication and the fostering of the student-teacher relationship.

Athletic Training Students: Mutual respect between athletic training students is necessary for a safe learning environment. Treat others the way you would like to be treated.

Coaches: This relationship should also be built around communication. Students are expected, when appropriate, to keep coaches informed about the status of injured players, the athlete's compliance with treatment and rehabilitation and any other potential problems that they encounter. If a conflict with a coach arises, the student must report directly to the supervising preceptor.

Student Athletes/Patients: This relationship requires the student building trust and respect with their patients. Social interaction between athletic training students and student-athletes at Southwestern College is inevitable and can foster a sense of camaraderie between the clinician and the athlete. However, students are expected to maintain a professional relationship with the patients at all times during their clinical experience rotation. Inappropriate behaviors between students and patients will be dealt with on a case-by-case basis.

Team Physicians: This relationship will usually be fostered through the supervising preceptor. Students will interact with physicians directly however, during their clinical experience rotation. Students should take advantage of the situation to learn from them. Students are expected to assist the physicians, when instructed, while engaged in their clinical experiences rotation.

L. Confidentiality

Any personal medical information or health data obtained in Southwestern College's athletic training room, or in one of the curriculum's affiliated sites is confidential and is not to be discussed with anyone outside of the athletic training faculty, staff, and coaching staff in compliance with HIPAA and FERPA. Infringement on this confidentiality policy may be grounds for immediate dismissal.

If a person's, such as classmates or media, inquire about a patient's injury or illness it is the student's responsibility to direct them to the supervising preceptor who will direct them to the proper administrator. Infringement on this confidentiality policy may result in immediate dismissal from the program.

All students are required to go through HIPAA training and a sign verification form confirming that training. (Appendix A)

M. Cell Phone Policy

Cell phones are ONLY to be used in emergency situations. Cell phones must be turned to vibrate or silence mode and students are not allowed to text or use their phones in anyway while participating as an athletic training student. Students are not allowed to answer cell phones unless there is an emergency. Students are to adhere to team rules regarding cell phones during travel.

N. Dress Code/ Appearance

It is expected that all students dress in the appropriate attire when they are representing Southwestern College during clinical experiences rotations. As a general rule, students must maintain a "socially acceptable" appearance at all times. This includes maintaining a clean, neat, and groomed appearance. *It is at the discretion of the preceptor to determine if clothing and appearance are acceptable.* Students without the appropriate attire and appearance will be sent home to change.

All students in the program are required to purchase staff clothing that should be worn primarily for clinical experience rotations. Student applicants are required to purchase a t-shirt only.

General Policy for Off-Campus Rotations

Students are expected to wear their polo shirt with khaki pants or shorts when participating in off-campus rotation unless instructed otherwise. Students may not wear jewelry that does not convey a professional appearance. This includes tongue rings which may interfere with rescue breathing efforts. Excessive ear rings may interfere with auscultation and may not be allowed. Facial piercing must be clear and are only allowed at the discretion of the preceptor.

Southwestern College Athletic Training Room Dress Code Policy

We are committed to preparing you for a future in the allied health care profession. Part of this commitment involves professionalism which is comprised of many components, one of which is professional attire. Appearance is a non-verbal communicator of your professional attitude. All dress in the athletic training room will be Southwestern College issued or school affiliated clothing - No Greek letters. The atmosphere is to be casual-professional attire which is conducive to creating a positive and professional atmosphere.

- 1) During **morning treatment hours**, regular school clothes are permissible. After 1:00 pm, professional athletic training room attire will be required including tucked in t-shirts.
 - a. Jeans are acceptable during morning hours only (no holes/tears/rips)
 - b. No T-shirts that do not advertise a program at Southwestern College (unless otherwise approved for a special occasion)
 - c. No sleeveless shirts or cropped off halter-tops
 - d. No sweat pants, stretch pants, or workout/exercise clothing
 - e. No clothing which displays or promotes illegal acts, tobacco, alcohol products, and/or profane language or symbols
 - f. If there is a question as to what is acceptable, then it is probably not
- 2) During **afternoon treatment hours**
 - a. Tennis/athletic shoes – no flip flops and/or sandals
 - b. **ONLY** khaki pants/shorts material will be worn
 - c. Shorts must be at least mid-thigh length
 - d. Black or SC hats – hats and visors may be worn for outdoor activities
 - e. No denim jeans (unless approved for special occasion)
 - f. No sweat pants, wind pants, stretch pants, or workout/exercise clothing
 - g. Sports medicine shirt will be required (flexibility during 2 a days)
- 3) **Game Day Attire:**
 - a. Standard Dress
 - i. Tennis/Athletic or Dress (must be closed-toe, no high heels) shoes
 - ii. Khaki pants/shorts material (no jeans)
 - iii. SC Polo/AT tee or event attire
 - iv. Hats – outdoor events only
- 4) **Inclement Weather Dress:**
 - a. Shirts should continue to be coordinated with requirement
 - b. No sweat pants, stretch pants, or workout/exercise clothing
 - c. Wind pants may be worn for outdoor events while outdoors during inclement weather

