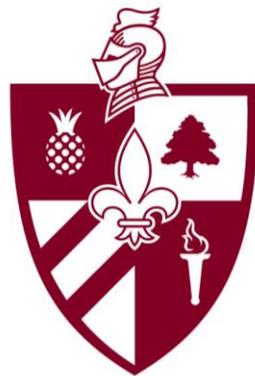


Bellarmino University
College of Health Professions
School of Movement and
Rehabilitation Sciences



BELLARMINE UNIVERSITY
IN VERITATIS AMORE

MSAT
Student Handbook
2022-2023

Revised 8/8/2022

Bellarmino University Athletic Training Program Athletic Training Student Handbook

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INTRODUCTION AND GENERAL INFORMATION

Introduction

This program provides an exciting introduction, to a rewarding career as a Certified Athletic Trainer. As reflected in the mission and vision statements of the BU Athletic Training Program (AT Program), this dynamic program offers scientifically based didactic and clinical experiences to students who aspire to become highly skilled, knowledgeable and compassionate health care professionals. The AT Program's curriculum exposes athletic training students to an environment that fuses the medical sciences, clinical skills and ethical accountability throughout a variety of healthcare settings. These include intercollegiate and high school athletics, orthopedics, physical rehabilitation and general medicine venues, along with other allied health care communities.

Bellarmino University offers an entry-level program for those who wish to pursue a career in Athletic Training. This program provides a tremendous opportunity to grow professionally in the medical, technical, and practical knowledge of the sports medicine industry. A career as a Certified Athletic Trainer (ATC) offers an exciting working environment within a variety of professional settings. Certified athletic trainers interact daily with athletes, coaches, doctors, therapists and other medical professionals who are involved in the dynamic field of sports medicine. The National Athletic Trainer's Association (NATA) defines an athletic trainer as "a highly educated and skilled professional specializing in athletic healthcare. Under the supervision of a physician and in cooperation with other allied health personnel, the athletic trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, and other athletic health care settings."

"Athletic trainer" means a healthcare provider with specific qualifications, as set forth in KRS 311.900 to 311.928, who is licensed to practice athletic training and who, upon the supervision of a physician licensed under this chapter, carries out the practice of preventing, recognizing, evaluating, managing, disposing, treating, reconditioning, or rehabilitating athletic injuries. In carrying out these functions, the licensed athletic trainer may use physical modalities, such as heat, light, sound, cold, or electricity, or mechanical devices. A licensed athletic trainer shall practice only in those areas in which he or she is competent by reason of his or her training, experience, and certifications, including treatment of an injury or condition that is within the scope of practice of an athletic trainer and approved by a physician licensed under this chapter;"

Kentucky Licensure Section KRS 311.900 – Definitions

Accreditation Status

"Bellarmino University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2001 K Street NW, 3rd Floor North, Washington, DC 20006".



Bellarmino University admits qualified students of any age, gender, gender identity, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on age, gender, gender identity, sexual orientation, race, disability, color, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Athletic Training Program

Vision

The Athletic Training program is recognized as a premier program, devoted to cultivating excellence in patient care and leadership in the profession of athletic training and society.

Mission

The Athletic Training program is committed to embracing the rich Bellarmine tradition of *In Veritatis Amore* by preparing competent, ethical, and compassionate healthcare providers. We prepare graduates to become transformational leaders in their profession and society to meet the needs of an ever-changing world.

Value Statements

1. **Academic Excellence** – Promoting academic inquiry rooted in evidence-based practice and active learning; inclusive of inter-professionalism, creativity, and compassion.
2. **Intrinsic Dignity**: Providing thoughtful, compassionate, holistic healthcare, respecting the rights, welfare, and dignity of others.
3. **Social Responsibility** – Cultivating grounded citizens who contribute to, and advocate for, patient centered care, the public good, global health, and informed civic engagement.
4. **Integrity** – Nurturing ethical contemplation that informs the practice of athletic training.
5. **Hospitality** – Creating an inclusive environment that welcomes all and exemplifies a spirit of goodwill.
6. **Stewardship** – Exercising responsible use of health care resources.

Objectives

Student Learning Outcomes:

- Students will construct well-reasoned conclusions and solutions utilizing critical thinking skills.
- Students will communicate effectively utilizing oral, written and technological means.
- Students will display entry-level competency in the five domains of athletic training, which include:
 - Risk Reduction, Wellness and Health Literacy.
 - Assessment, Evaluation and Diagnosis
 - Critical Incident Management
 - Therapeutic Interventions
 - Healthcare Administration and Professional responsibility
- Students will provide ethical, athletic training care to diverse patient.
- Students will identify and develop collaborative relationships with other health care professional and teams.
- Students will apply the tenets of evidence-based practice in the provision of care to active individuals.

Athletic Training Education

Athletic trainers need a solid background in hard science as well as applied science including biomechanics, nutrition, chemistry, physics, biology, and anatomy and physiology. Successful completion of a CAATE accredited program leads to a Master's degree in Athletic Training. The Board of Certification, Inc. (BOC) establishes certification requirements for athletic trainers and entry-level athletic training education uses a competency-based approach in both the classroom and clinical settings. Using a medical-based education model, athletic training students are educated to serve as team members under the sports medicine umbrella with an emphasis on clinical reasoning skills based on evidence-based practice. Educational content is based on cognitive (knowledge), psychomotor (skill) and affective (professional behaviors) competencies and clinical proficiencies (professional, practice-oriented outcomes).

The ATC® Credential

The ATC® credential and the Board of Certification, Inc. requirements are recognized by 49 states, plus the District of Columbia, for eligibility and/or regulation of the practice of athletic trainers. The credibility of the BOC program and the ATC® credential it awards, are supported by three pillars: (1) the BOC certification examination, (2) BOC standards of practice and disciplinary process, and (3) continuing competency requirements. The BOC certification is recognized by the National Commission for Certifying Agencies (NCCA) **and is the only accredited certification program for athletic trainers, who are allied healthcare professionals.** To be certified, an individual must demonstrate as an athletic trainer they are capable of performing the required duties without threat of harm to the public.

The BOC traditionally conducts annual examination development meetings during which certified athletic trainers and recognized experts in the science of athletic training develop, review and validate examination items and problems. The knowledge, skills and abilities required for competent performance as an entry-level athletic trainer fall into three categories as listed below.

Athletic Training Performance Categories and Practice Domains Performance Categories:

1. Understanding, applying, and analyzing
2. Knowledge and decision-making
3. Special performance abilities

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

Programmatic Overview

Goals

Goal 1 relates to KNOWLEDGE

AT Graduates will develop skills to critically analyze and synthesize their knowledge and integrate what is learned in the classroom and clinical experiences to ultimately become qualified entry-level ATs.

Goal 2 relates to KNOWLEDGE and ABILITY

AT Graduates will demonstrate competence in research and be guided by the premise of evidence-based practice to problem solve and deliver relevant treatment, to a diverse patient population.

Goal 3 relates to SERVICE

AT Graduates will demonstrate a willingness to use their knowledge and skills to improve the human condition. All program participants will promote authentic learning and a commitment to social justice in environments that foster respect for diversity and the dignity of all.

Goal 4 relates to PROFESSIONALISM

AT Graduates will demonstrate self-reflection, continuously assessing and refining their professional practice as they build on knowledge, skills, and abilities for effective practice to ensure optimal opportunities to learn and grow.

Goal 5 relates to LEADERSHIP

AT Graduates become adept at applying their acquired knowledge in the process of evaluating professional performance and decision-making with respect to self, patients, organizations, and the wider community to effectively lead change, resolve conflict and motivate others.

“The biggest human temptation is to settle for too little.”

~ Thomas Merton

Educational Objectives

Mastery of these competencies provides the entry-level athletic trainer with the capacity to provide athletic training services to clients and patients of varying ages, lifestyles and needs. The CAATE requires the competencies be instructed and evaluated in each accredited professional athletic training education program. These competencies serve as guidelines for the development of educational programs and learning experiences to a student's eligibility to challenge the BOC examination. The primary objective of this entry-level athletic training curriculum is to fully prepare each student to achieve success on the certification examination, which credentials Certified Athletic Trainers, creating an opportunity for success in the profession.

Program Objectives to be Evaluated

In an effort to ensure we serve our students well, the BU AT Program will annually evaluate:

- The students' ability to think critically to drive decisions.
- The students' capacity to provide ethical care to diverse patient populations utilizing the tenets of evidence based practice.
- To determine if clinical experiences help develop collaborative relationships with other health care professions.
- If both didactic and clinical education provide students, professors and Preceptors with quality feedback, learning opportunities and advance professional behavior.
- If the program exhibits professional responsibility through adherence to accreditation and certification guidelines (CAATE, BOC) and involvement in athletic training organizations (KATS, SEATA, and NATA).
- If the AT Program articulates the importance of lifelong learning for personal and professional development.

Students receive formal instruction in the following specific subject matter areas:

Foundational Coursework

Human Anatomy
Human Physiology
Exercise Physiology
Kinesiology/Biomechanics
Nutrition
Statistics
Biology
Chemistry
Physics
Psychology
Medical Terminology

Program Coursework

Risk Management and Injury/illness Prevention
Pathology & Assessment of Injury/illness
Functional Human Gross Anatomy
General Medical Conditions
Therapeutic Modalities
Therapeutic Exercise and Rehabilitation
Health Policy, Administration & Leadership
Medical Ethics and Legal Issues
Diagnostic Imaging
Evidence & Research Design
Pharmacology
Performance Enhancement
Transition to Clinical Reasoning

Athletic Training Program Role Delineation Overview

With an emphasis on evidence-based practice in the medical community, athletic trainers must continuously seek new and better ways to provide healthcare to their patients. Athletic training, similar to other allied healthcare professions, is continually evolving in its policies, procedures and protocols. Research and innovation are a common thread in this ever-changing environment. An actively practicing athletic trainer can maintain and continue to develop professional skills while maximizing teachable moments in the clinical environment to enhance education.

The Bellarmine University Athletic Training faculty may collaborate with the Sports Medicine Department in a formal, professional affiliation in which the faculty will contribute their knowledge and expertise to care for the student-athletes at Bellarmine University. For some program faculty, this affiliation with athletics may be a formal staff assignment, which includes supervision of Athletic Training Students in a Preceptor role.