The following disciplinary procedure applies for any student who is inappropriately dressed:

- 1st offense : sent home to change immediately and then return to ATR
- 2nd offense: sent home, may not return and is given an automatic absence
- 3rd offense: sent home, may not return, given an automatic absence, and an infraction sheet will be filed with the program director.
- 4th offense: suspended from ATR for remaining semester

**See Attendance Policy above

O. Recording Hours

Students must log on to ATrack (www.atrackonline.com) to document their observation hours electronically. Students must also record observation hours with off-campus affiliates on the Affiliate Observation Hour Form. Hours must be documented daily and will be verified regularly by the preceptor. Appendix E

P. Evaluations

1. Clinical Education Evaluations
 - a. Lecture and Labs – Cognitive and psychomotor competencies are first introduced in this environment.
 - b. Lecture and Lab Exams – This is the first formal evaluation of these competencies.
 - c. Practical Exams – Formal evaluation of psychomotor competencies at the end of the semester. Not all psychomotor competencies will be reevaluated at this time.
 - d. Final Exams – Formal evaluation of cognitive competencies at the end of the semester. Not all competencies will be reevaluated at this time.
 - e. Modules – Using actual incidents when available, or mock scenarios when necessary, modules provide the final evaluation of the CIPs to show proficiency of skills learned the previous semester.

2. Performance Evaluations
 - a. These evaluations are completed electronically through ATrack.
 - b. Students are evaluated by their supervising preceptor and the student completes a self evaluation. The student is expected to sit down with their preceptor to discuss the evaluation. These evaluations are kept in the students file in the office of the Director of Athletic Training Education.
 - c. These evaluations are performed at the end of each of the three seasonal rotations: fall, winter, and spring.
 - d. These evaluations are performed at the end of each of the special rotations: Emergency Room, General Medical, Physical Therapy, Orthopedic, and High School.

3. Preceptor/ Rotation Evaluation
 - a. These evaluations are completed electronically through ATrack.
 - b. Students will also evaluate their supervising preceptor as well as their assigned clinical experience rotation. These evaluations are aggregated and the Clinical Education Coordinator then reviews the evaluations with the Preceptor. These aggregated evaluations are kept in the preceptors files in the office of the Director of Athletic Training Education.
 - c. These evaluations are performed at the end of each of the three season rotations: fall, winter, and spring.
 - d. These evaluations are performed at the end of the each of the special off-campus rotations: Emergency Room, General Medical, Physical Therapy, Orthopedic, and High School.

4. Instructional Evaluation

- a. These evaluations are completed electronically through ATrack.
- b. Students will evaluate their instructors in the Athletic Training core courses. These evaluations are aggregated and the Director of Athletic Training Education then reviews the evaluations with the instructor. These aggregated evaluations are kept in the instructors files in the office of the Director of Athletic Training Education.
- c. These evaluations are performed at the end of each semester.
- d. An evaluation for ATEP459 Practicum in Athletic Training is performed by both the preceptor and the ATS at the conclusion of the required observation hours.

Q. Travel

Students are responsible for providing their own transportation to all affiliated clinical education rotations and off-campus practicums. When a preceptor travels with an athletic team, it is assumed that the student would be able to travel as well if the budget allows. Athletic Training Students represent Southwestern College and the athletic training program and should act in a professional manner at all times.

R. OSHA Policy

Southwestern College Athletic Training Program requires all students to complete annual OSHA Training provided by the college. In addition, all students are required to provide documentation of Hepatitis B vaccination or sign a declination form. Documentation of OSHA Training and vaccinations are kept on file in the student's academic portfolio in the office of the Director of Athletic Training Education.

Each affiliated clinical education/ fieldwork rotations and off-campus practicum sites are required to have an OSHA Policy in place. Each site is responsible for informing the assigned students of the location of the personal protective equipment, policies regarding precautions, and the reporting procedures for that specific site.

In the event that a student becomes exposed at Southwestern College then the following procedures and steps must take place:

1. Follow established protocol of the site and notify the supervising preceptor immediately. They must also notify the Clinical Education Coordinator (CEC) within 24 hours of exposure.
2. The CEC will ask the student to complete the appropriate documentation using the Exposure Report Form. Appendix F
3. The CEC will then refer student to the Team Physician for examination.
4. The CEC will then ask the supervising preceptor to complete the Supervisor's Exposure Form. Appendix F
5. The original forms will be kept on file in the office of the Director of Athletic Training Education.
6. The student's primary insurance will be filed for any charges resulting from the exposure.

The following guidelines have been established in accordance with the Occupational Safety and Health Administration (OSHA) and the National Collegiate Athletic Association (NCAA) and are designed to prevent injuries and protect the health of the members of the Southwestern College Athletic Training Staff. Bleeding injuries often occur during athletic competition, therefore there is always a concern regarding the possible transmission of Human Immunodeficiency Virus (HIV) and other blood-borne pathogens. All athletic training staff and students will utilize reasonable care in dealing with potentially infectious materials.

Athletic Training Room Restrictions

Athletic training facilities will be maintained in a clean and sanitary condition.

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, athletic trainers and student-athletes are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses. Food and beverages are not to be placed on cabinets or on counter tops where blood or other potentially infectious materials are present.

All procedures will be conducted in a manner which will minimize potential contamination and splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be utilized at these facilities to accomplish this are:

A. Universal Precautions

Universal precautions is the concept that **all** blood and certain body fluids are to be treated as if they are known to be infectious for HIV, HBV, and other blood-borne pathogens. All members of the Southwestern College Athletic Training Staff will utilize this concept.

B. Personal Protective Equipment (PPE)

Personal protective equipment is specialized clothing or equipment worn by athletic training staff/students for protection against hazard. General clothing is not intended to function as protection against a hazard and is therefore not a type of PPE. If a garment is penetrated by blood or other potentially infectious materials, the garment(s) shall be treated following the procedures outlined in the contaminated laundry section which follows.

All PPE should be removed prior to leaving the athletic facility. When removed, PPE shall be placed in a designated container for storage, decontamination, or disposal. Appropriate PPE will be available to athletic training staff/students exposed to infectious materials. Personal protection packs are available in each athletic training facility. PPE includes, but is not limited to gloves, gowns, face shields, disposable bag valves, and cardiopulmonary resuscitation masks.

Gloves

1. Disposable latex/non-latex gloves must be worn when it can be reasonably anticipated that there will be exposure to blood or other potentially infectious materials of any patient.
2. Gloves should be of an appropriate size, material (hypoallergenic as needed) and quality.

3. The use of gloves does not exclude the necessity for hand-washing.
4. Disposable gloves shall be replaced as soon as practical when contaminated or immediately if they are torn, punctured, or when no longer able to provide an adequate barrier.
5. Disposable gloves shall not be washed or re-used.

C. Pre-event Preparation

Pre-event preparation includes proper care for existing wounds, abrasions, cuts or weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered with an occlusive dressing that will withstand the rigors of competition. Athletic training staff/students who have healing wounds should have these areas adequately covered to prevent transmission to or from a patient.

D. Open Wounds During Competition

When a student-athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the rigors of activity before the student-athlete may continue to participate in practice or competition. Current National Collegiate Athletic Association policy mandates the immediate, aggressive treatment of open wounds of skin lesions that are deemed potential risks for transmission of disease. Participants with active bleeding should be removed from the event as soon as is practical. Return to play is determined by a member of the Athletic Training Staff. Any participant whose uniform is saturated with blood, regardless of the source, must have that uniform evaluated by a member of the Athletic Training Staff for potential to infect and changed if necessary before return to competition (see procedure for cleaning laundry below)

1. Biohazardous Waste needs to be disposed of properly, and not through the regular trash collection. Each athletic training facility has containers identified for the disposal of biohazardous waste and sharps. Sharps are defined as any disposable instrument that has the ability to puncture the skin. Scalpel blades are used frequently and should be changed and disposed of after every use. Care should be taken during the removal of the blade so as to not cause injury to the individual changing the blade. The blade should never be handled with the fingers. It should be handled with an instrument, such as forceps or a hemostat, and dropped into the sharps container. All used blades or needles should be placed into a sharps container for storage.

A. Disposal of Biohazardous Waste

Biohazardous waste should be deposited at an established environmental control company. The following are the procedures for packaging medical waste for disposal:

1. All medical waste, collected for disposal, must be placed in a box which is lined. The plastic bag used for this purpose must be of sufficient strength to prevent ripping or tearing. In addition, the bag must be red and marked with the biohazard symbol.

2. Sharp materials must be placed in a special puncture resistant container. Sharps include needles, broken glass, scalpels, test tubes, pipettes, petrie dishes, and anything that can potentially pierce a plastic bag. As with other medical waste, containers filled with sharps may be placed within the lined box.
3. Each bag must be sealed.
4. The cardboard box must be securely closed.
5. The outside of the box must bear the label showing a specially provided bar code.