The commitment by AT faculty to serve as Preceptors provides a professionally controlled, organized climate outside of the classroom to promote interaction among the athletic training students and the faculty. In addition, the faculty/Preceptor role also serves as an ideal opportunity for Sports Medicine faculty to observe, evaluate and provide feedback to athletic training students as they study, practice and master the clinical and social skills involved with success in the allied health care community. These clinical experiences are incorporated into practical teaching applications in the classroom. All program faculty, active or inactive in their practice, maintains professional skills, certifications, and licensure.

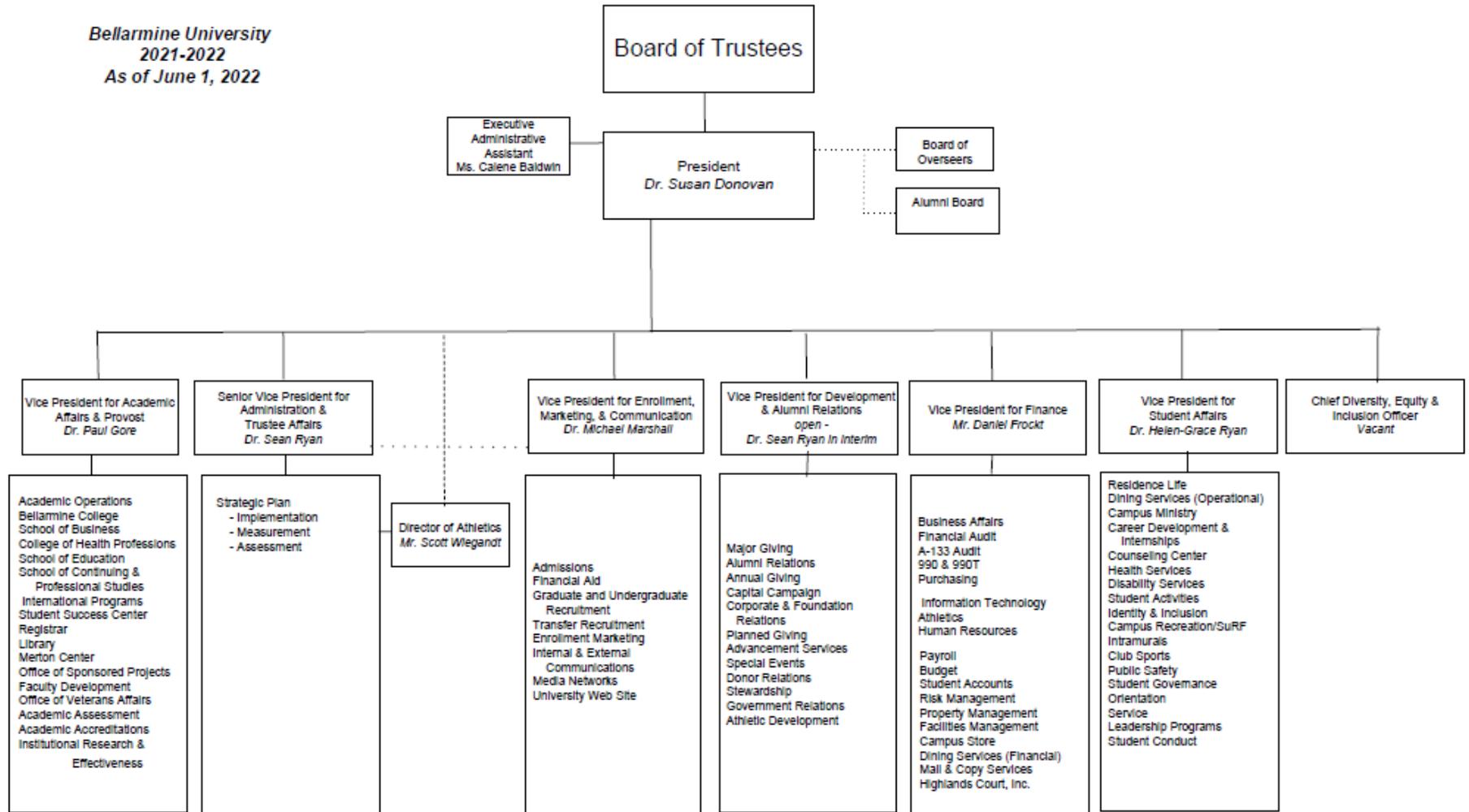
Through involvement with Bellarmine University's athletic teams and formal affiliations with other community institutions, the AT Program has opportunities for public visibility. As representatives of Bellarmine University, the AT Program can help raise public awareness regarding the importance and necessity of athletic trainers in the traditional settings. It is not only a critical element in the promotion of the athletic training profession, but it will also demonstrate the importance Bellarmine places in community involvement.

The Athletic Training faculty and Sports Medicine professional staff present themselves professionally when providing medical coverage for an athletic event. Athletic Training is a profession that encompasses service and commitment to excellence. Bellarmine's faculty and staff take pride in their ability and willingness to provide for those in need, setting high standards for athletic health care.

The above rationale outlines the foundation for standards of excellence in athletic health care which guides both the professional setting and the educational process. Professionals involved in the education of future athletic trainers have clearly defined roles. Athletic training students must also have a clear understanding of the roles each faculty member and Preceptor plays in their education. In the following pages, the roles and responsibilities are generalized and should not be interpreted as exclusive to any one position. **(See Supplemental Information).**

University Administrative Structure

*Bellarmine University
2021-2022
As of June 1, 2022*



Title: Athletic Training Program Director

Primary Duties: The Athletic Training Program Director position is a full-time faculty appointment requiring a workload equivalent to 30 hours. The Program Director's primary duties will include the multiple responsibilities of developing, evaluating and implementing the Athletic Training Program curriculum model. This includes, but is not limited to, the following.

The Program Director will:

- Purposefully plan, develop and define the instructional plan for the Athletic Training Program.
- Be responsible for student recruitment, selection and retention.
- Be responsible for ensuring the teaching of all competencies in classroom instruction and clinical education.
- Formulate and implement standards of professional behavior.
- Conduct program evaluation including: monitoring and providing feedback to students regarding their progress in the program; program assessment and reporting
- Be responsible for ensuring ongoing compliance with CAATE accreditation standards.
- Write and submit all reports regarding accreditation to CAATE.
- With help from the Clinical Education Coordinator, will seek and secure formal clinical affiliation agreements that will contribute to the education process.
- Maintain and store all student files.
- Ensure the safety of the athletic training students.
- Monitor Bellarmine University Athletic Training webpage and work with IT to make necessary changes.
- Provide guidance and empower the program faculty and staff regarding:
 - Weekly/ monthly meetings
 - Short and long term goals
- Share responsibility for the maintenance and upkeep of the athletic training laboratory.
- Adhere to faculty policies as outlined in the faculty contract and faculty handbook.

Collateral Duties: The Program Director will serve on standing committees, pursue community involvement which promotes Athletic Training at Bellarmine University, pursue scholarly activities including public speaking, professional presentations, professional development and engagement in national and state associations related to Athletic Training.

Title: Clinical Education Coordinator

Primary Duties: The Athletic Training Clinical Education Coordinator (CEC) position is a full-time faculty appointment requiring a workload equivalent to 30 hours. This position works in coordination with the Program Director. The Clinical Education Coordinator position will include, but is not limited to the following.

The Clinical Education Coordinator will:

- Write, implement, and document all assessment modules for Athletic Training clinical education.
- Assess, evaluate and pursue off-campus clinical contracts for student assignments in allied health care facilities.
- Ensure the safety of the athletic training students.
- Coordinate the Athletic Training Student clinical field experience assignments.
- Maintain documentation records for all field experience/ clinical hours performed by Athletic Training Students.
- Communicate regularly with preceptors and students in the various clinical settings.

- Evaluate and provide feedback to all Athletic Training Students and Preceptors.
- Be responsible for and oversee all training of Preceptors providing instruction in Bellarmine University's Athletic Training Program.
- Assist the Program Director with CAATE compliance.
- Share responsibility for the maintenance and upkeep of the athletic training laboratory.
- Adhere to faculty policies as outlined in the faculty contract and faculty handbook.

Collateral Duties: The Clinical Education Coordinator will serve on standing committees, pursue community involvement which promotes Athletic Training at Bellarmine University, pursue scholarly activities including public speaking, professional presentations, professional development and engagement in national and state associations related to Athletic Training.

Title: Adjunct Faculty

Primary Duties: The Adjunct Instructor of Athletic Training is a part-time appointment requiring a workload of not more than 9 semester hours per semester. The position will include, but is not limited to the following:

- Design cognitive, affective and psychomotor strategies and techniques in both classroom and clinical areas to enhance student learning, and create activities to assist students in developing critical thinking skills.
- Facilitate/guide the progress of students toward achievement of their course and program outcomes.
- Maintain athletic training skills and knowledge through formal and informal instruction/ continuing education.
- Assist the Program Director in adhering to CAATE standards and stated program goals and objectives.
- Adhere to faculty policies as outlined in the faculty contract and faculty handbook.

Collateral Duties: Adjunct faculty will teach according to department needs; S/he will adhere to faculty policies as outlined in the faculty contract and faculty handbook. S/he will participate in professional development and scholarly activities, and engage in professional associations related to the Athletic Training profession.