2. Contamination

A. Contaminated Surfaces

Provide the student-athlete with the appropriate first aid before addressing the contaminated surface. If gloves worn during care of student-athlete have been bloodied, dispose in a biohazard container and use a new pair for surface decontamination. The following procedure should then be followed to clean blood or other potentially infectious materials from contaminated floors, mats, or other surfaces:

1. Use Biowipe bags or disposable paper towels to wipe the blood or other potentially infectious materials from the surface. Place Biowipe bag or towels in a biohazardous container.
2. Spray the contaminated area with a 1:10 bleach solution or other commercially available solution designed to decontaminate potentially infectious material. Use liberal amounts of liquid to ensure to disinfect the entire contaminated area.
3. Use Biowipe bags or disposable paper towels to wipe the solution from the surface. Allow the area to completely dry before competition resumes.
4. Place all contaminated materials in a biohazardous container.

B. Contaminated Instruments

All attempts will be made to utilize disposable instruments, such as scalpels, to minimize the need for decontamination. However, when non-disposable instruments become contaminated, the following procedure should be utilized to clean blood or other potentially infectious materials from contaminated instruments:

1. Contaminated instruments should be placed in a designated container for immediate decontamination. Contaminated instruments are not to be left anywhere where they could contaminate other instruments or materials.
2. As soon as possible following contamination, the instruments should be cleaned and disinfected. Disposable gloves should be worn throughout the cleaning process.
3. Place instruments in plastic bag labeled biohazardous and Southwestern College Athletic Training, and deliver to the Jeff Fluty. Jeff will take the contaminated instruments back to the office to be sterilized and will return them following sterilization.

C. Contaminated Athletic Equipment

The following procedures should be utilized to clean blood or other potentially infectious materials from contaminated equipment:

1. Athletic equipment which has been contaminated should be removed from the field of competition as soon as possible.
2. If the equipment has a non-porous surface, it should be cleaned utilizing the procedure for contaminated surfaces listed above.
3. If the equipment is made of a porous surface, it should be placed into a biohazard laundry bag and laundered before being used again.

D. Contaminated Laundry

Contaminated laundry should be separated from non-contaminated laundry. In most cases, contaminated laundry will be cloth athletic training towels, elastic bandages, or uniforms. During practice or competition, athletes should be instructed to attempt to prevent blood exposure to their uniforms. When uniforms become contaminated, they should be decontaminated as soon as possible, which would require the student-athlete to be removed from the event. The following procedure should be utilized to clean blood or other potentially infectious materials from contaminated laundry:

Minor Exposure to Uniform

Provide the student-athlete with the appropriate first aid before addressing the contaminated surface being sure to utilize universal precautions.

1. Gloves must be worn when handling laundry or waste materials.
2. The exposed uniform should be removed from the athlete, when possible. If removal is not sensible, place a towel underneath the uniform.
3. To remove an exposed jersey, instruct the student-athlete to roll the shirt as it is pulled toward the head. This will decrease the chance of further contamination of skin. After rolling up the shirt, have the student-athlete carefully pull it over the head to avoid contact with the face or mucous membranes.
4. Saturate the contaminated area with a 1:10 bleach solution or other commercially available solution designed to decontaminate potentially infectious material.
5. Blot the contaminated area with absorbent material, such as gauze, to remove the blood.
6. If the contaminated area is removed or adequately diluted, the student-athlete may return to competition utilizing his/her original uniform. If not, the uniform must be decontaminated in the laundry.

Laundry

1. Gloves must be worn when handling laundry or waste materials.
2. If the contaminated laundry is white, a 1:10 bleach solution should be prepared to pre-soak the laundry prior to washing. If the contaminated laundry is colored clothing, it should be soaked in a color-safe bleach.

3. Contaminated laundry should not be washed with non-contaminated laundry.
4. All contaminated laundry should be washed in hot water.
5. Prior to being placed into the dryer, each item of clothing should be checked to determine the status of the exposed area. Areas which still contain blood should be re-washed and not placed into the dryer until the entire contaminated area has been removed.
6. Reporting Exposure to Human Blood or Other Potentially Infectious Material

In the event that a person giving first aid during the course of an athletic event, practice, or clinical education experience is exposed to potentially infected blood or other body fluid, the individual should follow the procedures mentioned below:

- a. If possible, allow another appropriately trained person to assume care for the emergency situation and proceed to the nearest washing area. If no other trained individual is available, continue to provide appropriate care until you are relieved.
- b. Remove all PPE Equipment and dispose of them according to the procedures outlined above.
- c. Once at the washing area, clean and disinfect the exposed area with an anti-viral/anti-bacterial soap and water. If clothing has been contaminated, treat as above.
- d. Immediately complete the Report of Exposure to Human Blood or Other Potentially Infectious Material form and submit it in writing to the Head Athletic Trainer.
- e. If an athletic training student, you must also notify the CEC for Athletic Training Education within 24 hours.
- f. Persons reporting an exposure will be referred for examination by the Team Physician. They will refer the individual to the appropriate facility for follow-up care.
- g. The Head Athletic Trainer/CEC will complete the Supervisor's Report of Exposure to Human Blood or Other Potentially Infectious Material form.
- h. All originals for staff will be kept in the athletic training room. All originals for student exposures will be kept in the ATP program director's office. Copies of the forms and any additional documentation will be distributed to the Team Physician, and the individual.

S. Inclement Weather Policy

The college remains open in most weather conditions but, in the event classes are canceled, announcements will be made on local radio and TV stations and through email. When weather or road conditions make travel unsafe, students traveling to affiliated clinical experience rotations should use their own discretion and notify their preceptor as well as the Clinical Education Coordinator. Non-residential students should also use their own discretion in driving to campus when weather and road conditions are unsafe. If conditions are unsafe, commuting athletic training students will be excused from classes, but students will be responsible for any missed work.

2. Professional Organizations

a. National Athletic Trainers' Association

The National Athletic Trainers' Association (NATA) is a not-forprofit organization with more than 22,700 members worldwide. The NATA is committed to advancing, encouraging and improving the athletic training profession. Founded in 1950 with a membership of 200 athletic trainers, the NATA is based in Dallas, Texas, and provides a variety of services to its membership including continuing education, governmental affairs, and public relations. The NATA also publishes the *Journal of Athletic Training*, a quarterly scientific journal, and *NATA News*, a monthly membership magazine. Student membership is available and applications may be found on the web. The web site for the NATA is www.nata.org.

b. Mid-America Athletic Trainers' Association

The Mid-America Athletic Trainers' Association (District 5) is made up of members from North Dakota, South Dakota, Nebraska, Iowa, Kansas, Missouri, and Oklahoma. The web site for the MAATA is www.maata.net.

c. Kansas Athletic Trainers' Society

Since 1980, the KATS has served to advance the profession of Athletic Training in the state of Kansas. The KATS is a member of the Mid-America Athletic Trainers' Association (District 5) and the National Athletic Trainers' Association. The web site for KATS is www.ksathletictrainers.org.

References:

1. Commission on Accreditation of Athletic Training Education.

Appendices

Appendix A: Criteria for Admission

SOUTHWESTERN COLLEGE

Athletic Training Program

Application Form

Personal Information

Full Name: _____ Date of Birth: _____

Last
First
Middle
month/day/year

Home Address: _____

Street Number
City
State
Zip

School Address: _____

Street Number
City
State
Zip

Cell Phone: _(____)_____

1. Application Information

Current Students Cumulative GPA _____	Transfer Students Cumulative GPA _____
ATEP230 Introduction to Athletic Training Grade _____	Basic Introduction to AT Course Grade _____
PESS126 First Aid & Safety (Current Grade) _____ OR	First Aid & Safety Course _____ OR
CPR for the Prof. Rescuer Cert. (or equivalent) _____	CPR for the Prof. Rescuer Cert. (or equiv) _____
BIOL 111 Biology 1 _____	Biology 1 Course or equivalence _____

2. Documented clinical observation hours. Submit documentation with appropriate signature.

Number of hours acquired _____

3. Submission of a letter of recommendation. _____

4. Submission of essay stating long term professional goals and reason for interest in the profession of athletic training. (Typed 1 page or less). _____

I certify that the above information is true and correct to the best of my knowledge. I understand that falsified information may lead to the rejection of my application.

Applicants Signature: _____ Date: _____

SOUTHWESTERN COLLEGE ATHLETIC TRAINING PROGRAM

Communicable Disease Policy

What are Communicable Diseases?

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

Communicable Diseases Cited by the CDC:

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

Guidelines for Prevention of Exposure and Infection

1. Students must successfully complete annual Bloodborne pathogens training prior to initiating formal clinical experiences.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure immediately to his/her supervising preceptor and to the Clinical Education Coordinator (CEC).
2. Any student, who demonstrates signs or symptoms of infection or disease that may place them and/or their patients at risk, should report immediately that potential infection or disease to their supervising preceptor.

3. The student is responsible for keeping the CEC informed of their conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or supervising preceptor immediately.

By signing below, you indicate you understand and will abide by the SC ATP's Communicable Disease Policy. Any breach of the Communicable Disease Policy will result in disciplinary action outlined in the Athletic Training Student Handbook which will be determined by the Director of Athletic Training Education and Clinical Education Coordinator.

Signature of Student

Date

Director of AT Education Signature

Date

SOUTHWESTERN COLLEGE

Athletic Training Program

Technical Standards for Admission

The Athletic Training Program at Southwestern College is a rigorous and intense program that places specific requirements and demands on the student 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 student admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission of Accreditation of Athletic Training Education (CAATE)). All students admitted to the Athletic Training Program must meet the following abilities and expectations. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) exam.