The Bellarmine University Athletic Training Faculty & Staff

Dr. Robin Curry, M.D. – AT Program Medical Director, BU Team Physician

Dr. Myra Stockdale, LAT, ATC – Director of Athletic Training Program
Associate Professor of Athletic Training

Dr. Chelsey Franz, LAT, ATC – Clinical Education Coordinator,
Associate Professor of Athletic Training

Dr. Sonja Bareiss, PT, MPT—Associate Faculty

Dr. Jason Bracco, DPT, PT, LAT, ATC – Adjunct Faculty

Ms. Becky Clifton, MS, LAT, ATC – Adjunct Faculty/ Preceptor

Ms. Gabrielle Kirsch, MS, LAT, ATC – Adjunct Faculty/ Preceptor

Mr. Dominic Morales, MAL, LAT, ATC, CES – Adjunct Faculty

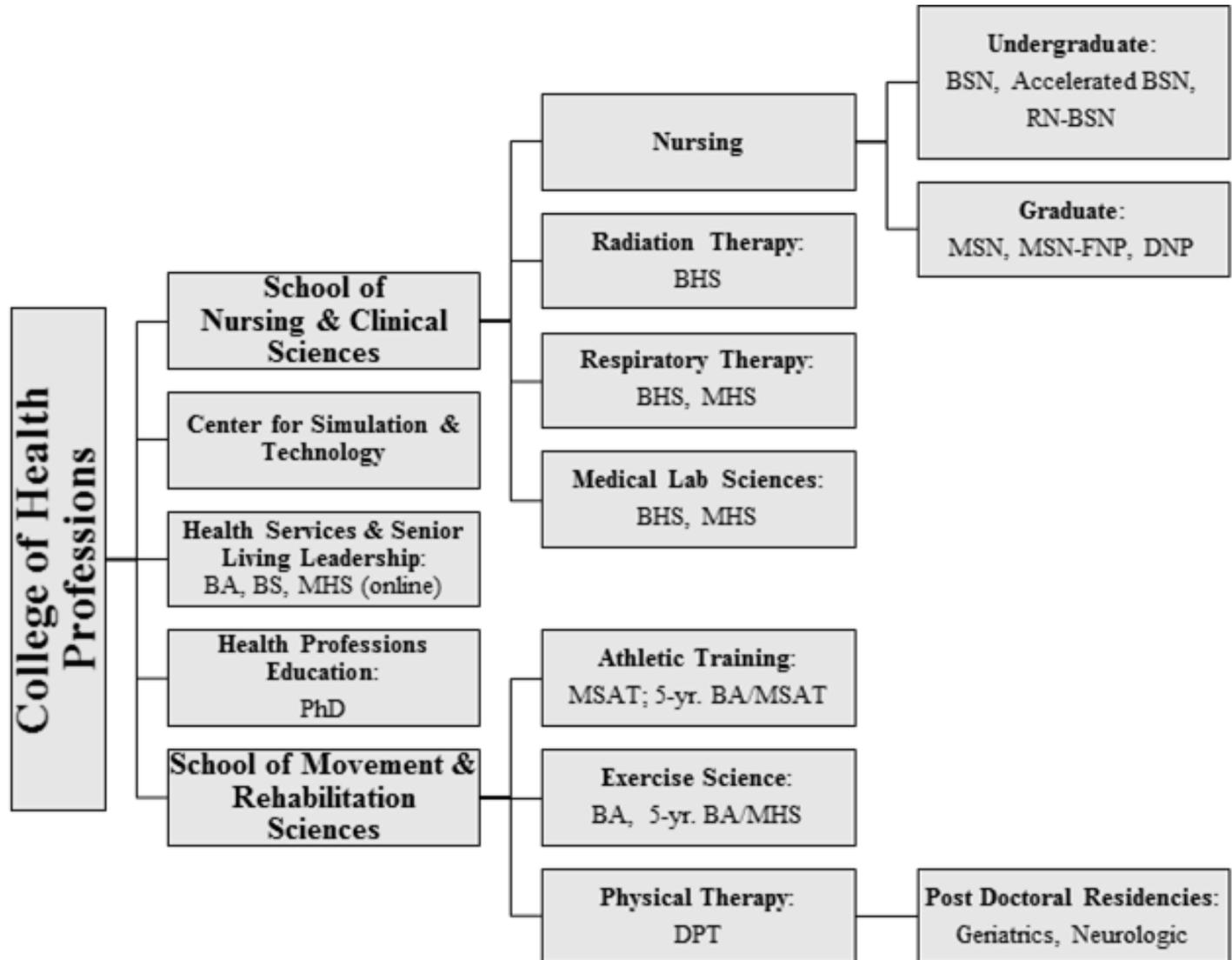
Dr. Chantal Prewitt – Associate Faculty

Mrs. Autumn Smith – Administrative Assistant

Dr. David Scott, JD – Associate Faculty

Ms. Stephanie Vander Velden, PhD(c), MS, LAT, ATC – Adjunct Faculty

College of Health Professions Administrative Structure



ATHLETIC TRAINING DIDACTIC EDUCATION

Bellarmino University's MSAT Program

Upon graduation, Bellarmine University's Athletic Training Students will be qualified to compete for and secure positions in the following settings:

Colleges/universities

Secondary schools

Professional sports

Physical therapy/ sports medicine clinics

Industrial settings

Medical offices/ Hospitals

Olympic sports

Military settings

Matriculation

Once accepted into the professional phase, ALL students must complete the following at their own expense:

- All students must submit to a background check
- All students must submit to a drug screen
- All students must have a completed physical exam
- All students must complete the precautionary immunization requirements set forth by Bellarmine University and the Athletic Training Program.
- Failure to comply with immunizations may affect clinical placement choices

Failure to comply will result in dismissal from the program.

Progression Policies and Procedures

Progression Requirements:

- Once obtained, all students must maintain current American Heart Association Basic Life Support for the Professional Rescuer, which includes the use of an AED, First Aid, certification while enrolled in the athletic training program to participate in clinical experiences.
- All students must pass the annual BBP and HIPAA training to enter clinical rotations. Some sites may require additional training. **(See Supplemental forms).**
- All students must have current (at least annual) negative TB skin tests while enrolled in the athletic training program to participate in off campus clinical experiences. Additionally, all remaining required immunizations must be completed prior to participating in clinical experiences in the athletic training program.
- All students must submit to and pass a background check (upon admission) in order to participate in clinical rotations. Some sites may require additional background checks, which will be at the student's expense.
- All students must participate in annual drug screening prior to beginning clinical rotations each fall. Positive results of any kind will be handled according to the College of Health Professions drug and alcohol policy. **(See Supplemental forms).**
- All students must achieve a grade point average of a 3.0 or higher in order to remain in good standing. If the cumulative GPA falls below 3.0, the student will be placed on academic probation. Students have one (1) semester to bring the cumulative GPA up to the minimum 3.0; failure to do so will result in dismissal from the program. The student has the ability to appeal the dismissal.
- No more than nine (9) credit hours of course work with a C grade will be allowed throughout the entire program. **NOTE:** Only one (1) clinical course is allowed as part of the nine (9) credit hours.
- As per University policy, a maximum of two (2) courses can be repeated while in a graduate program.

- The grade of C is based on the following grading scale:

A = 94 – 100	A- = 91 – 93
B+ = 88 – 90	B = 82 – 87 B- = 77 – 81
	C = 72 – 76
	F = < 72
- Failure of a didactic course will cause the student to decelerate in the program. They will not be permitted to continue with their cohort and must repeat the failed course when it is taught next at Bellarmine. Failure of a clinical course will trigger a remediation plan with clinical coordinator. The student may repeat the clinical course in the very next semester and their graduation will be delayed.
- If a student is re-admitted into the program following a dismissal for any reason, they are placed on probation the first semester back in the program. A contract will be drawn up by the Program Director and signed by the student, PD and CEC. If the student violates the terms of the contract, the PD can terminally dismiss the student from the program. Terminal dismissal does not allow for re-admission.
- All students are expected to continue to improve their score on the practice BOC exam, taken at the end of the each semester. Following the first semester in which the exam is taken, two opportunities are allowed to meet this expectation. Failure to improve will result in program deceleration.
- Clinical courses are used to evaluate performance in clinical practice settings/ experiences with real patients. In order to progress to the next clinical course in the sequence, students must attain a passing evaluation (72% or higher) in their Clinical Course. Failure to do so may result in program deceleration or dismissal, depending on the situation.
- All students must demonstrate progress on Clinical Integrated Proficiencies to progress to the next clinical course. This assures additional experience is gained to help progress into supervised autonomous practice including clinical decision-making.
- Failure to maintain any of the above requirements will result in the student being ineligible for clinical experiences and will render the student ineligible for progression.
- The ATS must maintain behavioral characteristics consistent with the healthcare community. Violations of this or any of the policies and procedures outlined within this *AT Program Student Handbook, the Bellarmine University Student Handbook or other published University policy(ies)* will not be tolerated. Behavior unbecoming of an Athletic Training Student or a healthcare professional may result in disciplinary actions. These actions may effect program progression and/or graduation.

At Risk Students and Remediation Policies and Procedures

The Athletic Training Program curriculum is based on the achievement of competency. When students have not met the minimum acceptable standards for achievement in didactic courses, or have not demonstrated an adequate level of skill in clinical courses (as indicated by a grade of “C” or higher), the student must enter into a remediation program. The remediation program is designed to be a guided experience to improve the knowledge, competency and skills of the student. All students are subject to academic review. Before a student is placed into remediation, the Program Director will review the student’s overall academic record, consider whether the student will benefit from remediation, and, depending on academic findings will prescribe the required remedial program.

Remediator refers to any person who is aiding a student in the learning/re-learning process. This includes the course instructor, Preceptor or other approved person.

Remediation refers to the process of re-learning/re-studying deficient material.

Remediation

A student will automatically enter remediation if any one of the following occurs:

- Earns a grade of 72% or lower on any test, exam or assignment or in any programmatic course.
- Is placed on academic probation by the Registrar.
- If during the semester the course average is 72% or lower (in any course)
- Earns a grade of 72% or less on the final exam
- GPA fall below the 3.0 mark

NOTE:**If a student has a class average above 72% after the final exam grade is factored into the grade, but scores 72% or below on the cumulative final exam, the student will enter remediation. The student will have four weeks after the start of the next semester to retake the final exam. The final grade for the course remains, however, mastery of the material must be demonstrated for continuation.*

Remedial Steps

The steps are as follows:

- Concerns are identified by the instructor to the student.
- Schedule remediation meetings and set remediation schedule. Student must adhere to remediation schedule or be subjected to program dismissal.
- All remediation sessions will be documented. This document will contain student's name, time and date of meeting, and items discussed in meeting.
- If the student is unable to make sufficient progress in remediated classes, a meeting with the Program Director, remediator and student will be warranted. Decisions will be made regarding the potential for success of the student. These decisions will be made collaboratively by Program Director, Remediator, and student.

Readmission Guidelines

An athletic training student who wishes to re-enter the Athletic Training Program following a period of inactive status (e.g., due to withdrawing from the University, etc.) must first file an Application for Readmission with the Office of Graduate Admission. The student must request an official transcript be sent to Bellarmine University from any institution attended since leaving Bellarmine. Any financial obligations at Bellarmine University must be cleared before re-enrollment. Bellarmine University reserves the right to deny readmission to any student.

Once re-admitted to Bellarmine, the student should submit a formal letter to the Program Director requesting readmission to the program well in advance of the semester in which he/she wishes to enroll. The request for readmission will be considered with all other applicants, and admission to the program will be based on the same guidelines as a new applicant who is seeking enrollment. Students who seek re-entry will have to vie for enrollment vacancies alongside all other applicants who are seeking admission to the program. The MSAT reserves the right to deny readmission to any student.

ATHLETIC TRAINING PROGRAM 2023 COHORT

Plan of Study revised spring 2022

Year 1 Summer 2021

ATHL 500 Foundation of AT: Emergent Care and Prevention (3)
ATHL 511 Literature & Research in Athletic Training (3)
ATHL 520 Introduction to Assessment (2)

Year 1 Fall 2021

ATHL 510 Functional Human Gross Anatomy (5)
ATHL 515 Clinical I (1)
ATHL 521 Assessment: Head and Spine (3)
ATHL 530 General Medical Conditions (3)
HLTH 535 Pharmacology (2)

Year 1 Spring 2022

ATHL 522 Assessment: Lower Extremity (4)
ATHL 525 Clinical II (2)
ATHL 565 Principles of Therapeutic Modalities (3)
ATHL 610 Performance Enhancement (2)

Year 2 Summer 2022

ATHL 523 Assessment: Upper Extremity (3)
ATHL 555 Interprofessional Experience (2)
ATHL 670 Leadership & Administration (3)

Year 2 Fall 2022

ATHL 600 Transition to Clinical Practice (2)
ATHL 630 Diagnostic Imaging (3)
ATHL 635 Clinical III (3)
ATHL 620 Rehabilitation Techniques & Practice (3)
ATHL 680 MSAT Capstone Experience (1)
HLTH 604 Current Trends & Issues in Health (3)

Year 2 Spring 2023

ATHL 645 Clinical IV (6)
ATHL 681 MSAT Capstone Experience (1)
PHIL 543 Bioethics (3)

ATHLETIC TRAINING PROGRAM 2024 COHORT

Plan of Study revised spring 2022

Year 1 Summer 2022

ATHL 500 Foundation of AT: Emergent Care and Prevention (3)

ATHL 511 Literature & Research in Athletic Training (3)

ATHL 520 Introduction to Assessment (2)

Year 1 Fall 2022

ATHL 510 Functional Human Gross Anatomy (5)

ATHL 515 Clinical I (1)

ATHL 521 Assessment: Head and Spine (3)

ATHL 530 General Medical Conditions (3)

HLTH 535 Pharmacology (2)

Year 1 Spring 2023

ATHL 522 Assessment: Lower Extremity (4)

ATHL 523 Assessment: Upper Extremity (3)

ATHL 525 Clinical II (2)

ATHL 610 Performance Enhancement (2)

Year 2 Summer 2023

ATHL 620 Rehabilitation Techniques & Practice (3)

ATHL 670 Leadership & Administration (3)

ATHL 555 Interprofessional Experience (2)

Year 2 Fall 2023

ATHL 630 Diagnostic Imaging (3)

ATHL 565 Principles of Therapeutic Modalities (3)

ATHL 635 Clinical III (3)

ATHL 600 Transition to Clinical Practice (2)

ATHL 680 MSAT Capstone Experience (1)

HLTH 604 Current Trends & Issues in Health (3)

Year 2 Spring 2024

ATHL 645 Clinical IV (6)

ATHL 681 MSAT Capstone Experience (1)

PHIL 543 Bioethics (3)

ATHLETIC TRAINING CLINICAL EDUCATION

Introduction

The Bellarmine University AT Program clinical education component is comprised of four (4) clinical courses, and an interprofessional experience consisting of several clinical rotation requirements. Many of these rotations are completed at off-campus health care settings. The athletic training student is responsible for providing his/her own transportation to any off-campus clinical rotations.

Each clinical course requires athletic training students to prove clinical skill proficiency prior to advancement to the next clinical level. Students are required to participate in a minimum of two years of academic clinical education. A segment of the clinical education experience must be directed toward a patient population having non-orthopedic, general medical ailments (e.g., cardiorespiratory, metabolic). Using an outcomes-based approach, students are instructed and evaluated, by Preceptors in the clinical setting.

Bellarmino University Clinical Site Information

Bellarmino University's Athletic Training Program is comprised of academics and clinicians who take pride in representing and promoting the profession of athletic training and the field of sports medicine. There are two full-time faculty, providing the teaching core for Bellarmine University's athletic training students. Adjunct & Associate faculty member(s) and support staff are also in place to promote the educational experience for the students. The clinicians who are a part of the BU sports medicine staff are directly responsible for providing healthcare to the student-athletes of Bellarmine University, yet may also serve as Preceptor to the students. As a result, students have the opportunity to observe, emulate, and develop skills alongside mentors in both traditional and nontraditional health care settings. **(See Supplemental Information).**

Clinical Education Setting

Clinical education and field experiences will include Bellarmine University's Athletic Training and Sports Medicine facilities, practices, and competitive events, local high schools and other venues provided by affiliated sites that practice allied health care. The Bellarmine University Athletic Training and Sports Medicine facilities and the affiliated clinical sites provided for clinical education are considered designated physical facilities where comprehensive health care services are provided. Clinical education field experiences will include practice and game preparation, injury/illness evaluation, first aid and emergency care, referrals, follow-up care, rehabilitation, and related services in allied health care settings. These experiences should also include opportunities for involvement in the immediate management and emergency care of a variety of acute athletic injuries and illnesses. Supervised clinical field experiences involve personal/verbal contact at the site of supervision between the athletic training student and the Preceptor, who plans, directs, advises, and evaluates the student's clinical education field experience. The Preceptor must be onsite where the clinical education field experience is happening.

According to Kentucky statute **311.905**, which pertains to limitations and exceptions to state licensure, a student does not need to be licensed so long as: "The activities or services of a student athletic trainer or someone in a similar educational position, if the service is not for compensation and is carried out under the supervision of a physician and a licensed athletic trainer licensed under KRS 311.900 to 311.928." These experiences are educational (not "work") for the athletic training students. Additionally, athletic training students will not be utilized to replace licensed and certified personnel or staff.

Clinical Experience and Clinical Supervision

In accordance with the *2020 Commission on Accreditation of Athletic Training Education (CAATE) Standards for Accreditation of Athletic Training Education Programs*, the following standards apply to the clinical experiences and supervision of each athletic training student while they are performing their clinical experiences.

2020 CAATE Standards Regarding Clinical Education

Standards

- #9 All courses used to fulfill athletic training clinical experience requirements and to meet the curricular content standards (Standards 56-94) are delivered at the graduate level.
- #10 Students fulfill all athletic training clinical experience requirements and curricular content standards (Standards 56-94) within the professional program.
- #13 The program ensures that the time commitment for completing program requirements does not adversely affect students' progression through the program.
- #14 A program's clinical education requirements are met through graduate courses and span a minimum of two academic years.
- #15 A program's athletic training clinical experiences and supplemental clinical experiences provide a logical progression of increasingly complex and autonomous patient-care and client-care experiences.
- #16 The clinical education component is planned to include at least one athletic training immersive clinical experience.
- #17 A program's clinical education components is planned to include clinical practice opportunities with varied client/patient populations. Populations must include clients/patients
 - Throughout the lifespan (for example, pediatric, adult, elderly),
 - Of different sexes
 - With different socioeconomic statuses,
 - Of varying levels of activity and athletic ability (for example competitive and recreational, individual and team activities, high- and low-intensity activities),
 - Who participate in non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts).
- #18 Students gain experience with patients with a variety of health conditions commonly seen in athletic training practice.
- #26 Students are protected by and have access to written policies and procedures that protect the health and safety of clients/patients and the student. At a minimum, the policies and procedures must address the following:
 - A mechanism by which client/patients can differentiate students from credentialed providers
 - A requirement for all students to have emergency cardiac care training before engaging in athletic training and supplemental clinical experiences
 - Blood-borne pathogen protection and exposure plan (including requirements that students receive training, before being placed in a potential exposure situation and annually thereafter, and that students have access to and use of appropriate blood-borne pathogen barriers and control measures at all sites)
 - Calibration and maintenance of equipment according to manufacturer guidelines
 - Communicable and infectious disease transmission
 - Immunization requirements for students
 - Patient/client privacy protection (FERPA and HIPAA)
 - Radiation exposure (as applicable)
 - Sanitation precautions, including ability to clean hands before and after patient encounters
 - Venue-specific training expectations (as required)
 - Venue-specific critical incident response procedures (for example, emergency action plans) that are immediately accessible to students in an emergency situation
- #29 The program ensures that each student is oriented to the policies and procedures of their clinical site.
- #30 Educational opportunities and placements are not prejudicial or discriminatory
- #31 Athletic training clinical experiences are supervised by a preceptor who is an athletic trainer or a physician

- #34 All program policies, procedures and practices are applied consistently and equitably
- #46 Preceptors function to supervise, instruct and mentor students during clinical education in accordance with the program's policies and procedures. Preceptors who are athletic trainers or physicians assess student's abilities to meet the curricular content standards. (Standards 56-94)
- #52 The program's students have sufficient access to advising, counseling services, health services, disability services and financial aid services

Guidelines for Clinical Supervision

- Preceptors are physicians or athletic trainers whose experience and qualifications include the following:
 - Licensure as a healthcare provider, credentialed by the state in which they practice
 - BOC certification in good standing and state credential for preceptors who are solely credentialed as athletic trainers
 - Planned and ongoing education for their role as a preceptor
 - Have contemporary expertise
- Preceptors function to supervise, instruct and mentor students during clinical education in accordance with the program's policies and procedures. Preceptors who are athletic trainers or physicians assess students' abilities to meet the curricular content standards (Standards 56-94).
- The Preceptor must demonstrate understanding of and compliance with Bellarmine University's Policies and Procedures in order to supervise students in clinical education.
- Supervision of students by the Preceptor shall be through visual and auditory interaction between the student and the Preceptor which allows for instruction, development and assessment of the student to develop clinical integrated proficiency, communication skills and clinical decision-making during actual patient/client care.
- The daily supervision of students by the Preceptor must include multiple opportunities for evaluation and feedback between the student and Preceptor. **(See Supplemental forms).**
- The Preceptor will provide instruction and assessment of the current knowledge, skills and clinical abilities designated by CAATE.
- The Preceptor will facilitate the integration of skills, knowledge and evidence regarding the practice of athletic training.
- Students shall be assigned to a Preceptor not a sport/activity, with exception to students completing their final rotation.
- An athletic training student will not replace a certified athletic trainer in any way.
- Students assigned to doctors' offices, clinics, or other settings will follow the rules and regulations of the setting under the supervision of a Preceptor. **(See Supplemental forms).**
- The athletic training student will not cover any practice, competition, or the Sports Medicine facility unsupervised. To that end, no ATS will travel without the direct supervision of the Preceptor.
- If unsupervised in the Sports Medicine facility, the athletic training student will close the Sports Medicine facility until the Preceptor returns.
- If unsupervised at a practice or competition, the athletic training student will find his/her Preceptor, notify the Preceptor that he/she has been unsupervised, and remain with the Preceptor. In addition, this should be reported to the Clinical Education Coordinator and/or Program Director immediately.