Candidates for selection to the Athletic Training Program must demonstrate:

1. the mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgment 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, information effectively.
4. the ability to record the physical examination results and a treatment plan clearly and accurately.
5. the capacity to maintain composure and continue to function well during periods of high stress.
6. the perseverance, diligence and commitment to complete the athletic training education program as outlined and sequenced.
7. flexibility and the ability to adjust to change situations and uncertainty in clinical situations.
8. affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Education Program will be required to verify they understand and meet these technical standards or that they believe that, with certain reasonable accommodations, they can meet the standards. Students must notify the Director of Athletic Training Education immediately if their ability to meet the technical standards changes.

The Student Life Office (229-6391) will evaluate a student who states he/she could meet the program's technical standards with reasonable accommodations and confirm that the stated condition qualifies and disability under applicable laws.

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

Southwestern College need not provide accommodations or modify its program of study or facilities such that it would fundamentally alter and/or place an undue burden on the educational program or academic requirements and technical standards, which are essential to said program.

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

Printed name of applicant: _____

Signature of applicant: _____ Date: _____

Witness: _____

Alternative Statement for students requesting accommodations

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

Printed name of applicant: _____

Signature of applicant: _____ Date: _____

Witness: _____

Southwestern College Athletic Training Hepatitis B Vaccine Declination

Staff/Student Name _____

SS# _____ Job Title _____

Working as an athletic training student in an allied health setting, 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) infection.

I have been given the opportunity to be vaccinated with Hepatitis B vaccine, however, I decline the vaccine at this time. I understand by declining this vaccine, I continue to be at risk of acquiring Hepatitis B.

Signature of Staff/Student

Date

Signature of Athletic Training Faculty Member

Date

Southwestern College

Athletic Training Program

POLICY ON ATHLETIC TRAINING STUDENT PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Because of the nature of this profession many prospective athletic training students are athletes as well. While many Athletic Training Programs do not permit students to also compete in intercollegiate athletics, Southwestern College acknowledges that participation in athletics requires the same commitment and passion required in the profession of athletic training; therefore a carefully crafted action plan is developed that will accommodate the practical experiential training demands on the ATP while allowing athletes to continue their playing careers. The athletic training faculty are committed to helping athletes succeed in the program, however students must realize that with the addition of clinical education, they may have to spend an extra semester or year to fulfill the requirements.

The following guidelines have been established to help the student fulfill the requirements of both the Athletic Training Program and their sport.

1. Applicants to the Athletic Training Program will be given this statement once they express an interest in Athletic Training. A signed copy of this policy must be completed by both the student and their coach prior to their acceptance to the program.
2. Acceptance for student-athletes applying to the Athletic Training Program will not be denied because of participation in intercollegiate athletics.
3. Students admitted to the Athletic Training Program may participate in intercollegiate athletics.
4. Athletic training students must limit their participation to ONE *primary* intercollegiate athletic team.
5. Athletic training students who participate on an athletic team shall participate during the team's traditional season ONLY. Only under special circumstances will athletic training students be permitted to participate in the non traditional season in scheduled practices or contests.
6. If an athletic training student chooses to participate on a *secondary* intercollegiate athletic team the student and coach must understand the student's first priority is as an athletic training student. This is to say the student may ONLY practice and participate in the secondary intercollegiate athletic team when the student is not fulfilling their responsibilities as an athletic training student.
7. Athletic training students who participate in intercollegiate athletics must fulfill all didactic and clinical education requirements before they graduate. All students must consult with the program director early in their college education since effective planning is crucial to both their success in the program, as well as their ability to graduate on time.
8. All students are required to have at least one "equipment intensive" rotation (football) during their clinical education. Athletic training students that cannot complete this rotation because of their participation in athletes may have to 1) return for an addition semester or 2) work with an equipment intensive sport in a high school rotation.

Southwestern College Athletic Training Program

POLICY ON ATHLETIC TRAINING
STUDENT PARTICIPATION
IN INTERCOLLEGIATE ATHLETICS
Primary Intercollegiate Athletic Team

Student Acceptance of Proposal

By signing this agreement, I agree to the terms of the policy and acknowledge that I was given the information prior to my acceptance into the program. I understand that in addition to being an athlete, Athletic Training requires dedication and commitment as well as excellent time management skills. I understand that in order to stay in good academic standing, I must complete all didactic and clinical education requirements.

Athletic Training Student's Signature

Date

Director of Athletic Training Education's Signature

Date

Coach's Acceptance of Proposal

By signing this agreement, I agree to the terms of the policy on athletic training student participation in intercollegiate athletics. I acknowledge that the student will only be allowed to participate in athletics during the traditional season. I am aware that the student must complete the didactic and clinical education components of the Athletic Training Education Program in order to graduate.