General Sports Medicine Facility Procedures

- The Preceptor or supervising Athletic Trainer/Physician is always in charge.
- Report all injuries/illnesses to your Preceptor.
- Do not attempt to use any equipment unless you have been properly instructed and your Preceptor gives you permission to use it.

- Keep all facilities clean at all times.
- If, after looking in a supply room, supplies are needed, students should report their findings to an appropriate staff member.
- There should be no eating or drinking in any facility.
- Athletic training students assigned to high schools, clinics, and other settings will follow the rules and regulations of those settings.

Infection Control

The healthcare staff should take every measure to protect themselves and their patients from coming in contact with infectious materials. Depending on your clinical assignments, this may include personal protective equipment (PPE) including gloves, gowns, facemasks, face shields, eye protection, etc. Every ATS should practice good hand washing hygiene regularly based on current CDC guidelines. At a minimum hand sanitizer should be used for 15 to 30 seconds between every patient. All equipment and tables should be wiped down after every patient is treated and allowed to dry for 30 seconds. All coolers should be cleaned and allowed to dry in a controlled environment. Whirlpools should be kept cleaned according to recent protocols. Education by athletic trainers should be given to student-athletes and coaches to identify and reduce the incidence of infectious diseases from occurring within facilities patients use.

Injury/Illness Prevention

- Make sure coolers and water bottles are thoroughly cleaned after each use.
- Make sure to maintain a clean and orderly facility at all times.
- Inspect all courts and fields for wet spots and irregular surfaces.
- Inspect all courts and fields for hazardous conditions.
- Keep non-participating personnel in their area, away from sidelines and competition.
- Always strive to improve methods, techniques, treatments and knowledge.
- Make sure athletes are kept in properly fitting, safe equipment.
- Monitor patients for any signs or symptoms consistent with illness or injury.

Supplies, Materials, & Equipment Policy

- Supplies, materials, and equipment in any facility is **NOT** for personal use.
- Students may **NOT** take any supplies, materials, or equipment from the facility unless they have received permission from their Preceptor.
- Any removal of supplies, materials, or equipment from a facility and/or AT Program laboratory for educational purposes must be approved by your Preceptor and/or program faculty at the appropriate location as soon as possible.
- It is the student's responsibility to take care of the supplies, materials, and equipment clinical facilities and the Athletic Training laboratory.

Clinical Education

Clinical education begins in the first fall semester of the program and builds progressively for the following five semesters. Prior to beginning clinical experiences, each athletic training student must participate in an annual student safety seminar to review HIPPA and OSHA standards, the use of universal precautions, blood borne pathogen training, First Aid and CPR Certification (professional rescuer with AED training), and a review of the guidelines in clinical education. The following chart demonstrates the appropriate didactic and clinical course matches.

Clinical Rotation Plan

The Clinical Rotation Plan for Bellarmine University's Athletic Training Program meets the guidelines for clinical experiences as directed in the CAATE Standards for Athletic Training Programs. Each student will spend time in field experiences focused on upper extremity intensive (i.e., baseball, softball, or tennis), lower extremity intensive (i.e., track and field or soccer), equipment intensive (i.e., football or lacrosse), patients of different genders, ages, ability levels, socioeconomic statuses and general medical/non-orthopedic (i.e., physician's offices, emergency rooms, health clinics).

Bellarmine University's Athletic Training Program

Clinical Sequence

<p>Completed prior to Clinical I</p> <p>ATHL 500 Foundation of AT: Emergent Care and Prevention ATHL 511 Literature & Research in AT ATHL 520 Intro to Assessment</p>	<p>Clinical I (100 hours)</p> <p>Injury Prevention and Acute Care Risk Management General Movement Analysis</p>	<p>Potential Clinical Assignments</p> <p>College or high school (Various Preceptors/sports)</p>
<p>Completed prior to the beginning of Clinical II</p> <p>ATHL 510 Functional Human Gross Anatomy ATHL 521 Assessment: Head and Spine ATHL 530 General Medical Conditions HLTH 535 Pharmacology</p>	<p>Clinical II (150 hours)</p> <p>Clinical Examination and Injury Diagnosis and Management</p>	<p>General Sports Medicine clinic, College, High School</p>
<p>Completed prior to the beginning of Clinical III</p> <p>ATHL 522 Assessment: Lower Extremity ATHL 523 Assessment: Upper Extremity ATHL 555 Interprofessional Experience ATHL 620 Rehabilitation Techniques and Practice ATHL 610 Performance Enhancement ATHL 670 Leadership & Administration</p>	<p>Clinical III (225 hours)</p> <p>Rehab Principles General Medicine and Pathology, Pharmacology, Clinical Examination and Injury Diagnosis and Management of Head and Spine, Upper and Lower Extremities</p>	<p>Rehab clinics, rehab focused rotations, General Medicine sites, College Sports Medicine clinic, High School</p>
<p>Completed prior to the beginning of, or during Clinical IV</p> <p>ATHL 600 Transition to Clinical Practice ATHL 565 Principles of Therapeutic Modalities ATHL 630 Diagnostic Imaging for Physical Medicine HLTH 604 Current Trends and Issues in Health</p>	<p>Clinical IV (465 hours)</p> <p>Therapeutic Modalities Rehabilitative Exercise, Psychosocial Intervention, Pathology of Injury, Clinical Examination and Injury Diagnosis and Management, Administration and Professional Development Capstone Experience</p>	<p>Student interest initiated rotation (previously approved by program), research specific rotations, As close to a full season as possible, including surgery if not already completed</p>

Clinical Education Requirements

- All athletic training students **must** complete a minimum of 940 hours prior to completion of the Athletic Training Program. This time requirement is divided according to the student's clinical education level in the program:
 - Clinical I (level 1)- students must complete a minimum of 100 hours
 - Clinical II (level 2) - students must complete a minimum of 150 hours per
 - Clinical III (level 3)- students must complete a minimum of 225 hours per
 - Clinical IV (level 4)- students must complete a minimum of 465 hours per
- While participating in clinical education over the course of 2 years, the ATS must complete at least 80% of the minimum 940 hours inside of the traditional sports setting. Each student should spend no less than 30 hours in general medicine rotations, 30 hours in orthopedics/chiropractic (including 1 surgery observation), and 75 hours in rehabilitation settings.
- Clinical hours:
 - Hours make up **30%** of the points for the overall clinical grade in Clinical I and **50%** of all other Clinical courses. The semester minimum hours is equivalent to earning a C or 72% of the points associated with clinical hours each semester.
 - Hours earned above and beyond the semester minimum will be calculated to earn the student up to 100% of the respective portion of the clinical course. Please Note: Completing hours to earn 100% for the clinical hours allowed for the semester DOES NOT guarantee an A in the clinical course.
 - Students should complete a **MINIMUM** of 5 hours/week for their clinical classes. **NOTE: To successfully complete the minimum number of hours for each clinical class, the average number of hours per week will vary depending on the clinical class.** As a guide for a 15 week semester, 5 hours/week for ATHL 515, 10 hours/week for ATHL 525, 15 hours/week for ATHL 635 and 31 hours/week for ATHL 645, when not completing a minimum of 4 week intensive experience consisting of a minimum of 40 hours/week. The only exceptions to this rule will be pre-season experiences provided they fall outside the traditional semester, Fall Break, Thanksgiving Break, and Spring Break.
 - Depending on the clinical level, student's average number of hours per week will vary. However, **without exception**, students will have at least 1 day off each week. Pre-season and breaks are the exception to this rule.
 - No student **can be required to work more than** 30 hours/week in ATHL 515, ATHL 525 or ATHL 635, however you can choose to work more than 30 if you wish.
 - **Travel time DOES NOT count toward clinical hours.**
- The ATS will be responsible for logging his/her own clinical hours. Clinical hours reporting should be completed on a daily basis.
- All clinical hours must be recorded to clearly identify the date of event, time in/out, location of event (i.e., Knights Hall, Health Services, Owsley B Frazier Stadium, etc.), the type of event (i.e., general medicine observation, women's varsity basketball practice, Bellarmine Lacrosse game), and the supervising Preceptor. Physician Exposure: patient encounters must also be documented.
- The supervising Preceptor will verify and approve the athletic training students' reported clinical hours on a weekly basis. Hours earned above and beyond the semester minimum may be done in the BU Sports Medicine Facility as General Athletic Training Room/Rehabilitation duties only with permission of the assigned Preceptor and Clinical Education Coordinator.

- **Do not ask a member of the AT faculty/staff to verify your clinical hours if he/she was not the supervising Preceptor during the event.** Only the individual(s) who the ATS is assigned to during the clinical rotation may approve clinical hours.
- Clinical hours not verified and approved by the supervising Preceptor will not be included in the athletic training student's semester total.
- The ATS should document his/her clinical hours to the nearest quarter hour and utilize the "5-minute rule" (e.g., If you arrive at the clinical site at 2:25 PM, round to 2:30 PM; however, if you leave at 6:05 PM, record the time as 6:00 PM, not 6:15 PM).
- It is the responsibility of each ATS to communicate with their Preceptor about the weekly schedule of events at the clinical site. Together with your Preceptor a schedule will be planned. **Attendance at clinical rotations is considered the same as attendance in class and therefore is NOT OPTIONAL. Outside events in your personal life should never supersede your clinical assignments.**
- Failure to report to a clinical assignment without prior notification to the supervising Preceptor and the Clinical Course Instructor will result in disciplinary action. **(See Supplemental forms).**
- Clinical education field experiences will often require the ATS to travel off campus in order to utilize ATCs and other healthcare professionals associated with the Bellarmine University Athletic Training program throughout the community.

Protocol for Clinical Progression

All clinical assignments are determined on an individual basis by the Program Director and the Clinical Education Coordinator upon consultation with the Sports Medicine staff. The athletic training student is directly assigned to a Preceptor. This Preceptor is responsible for the supervision and progression of the student. To enhance the athletic training students' clinical education, every attempt is made to place students in a variety of situations.

While in the Athletic Training Program, each student is assigned to clinical assignments including a primarily upper extremity sport, a primarily lower extremity sport, an equipment intensive sport as well as numerous exposures to general medical situations. All students accepted into the program are assigned to clinical experiences based on the student's skill level, maturity, and level of responsibility. Students clinical assignments will include a mixture of high and low risk sports, a male and female team, and at least one sport requiring travel to away games. All students can expect to return to campus before fall semester classes begin to participate in pre-season camp and some students may be required to extend their stay after Spring commencement. In addition, students may be expected to forego some traditional breaks such as Fall, Thanksgiving, Christmas, and/or Spring break in order to complete the minimum requirements for clinical education. It is not expected every break will be forfeited. However, to complete the minimum hours, this may be necessary.

Clinical Hours Requirement

All athletic training students assigned to a clinical rotation in athletics will be required to attend most, if not all, of the practices, games, and travel as scheduled by the student's Preceptor. If you are unable to attend an event, please notify the Preceptor ASAP. Students should average 8 to 20 hours per week in the clinical setting, over the course of the term to maximize your experience, and must be allowed at least one day off each week. The weekly minimum requirement for clinical hours/week is directly related to the clinical level. No Preceptor can require more than 30 hours per week in Clinical I, II or III. However, it is important to note a student can choose to work more than 30 hours per week, but NOT at the detriment of academic performance. Each clinical course instructor and/or the Clinical Education Coordinator will monitor all clinical hours. If you have a question or concern regarding clinical hours, please contact the Clinical Education Coordinator.

Level 1

The Level 1 ATS will be exposed to a variety of clinical settings during his/her first semester in the Professional Phase of the AT Program. Each clinical rotation will be under the direct supervision of a Preceptor. The ATS will be assigned to a minimum of one clinical Preceptor/rotation in conjunction with ATHL 515-Clinical I. The ATS will be expected to schedule a minimum of 5 hours per week with his/her Preceptor. Additionally, by the end of ATHL 515-Clinical I, the ATS must complete a minimum of 100 supervised clinical hours and successfully demonstrate all Level 1 modules and clinical competencies in order to progress to Level 2.

NOTE: As a part of this clinical course, student will be assigned a minimum of 3 hours at the Club Sports Clinic and/or Mighty Oak Academy. During this time, ATHL 525 students will be permitted to use only 1 of the 3 hours to meet their weekly minimums. The remaining 2 hours are in addition to the weekly minimum.

Level 2

The Level 2 ATS will be assigned to clinical rotations in conjunction with ATHL 525-Clinical II. A majority of all clinical rotations will be under the direct supervision of a Preceptor in traditional athletic training settings involving team and individual sports during tradition seasons. The ATS will be assigned to a clinical rotation in at least one of the following areas during Level 2: equipment intensive sports (e.g., football or lacrosse), upper extremity intensive sports (e.g., volleyball, softball, baseball, tennis, swimming), and lower extremity intensive sports (e.g., cross-country, soccer, track and field). The ATS will be expected to schedule a minimum of 10 hours per week with his/her Preceptor. The Level 2 ATS must complete a minimum of 150 supervised clinical hours per semester and successfully demonstrate all Level 2 modules and clinical competencies in order to progress to Level 3.

NOTE: As a part of this clinical course, student will be assigned a minimum of 3 hours in Service Learning Clinic (SLC), Club Sports and/or Mighty Oak Academy. During this time, ATHL 525 students will be permitted to use only 1 of the 3 hours to meet their weekly minimums. The remaining 2 hours are in addition to the weekly minimum.

Level 3

The Level 3 ATS will be assigned to clinical rotations in conjunction with ATHL 635-Clinical III. A majority of all clinical rotations will be under the direct supervision of a Preceptor in traditional athletic training settings involving team and individual sports during traditional and non-traditional seasons. The ATS will be assigned to a clinical rotation in at least one of the following areas during Level 3: equipment intensive sports (e.g., football or lacrosse), upper extremity intensive sports (e.g., volleyball, softball, baseball, tennis, swimming), and lower extremity intensive sports (e.g., cross-country, soccer, track and field). The ATS will be expected to schedule a minimum of 15 hours per week with his/her Preceptor. The Level 3 ATS must complete a minimum of 225 supervised clinical hours per semester and successfully demonstrate all Level 3 modules and clinical competencies in order to progress to Level 4.

NOTE: As a part of this clinical course, student will be assigned a minimum of 3 hours in Service Learning Clinic (SLC), Club Sports Clinic and/or Mighty Oak Academy. During this time, ATHL 635 students will be permitted to use only 1 of the 3 hours to meet their weekly minimums. The remaining 2 hours are in addition to the weekly minimum.

Level 4

The Level 4 ATS will be assigned clinical rotations in conjunction with ATHL 645-Clinical IV. Under the direct supervision of a Preceptor, the Level 4 ATS will be assigned to an athletic team which

completes deficient areas. For example if an ATS has not complete a clinical rotation in equipment intensive sports (e.g., football or lacrosse) during Level 2 or 3, the student must complete this requirement during Level 4. Additionally, if the ATS lacks a clinical rotation in another required area (i.e., upper/lower extremity, male/female sports), he/she will complete this requirement during Level 4. The ATS will be expected to schedule a minimum of 30 hours per week with his/her Preceptor. The Level 4 ATS must also complete a minimum of a 4-week intensive (40 hours/week) for a total of 460 supervised clinical hours per semester and successfully demonstrate all Level 4 clinical competencies. By the end of ATHL 645-Clinical IV, the ATS will have completed a minimum of four (4) clinical rotations and at least 935 supervised clinical hours.

Interprofessional Experience

The ATS will complete multiple interprofessional experiences for additional clinical experience as part of ATHL 555- Interprofessional Experience. Students will be able to apply what they have learned at Bellarmine University to real-world, on-the-job situations prior to graduation. Prior to beginning an experience, the ATS should have mastered most of the clinical education competencies as verified by the Clinical Education Coordinator and approved by the Program Director. Students may use an overseas experience as partial fulfillment of this requirement. In all cases, a formal affiliation agreement and all paperwork must be completed prior to the start of the experience. NO EXCEPTIONS.

Self-Assessment (Self SOAP)

Good clinicians constantly evaluate their patient care to determine the next course of action. As part of the clinical course work, students are required to complete self-assessments utilizing a template given to them in class. The purpose of this assignment is to link classroom theory with clinical practice, reinforcing what was learned in their clinical experience and uncovering new information through evidence based practices. This exercise in self-reflection allows the student to take control of his/her own learning outcomes, facilitating active learning and professional growth in a non-threatening way. Students are provided the opportunity to determine areas of strength and weakness within their patient care and academics. Since students must determine their strengths and weaknesses in order to improve their skill set, this assessment facilitates active learning and professional growth in a non-threatening way. In addition, these self-reflections allow the program faculty to recognize and address problems during the rotation, and assist the student with completion of the Clinical Experience Reflection Paper.

Note: These self-assessments will be confidential between the AT Program faculty (e.g., the Instructor, Program Director and Clinical Education Coordinator) and the student.

Clinical Experience Reflection Paper

At the conclusion of each clinical rotation experience, all athletic training students are required to submit, to the Instructor of the clinical class, a reflection paper.

The reflection paper should consist of the following:

- Clinical setting/ location(s)
- Preceptor and the event(s) or sport(s) you assisted with coverage
- Overview of the experience
- Positive outcomes of the experience; based on EBP with sources
- Negative outcomes of the experience; based on EBP with sources
- Most memorable experiences
- Recommendations for improved experience

General Information

Attendance Policy

Athletic training clinical education requires a strong commitment to the athletic training profession. Successful completion of the MSAT requires a large time commitment from athletic training students. The student's clinical education results from involvement in the overall operation of the athletic training program. Therefore, absence from one's responsibilities is not conducive to success. In addition to the attendance requirements set forth by the Clinical Courses Syllabi, attendance to the assigned clinical assignment is required. A schedule will be set by the ATS and their Preceptor, together. If a situation should arise where a student cannot attend the assigned clinical setting, s/he should contact the Preceptor first, then the Clinical Instructor, and notify them of the situation immediately. Students not attending assigned clinical rotations may be subject to disciplinary actions (see Disciplinary Notice).

Dress Code

The ATS is expected to dress appropriately according to the dress code stated in the policies and procedures section of the ATS Handbook and/or the dress code set forth by the clinical site (if an off campus location). Dress code violations may result in being sent home to change clothes, loss of clinical hours for the day, and a disciplinary action. **(See Disciplinary Notice)**

Disciplinary Notices

Disciplinary notices will be given to the athletic training student in the event of insubordination or violation of the Bellarmine University Athletic Training program policies and procedures. All disciplinary notices will remain in the student's file and may result in an ATS being removed from clinical education field experiences and from the Athletic Training program. For a further description regarding *Notification of Disciplinary Action*, please see the *Policy and Procedure* section in this document. **(See Supplemental forms)**. The following occurrences may result in point deductions from the athletic training student's clinical course/course grade:

- Insubordination toward Bellarmine University, AT Program, Athletic Department, or affiliated clinical site faculty, staff, or administrators = 25 points per incidence
- Failure to attend required program meetings/in-services = 10 points per incidence
- Failure to report to clinical assignment = 15 points per incidence
- Failure to report to a class attendance and not complete an absence form = 20 points per incidence
- Dress code violation = 5 points per incidence
- Failure to meet the minimum hours/week unless there is a documented illness or injury which precludes attendance = 5 points per incidence
- Failure to complete and/or submit required program clinical documents (i.e., evaluations, immunization records, background checks, etc.) = 5 points per incidence

Clinical Disciplinary Action

All AT students MUST complete sequential semesters of clinical education experience. As each semester progresses, so does the clinical competency skill set, level of supervised autonomy, and overall responsibility of the clinical student in the AT Program. Therefore, there is no "reset"; probation infractions will be continued throughout the student's time in the program. The student will be notified of any clinical disciplinary action according to the policy below regarding clinical warnings, probation and suspension. Clinical disciplinary action will occur at the discretion of the Clinical Education Coordinator and the Program Director. The Program Director will have final authority and approve all disciplinary actions. **(See Supplemental forms)**.