Coach's Signature

Date

Director of Athletic Training Education's Signature

Date

Southwestern College Athletic Training Program

POLICY ON ATHLETIC TRAINING
STUDENT PARTICIPATION
IN INTERCOLLEGIATE ATHLETICS
Secondary Intercollegiate Athletic Team

Student Acceptance of Proposal

By signing this agreement, I agree to the terms of the policy and acknowledge that I was given the information prior to my acceptance into the program. I understand that in addition to being an athlete, Athletic Training requires dedication and commitment as well as excellent time management skills. I understand that in order to stay in good academic standing, I must complete all didactic and clinical education requirements.

Athletic Training Student's Signature

Date

Director of Athletic Training Education's Signature

Date

Coach's Acceptance of Proposal

By signing this agreement, I agree to the terms of the policy on athletic training student participation in intercollegiate athletics. I acknowledge that the student will only be allowed to participate in athletics during the traditional season. I am aware that the student must complete the didactic and clinical education components of the Athletic Training Education Program in order to graduate.

Coach's Signature

Date

Director of Athletic Training Education's Signature

Date

Appendix B: Program Requirements

Southwestern College Athletic Training Program Confidentiality Agreement

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) require the Department of Health and Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data.

The Athletic Training faculty and students must adhere to the guidelines of confidentiality established by HIPAA and must not discuss or disclose any patient's medical condition or private health data with individuals outside of the affiliated site or clinical rotation venue.

As an Athletic Training Student, I agree to abide by the rules and provisions established in HIPAA in regards to the confidentiality of a patient's injury/illness, medical health information, or other health data. I accept that I may discuss the information with other Athletic Training faculty and preceptors in an athletic training setting, but will not discuss the information outside of those confines.

Signature of Student

Date

Director of AT Education Signature

Date

**Southwestern College
Athletic Training Program
Verification of Acceptance of Student Handbook**

By signing below I verify that I have read the Southwestern College Athletic Training Policy and Procedure Manual and I agree to abide by all of the policies and procedures established by the Athletic Training Faculty/Staff.

Specifically, I have read the policies/procedures listed below and agree to abide by each of them.

- _____ Academic/Program Requirements
- _____ Code of Ethics
- _____ Professional Behaviors
- _____ Probation/Suspension Policy
- _____ Grievance Policy
- _____ Program Requirements
- _____ Dress Code/Appearance
- _____ OSHA Policy
- _____ Hepatitis B Policy
- _____ ATP Program Fees

I know that if I fail to abide by the policies and procedures, that I will be subject to the Probation Policy set forth in the Student Policy and Procedure Manual.

Signature of Student

Date

Director of AT Education Signature

Date

**Southwestern College
Athletic Training Program**

OSHA Bloodborne Pathogens Training Checklist

- | | | |
|--|-----|----|
| 1. I know the location of the OSHA and exposure control plan. | YES | NO |
| 2. I understand Southwestern College's exposure control plan. | YES | NO |
| 3. I understand the epidemiology, symptoms, and modes of transmission of bloodborne diseases. | YES | NO |
| 4. I understand the principles of Universal Precautions. | YES | NO |
| 5. I recognize tasks and activities that may involve exposure to blood or other potentially infectious materials. | YES | NO |
| 6. I have received training in the use and limitations of methods to prevent or reduce exposure. | YES | NO |
| 7. I know the types, proper use, location, removal, handling decontamination, and disposal of personal protective equipment. | YES | NO |
| 8. I have received information on the hepatitis B vaccine and have signed the declination form if necessary. | YES | NO |
| 9. I understand the appropriate actions and reporting process if there is an emergency involving blood or other potentially infectious material. | YES | NO |
| 10. I understand the biohazard injury protocol and medical follow-up. | YES | NO |
| 11. I recognize and understands the Southwestern College signs and labels used to identify bloodborne hazards. | YES | NO |
| 12. I have had the opportunity to discuss the OSHA standards. | YES | NO |

Student's Signature

Date

**Southwestern College
Athletic Training Program**

**Bloodborne Pathogens Training
Verification Form**

I, _____, verify that I have received training for bloodborne pathogens exposure on _____. In addition, I have read and have demonstrated understanding of the Southwestern College OSHA Policy.

Student's Signature

Date

Director of Athletic Training Education's Signature

Date

Appendix C: Probation/Suspension

**Southwestern College
Athletic Training Program
Probation Form**

Name _____

Semester of Violation _____

I understand I have not met the requirements of the Athletic Training Program at Southwestern College. I know that as a student in the program, I am expected to remain in good academic standing and to comply with the policies and procedures of the program. I am aware that if, after this semester of probation, I do not meet the necessary requirements, that I will be suspended from the ATP.