Clinical Warning (1st offense) defined

- All AT students will be given one (1) written “warning,” which may be requested by a supervising Preceptor or clinical course instructor, but must be given to the student by the Clinical Education Coordinator or the Program Director in a documented meeting.
- The written warning must include (but is not limited to) a description of the offense, a brief description (minutes) of the meeting, a minimum of three (3) “SMART” goals (*SMART: specific, measurable, attainable, realistic, time-period*) for Clinical Experience Improvement and signatures of all the parties involved in the meeting.
- All pertinent documentation and a copy of the “warning” will be placed in the student’s permanent file and a copy will be given to the student.
- The time-period established to meet goals of improvements should be reasonable but not longer than 4 weeks.
- The “warning period” will be in effect until the ATS has met the goals established in the written warning. If the goals are not met, further action will be taken.
- The ATS who has been given a “warning” may not be allowed to complete more than 5 hours per week in their respective clinical assignment until the *SMART* goals have been met. **NOTE: This may affect course competition to meet minimum hours requirements.**
- Failure to complete the *SMART* goals in the time frame established for Clinical Experience Improvement will be considered a 2nd offense.

Clinical Probation (2nd offense) defined

Probation is a period in which a student is given time to redeem inappropriate conduct. Clinical probation will occur at the discretion of the Clinical Education Coordinator and the Program Director. The Program Director will determine the probation length.

A student can be placed on clinical probation for any of the following (this is NOT a complete list):

- Failure to progress through the modules
- Inappropriate behavior at a clinical site
- Inappropriate behavior in a classroom
- Late or unexcused absence to class or clinical site
- Failure to abide by University policies and procedures found in print (including electronic versions).
- Failure to abide by policies and procedures of the BU Athletic Training Student Handbook.
- Failure to complete the *SMART* goals in the time frame established for Clinical Experience Improvement will be considered a 2nd offense.
- The ATS, CEC and PD will meet to discuss the offense on a case-by-case basis.
- Written documentation (minutes), outcomes, and further actions (when appropriate) determined by the aforementioned meeting will be placed in the student’s permanent file.
- If probation is deemed appropriate, the CEC and the PD will determine the parameters of the probation.
- A written “*Notification of Probation*” includes (but is not limited to) a description of the offense, a brief description (minutes) of the meeting, a minimum of three (3) “SMART” goals for Clinical Experience Improvement. (*SMART: specific, measurable, attainable, realistic, time-period*), and signatures of all the parties involved in the meeting.
- The time-period established to meet goals of improvements should be reasonable but no less than 4 weeks.
- All pertinent documentation and a copy of the “*Notification of Probation*” will be placed in the student’s permanent file and a copy will be given to the student.
- Students on clinical probation **will NOT** be allowed to attend any clinical assignment until the probationary period has expired. This is in order to allow the student to: improve their cumulative academic standing, remediate disciplinary issues; establish time management skills needed to be successful in the AT Program and the profession as a whole.

- If the student is placed on *Clinical Probation* mid-semester, they **will NOT** be allowed to attend their clinical assignment until the end of the probation period; which means the student will likely not complete the clinical hours requirements needed to pass their current clinical course and they may need to withdraw from the course or risk a failing grade.
- Should the ATS withdraw or fail the clinical course due to disciplinary reasons; they will need to take the clinical course the next time it is offered. Until that time, they **will NOT** be permitted to continue their progression in the program. This may prolong the student’s graduation.

“Program Suspension” (3rd offense) defined

- Students, who have not remedied their probation status at the end of a probationary period, will be subject to suspension from the program.
- Likewise, upon a 3rd disciplinary offense, the Program Director will meet with the student to inform the student of the decision and reason(s) for the decision.
- A copy of a “*Notification of Suspension*” will be placed in the student’s permanent file and a copy will be given to the student.
- The Program Director will then submit the “*Notification of Suspension*” action in writing to the Dean of the School of Movement and Rehabilitation Science.
- Students suspended from the program for behavioral issues may apply for readmissions but are not guaranteed readmission.

Grading the Clinical/Field Experience

Clinical education must be graded in components of psychomotor demonstrations, time served and a student performance evaluation completed by the Preceptors. Each student’s clinical course grade will be calculated according to the percentages and grading scale specified below. Grades for clinical courses will be tracked and recorded by the instructor of the clinical course.

ATHL 515:

<u>Required Coursework</u>	<u>Percentage of Grade</u>	<u>Grading Scale</u>
Module Assessments/Competency Demonstrations	30%	A = 94-100 A- 91-93
Student Clinical Performance Evaluations	20% B+ = 88-90	B = 85-87 B- 77-81
Written Clinical Assignments	20%	C = 72-76
Clinical Hours	<u>30%</u>	F = 71 and below
	Total = 100%	

ATHL 525, 635, and 645:

<u>Required Coursework</u>	<u>Percentage of Grade</u>	<u>Grading Scale</u>
Module Assessments/Competency Demonstrations	10%	A = 94-100 A- 91-93
Student Clinical Performance Evaluations	20% B+ = 88-90	B = 85-87 B- 77-81
Written Clinical Assignments	20%	C = 72-76
Clinical Hours	<u>50%</u>	F = 71 and below
	Total = 100%	

POLICIES AND PROCEDURES

General Academic Guidelines

- The athletic training student is expected to work toward obtaining a Masters degree in the following ways:
 - Attend classes on a regular basis. On occasion, traveling with an athletic team for competition may result in the athletic training student missing classes. **You are responsible with communicating your absence to all instructors.** Arrangements should be made by the student to contact his/her instructor and schedule any “make-ups” prior to the absence.
 - Complete all classroom assignments.
 - Seek academic advising/counseling when needed.
 - Attend tutoring sessions as needed or required.
- The athletic training student is expected to maintain a minimum cumulative grade point average of 3.0 at all times.

Academic Honesty

The Athletic Training Program strongly endorses and will follow the academic honesty policy as published in the *Bellarmino University Course Catalog*, available on the university website. Students and faculty must be fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, aiding and abetting, multiple submissions, obtaining unfair advantage, and unauthorized access to academic or administrative systems. Definitions of each of these forms of academic dishonesty are provided in the academic honesty section of the *Course Catalog*.

All confirmed incidents of academic dishonesty will be reported to the School of Movement and Rehabilitation Science, and sanctions will be imposed as dictated by the policy. It is generally assumed graduate students fully understand what accounts for academic dishonesty. Thus, no leniency of penalty will be applied in cases involving graduate students.

Bellarmino University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmino University. In the area of academic honesty, this means that one’s work should be one’s own and that the instructor’s evaluation should be based on the student’s own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized. *Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced. For a thorough description of the University’s policy, including penalties for acts of academic dishonesty and breaches of integrity, please refer to the Course Catalog: <https://www.bellarmino.edu/registrar/catalog/> (see Undergraduate Academic Policies for Academic Honesty and Integrity Policy).*

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, unauthorized collaboration, falsifying academic records, and misrepresentation of facts. Some of the ways students engage in dishonest behavior are shown below. This list was compiled with the assistance of students interested in helping faculty members confront such behavior more effectively.

Examples of academic dishonesty:

A student has an obligation to exhibit honesty and to respect the ethical standards of the profession in carrying out his or her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

- Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the faculty member.
- Provides assistance during an academic evaluation to another person in a manner not authorized by the faculty member.
- Receives assistance during an academic evaluation from another person in a manner not authorized by the faculty member.
- Engages in unauthorized possession, buying, selling, obtaining, or use of a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- Acts as a substitute for another person in any academic evaluation process.
- Utilizes a substitute in any academic evaluation proceeding.
- Practices any form of deceit in an academic evaluation proceeding.
- Depends on the aid of others in a manner expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
- Provides aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
- Presents one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
- Submits the work of another person in a manner which represents the work to be one's own.
- Knowingly permits one's work to be submitted by another person without the faculty member's authorization.
- Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
- Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the faculty member or fellow students.
- Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.

Accommodations

In each course syllabus, students can find directions for how to apply for accommodations through the office of Accessibility Services. Students can apply for services online at <https://bellarmine-accommodate.symplicity.com/> or call 502.272.8498 or email agardon@bellarmine.edu for more information. Students are encouraged to make these arrangements with Accessibility Services as early in the semester as possible so that a student and his/her course instructor can collaborate for a successful course experience.

Attendance

Attendance in all classes in the MSAT curriculum is mandatory. Excessive absences may result in poor clinical performance and place the student at risk for failure or unsafe professional practice. Unwarranted absenteeism and tardiness to class is also disruptive to the learning process, and demonstrates a lack of respect for the class, colleagues and faculty. If you are ill or have an emergency, you are required to email your professor as soon as possible to explain why you cannot attend class. Texting is not official!

Upon return to school, an **Absence Form (See Supplemental forms)** must be completed within 24 hours of return to class. Students that do not complete the Absence Form within 24 hours of their return to class will be considered to have an unexcused absence and will be required to defend his/her position to the Program Director. Each instructor has the final decision in determining if the students reason for the absence will be excused or unexcused based on their reason for missing class.

In extenuating circumstances, students may be absent from class without penalty. Such instances require program faculty approval no more than 2 weeks in advance of the absence, or a signed physician's note which directly addresses the absence. Examples of extenuating circumstances for approved absence are severe illness, non-elective surgery, or death of an immediate family member. Excused absence can also be granted for attendance at professional meetings or other predetermined professional development offerings. Student athletes are also expected to adhere to the attendance policies described in the online Bellarmine University Student Handbook. Please see individual instructor's expectations and policies for attendance in each course syllabus.

NOTE: In the event a student is absent on the day of an exam, a doctor's note will be required in order to make up the exam.

Tardiness

Tardiness will be noted by the instructor. Three (3) late appearances will lower the course grade by one (1) letter grade and five (5) late appearances will drop the grade two (2) letter grades. Tardy is defined as not being seated as class begins, up to 10 minutes late. After the ten-minute period, it is up to the discretion of the instructor as to whether the student will receive an absence for that class day.

Class Breaks

There will be a mandatory break for any lecture lasting longer than one hour. Classes lasting up to one hour and 30 minutes should have a 2-3 minute stand up and stretch break. Classes lasting two hours or longer should have a 5 minute stand up and stretch break at the end of each hour. Guest lecturers may or may not adhere to this policy.