Deficiencies (check all that apply)

_____ Failure to meet the criteria for admissions to the program

_____ Overall GPA below 2.75 on a 4.0 scale

_____ Failure to complete academic requirements

_____ Failure to complete clinical and fieldwork assignments

_____ Failure to abide by published policies and procedures

Comments

Signature of Student

Date

Signature of Director of Athletic Training Education

Date

**Southwestern College
Athletic Training Program
Suspension Form**

Name _____

Semester of Violation _____

I understand I have not met the requirements of the Athletic Training Program at Southwestern College. I know that as a student in the program, I am expected to remain in good academic standing and to comply with the policies and procedures of the program. I know I was previously placed on probation because of deficiencies in the recent past. I agree that I signed a probation form and understood the consequences, had I not met the terms. I realize that I am now suspended from the program and may not be readmitted.

Deficiencies (check all that apply)

- _____ Overall GPA below 2.75 on a 4.0 scale
- _____ Failure to complete academic requirements
- _____ Failure to complete clinical and fieldwork assignments
- _____ Failure to abide by published policies and procedures

Comments

Signature of Student

Date

Signature of Director of Athletic Training Education

Date

**Southwestern College
Athletic Training Program
Program Violation Form**

Name _____

Semester of Violation _____

I understand I have not met the requirements of the Athletic Training Program at Southwestern College. I know that as a student in the program, I am expected to comply with the policies and procedures of the program. I am aware that if, after notification of this violation, a second violation occurs, that I will be placed on probation.

Comments on Violation

Signature of Student

Date

Signature of Director of Athletic Training Education

Date

Appendix D: Leave of Absence

**Southwestern College
Athletic Training Program
Leave of Absence Form**

A student requesting a leave of absence must submit this form to the Director of Athletic Training Education. Refer to Leave of Absence description to understand the policy regarding this form.

Name: _____ Date: _____

Time Requesting Off: _____

Reason for Leave: _____

Approved _____

Disapproved _____

Approved By: _____

Date: _____

Appendix E: Recording Hours

SOUTHWESTERN COLLEGE
ATHLETIC TRAINING PROGRAM
Affiliate Observation Hours

ATS Name _____ Preceptor Name _____

Location _____

Date _____ Observed from _____ to _____ Total # _____

Date _____ Observed from _____ to _____ Total # _____

Date _____ Observed from _____ to _____ Total # _____

Date _____ Observed from _____ to _____ Total # _____

Date _____ Observed from _____ to _____ Total # _____

Date _____ Observed from _____ to _____ Total # _____

Date _____ Observed from _____ to _____ Total # _____

Total # of hours _____

Preceptor's Signature

Date

ATS's Signature

Date

Appendix F: OSHA

Southwestern College Athletic Training Report of Exposure to Human Blood or Other Potentially Infectious Materials

Exposed Individual

Please complete the following questions. If you have any questions, please ask your supervisor.

Name: _____ Title: _____

School Address: _____
Street City State Zip Phone #

Home Address: _____
Street City State Zip Phone #

On _____ (date) at _____ AM/PM, at _____ (location),
I received an exposure to the following potentially infectious materials:

Blood

Other potentially infectious body fluid

Specify: _____

This material came into contact with my:

Eyes (R / L / Both)

Mouth

Nose

Open Skin Wound

This exposure occurred while I was: _____

I was wearing:

Gloves

Protective Clothing

Face Protection

Protective Eyewear

Immediately following the incident, I:

Washed the exposed area thoroughly

Reported exposure to supervisor

I **have** **have not** been vaccinated against the hepatitis B virus.

I **can** **cannot** identify the individual whose blood or body fluid I was exposed:

Name: _____

Address: _____ Phone #: _____

Signature of Exposed Individual: _____

Date

Southwestern College Athletic Training Supervisor's Report of Exposure to Human Blood or Other Potentially Infectious Materials

Exposed Staff/Student: _____ Date _____

Supervisor

Confirm that the exposed employee has followed the OSHA guidelines established by Southwestern College Athletic Training Department for disinfection/decontaminating the exposed area and has completed the appropriate Report of Exposure to Human Blood or Other Potentially Infectious Materials form.

Supervisor: _____ Title: _____

On _____ (date) at _____ AM/PM, the above-named individual reported this exposure to me. Circumstances regarding the exposure are as follows: _____

According to departmental records, the exposed individual has:

received 1 2 3 hepatitis B vaccinations

not received hepatitis B vaccination

Had Not had training regarding exposure to blood-borne pathogens

Source individual identification cannot can be confirmed.

I referred the exposed individual to the following health care professional:

Student Nurse

Physician

Signature of Supervisor: _____ Date _____