End of Class

Out of respect for others and to reflect professionalism, all students and faculty will respect and follow the designated class schedule: students will not start packing their personal items until the class has ended, and faculty will be mindful of their presentation length in comparison to the designated class time. In the case of a guest speaker, students and faculty will be mindful the guest is volunteering their personal time and a reminder regarding class time should be given only if necessary (i.e.: if students are scheduled to be in another class within a specific time frame).

Functional Human Gross Anatomy

Prior to the start of any course using the gross anatomy lab or anatomical tissue, students are required to complete the **Gross Anatomy Participation Agreement** and provide to the Athletic Training Program. (See Supplemental forms).

Note: Removal of any cadaver material from the dissection laboratory is absolutely prohibited. Violation of the intent of this policy will result in severe disciplinary action, including expulsion from the Athletic Training Program.

Dress Code for Classroom and Lab

Face coverings: in accordance with federal and state regulations, Bellarmine may require faculty, staff, and students to wear a face covering when in public and common spaces. This includes all classroom, laboratory, and clinical settings for students. If a student refuses to wear a face covering, unless medically contraindicated,

they will be asked to leave the learning area and any applicable attendance, clinical make-up, and examination policies will be enforced.

Social distancing: in accordance with federal and state regulations, Bellarmine may require faculty, staff, and students to social distance when in public and common spaces. This includes all classroom, laboratory, and clinical settings for students. There may be brief instructional periods during laboratory and clinical experiences when the social distancing policy is suspended.

Appropriate PPE must be worn at all times to protect all participants.

1. Students are expected to appear professional and neat at all times while on campus. Because we share the space with patients, clinicians, health care administrators, and distinguished visitors, it is important for students in a professional education program to be sensitive to their professional image and the reactions of others.
2. It will be necessary to have lab clothes available for all labs requiring students to practice evaluation procedures and treatment techniques. Clothing must allow for visualization of body parts appropriate to lab topics, and must permit freedom of movement while assuming a variety of positions. Please note lab clothing is not appropriate outside of the lab areas. The areas where lab clothing is permitted are the labs, the hallway directly outside of the labs, restrooms, lockers, and student lounge. Students are expected to change into appropriate clothing before leaving the building.
3. Overly casual clothing or revealing clothing should not be worn outside of the labs. Examples include halter-tops and cut offs.
4. Clothing should be clean and neat. Examples of unacceptable garments are tattered jeans or any clothing with holes (even if artfully created).
5. Undergarments should not be visible. Examples include wearing tank tops with brassieres visible, and low-slung pants with underwear visible above the waistband. Males should wear shirts tucked in and belts.
6. Clothing with offensive messages or drawings should not be worn on campus, in the classroom, or in labs. It is considered offensive if it makes others (peers, faculty, or patients) uncomfortable.
7. Nails must be trimmed so as to not expose any nail beyond the fingertips prior to labs where long nails could cause discomfort to a lab partner. Polish, if used, should be clear or neutral.
8. Hats are not acceptable to be worn in the classrooms/labs.
9. Students must wear closed toed shoes while in the gross anatomy dissection laboratory. Sandals or any open toed footwear is not permitted.
10. Name tags must be worn for all guest lectures.

Lab Participation

Students are expected to inform an instructor if they are unable to participate in a class because of medical conditions or the existence of other precautions. A student has the right not to serve as a simulated client for other students or teaching purposes. However, a student must be aware serving as a simulated client for another is a learning experience for both students. When there is a potential risk to the student during lab experiences, students will be required to sign a written informed consent prior to participation in the class.

Lab Equipment and Supplies Maintenance

Students are expected to keep the teaching laboratory as neat as they would a patient clinic. All students will maintain the cleanliness and organization of their designated classroom(s), lab equipment, and personal items at all times. This will be done by proper disposal of all trash and recyclables in their respective cans and/or bins and utilization of storage space. In addition, lab equipment will be organized

in closets and/or cabinets in an order determined by each class in use of their respective room(s). Soiled laundry should be returned to the laundry basket. Students are responsible to maintain clean linens.

Note: If at any time the Program Director, Faculty, or fellow classmates feel the class is not meeting the previously described cleanliness of the room, they may assign a crew to maintain the room for each week of the semester.

Students are expected to treat all equipment, owned or borrowed by the program, with the utmost respect and care. If a piece of equipment breaks during student use, the student is expected to inform a faculty member in the program so the equipment can be repaired or removed. Furniture and equipment should not be removed from the lab without permission of the faculty. When the student has permission to move furniture or equipment from the lab, the student is responsible for returning the equipment/furniture to its proper location as soon as they are finished using it and notifying the faculty member when returned.

Bloodborne Pathogen (BBP) Training

In compliance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard 1910.1030 and in reference to Bellarmine University's Exposure Control Plan regarding Bloodborne Pathogens, all Athletic Training and Sports Medicine employees and allied health care students (including athletic training students) must complete an annual training and education session regarding exposure to, and handling of blood, blood products and other potentially infectious materials. The purpose of this training is to ensure employees and students are aware of potential risk factors involving the handling of body fluids in any healthcare environment, to educate each individual on methodology of how to protect oneself in an environment posing a risk of exposure, and to incorporate a plan of action in the instance an exposure occurs.

All athletic training students must complete the Bellarmine University Bloodborne Pathogen (BBP) training program addressing the potential exposure to bloodborne pathogens in the sports medicine environment. The course is a video-based and instructor guided course focusing on universal precautions, blood borne diseases (HIV and Hepatitis B) the proper use of personal protective equipment and the requirements of an exposure control plan. Following completion of the course, students are required to pass a written exam (80%) on the given material. This course of instruction is mandatory for both students and employees participating at Bellarmine University in the Athletic Training Program and must be updated annually.

Exposure Control Plan

Occupational Exposure: In the event of occupational exposure to a biohazard while on clinical rotation, students are to follow the clinical site's guidelines for managing, reporting, and documenting the incident. It is the student's responsibility to inform the clinical instructor of the incident and to seek their guidance in complying with all site-specific policies.

While participating in clinical education field experiences, athletic training students may be at risk of exposure to bloodborne pathogens and other infectious diseases therefore the AT Program has developed an Exposure Control Plan to help minimize and/or eliminate risk. The Exposure Control Plan (ECP) includes educational material on bloodborne pathogens and universal precautions, safety policies and procedures for proper cleaning techniques, handling of potentially infectious material, etc., and information on vaccinations, as well as procedures for reporting an exposure.

If the need arises, clinical sites shall provide students with access to emergency care; however, the student shall be responsible for the cost of all emergency services rendered. The student is not covered under any worker compensation benefit; therefore, the student is also responsible for the cost of any follow-up care

as a result of exposure/injury. The Clinical Education Coordinator should be notified of the incident within 24 hours of occurrence.

In the event of occupational exposure occurring on-campus, students should follow the incident reporting procedures identified for the Program. **(See Supplemental forms).**

A copy of Bellarmine University's Exposure Control Plan is located in each of the Sports Medicine facilities on campus. If you have any questions regarding Bellarmine University's position on OSHA's Bloodborne Pathogens Standard please contact the CEC.

Communication

The Athletic Training Student should practice effective communication skills (written and verbal) in a manner separating him/herself from the student-athlete. One must always use common courtesy. Any communication problems between the ATS and the student-athlete or the coach should be directed to your Preceptor or one of the staff Certified Athletic Trainers. Professional language and mannerisms are to be practiced at all times. Vulgar language by the Athletic Training Student(s) and/or student-athlete(s) is not appropriate in the sports medicine facility or in any other Bellarmine University venue or affiliated clinical site.

Official Means of Communication

Upon enrollment to the University you were provided with an email account for the institution. This University assigned email account is the University's official means of communication with all students. To better serve our students, understand your University assigned email account is the only means of communication from the University community and you will be held responsible for the information in those emails. If a student chooses to forward his or her University email account, he or she is responsible for all information, including attachments, sent to any other email account. Email is the primary method of communication between students and the professors at Bellarmine University; remember Preceptors are also professors! You will be asked to sign an agreement regarding this policy. **(See Supplemental forms).**

Social Media

The use of social media and networking is a recognized form of daily communication however there are professional expectations for responsible and ethical behavior with this type of interaction. Once posted you cannot always control what others do with your posts, therefore ALWAYS think before you post! The following policy was developed so athletic training students understand the importance of confidentiality with regards to student-athletes'/patients' personal health information in social media. Students and faculty have an ethical/legal responsibility to promptly report an identified breach of confidentiality or privacy associated with this policy to the appropriate course instructor, the Program Director or Vice Provost of the College of Health Professions. Any release of confidential information will cause the athletic training student to be discharged immediately from the AT Program.

1. Students should avoid social media interaction (e.g., Facebook friends, Twitter followers) with current AT Program faculty, staff and Preceptors. Students may follow a coach's (for a sport/Preceptor he/she is currently assigned to) Twitter account for team-related information. Twitter is not to be used for other communications with the coach, to share injury related information, or to make suggestions for injury care.
2. Students should avoid using social media/electronic forms of communication to discuss health-related issues with student-athletes or patients, particularly if the student is currently engaging in clinical education experiences which may result in interaction with the athlete or patient. This includes Facebook, Twitter, email, texting, etc. (If the patient/athlete has a medical need, he/she should contact the ATC or the appropriate health care professional, not the student).

3. Students should avoid any social media/electronic forms of communication with any athletes or patients who are minors. This includes Facebook, Twitter, email, texting, etc.
4. Students should avoid taking pictures or posting information about the patients they are providing care to, or patients other students are providing care to, on any social media. This includes Facebook, Twitter, email, texting, etc. **It is unprofessional and is a HIPAA violation.**
5. Do NOT share any information regarding patient diagnosis, diagnostic imaging, injury related information, or suggestions for injury care, etc. to any form of social media.
6. If medical records are needed for a case study, the athletic training student must complete a release form and have it approved by both the student-athlete and the Head Athletic Trainer. This form provides the athletic training student access to the medical records of only the athlete noted on the form. The records still **may not be removed** from the facility.
7. If a student releases confidential information or discusses confidential information outside of the clinic, office, or department, in any form, or violates this policy in any way, the student understands their action(s) prompt immediate probation or discharge from the Athletic Training Program.

Confidentiality

- Confidentiality of the student-athlete's medical records must be maintained. No medical records are to be removed from the sports medicine facility or the records room by an Athletic Training Student.
- Athletic Training Students must not discuss an athlete's injury with anyone other than the athlete and the Athletic Training staff. Never discuss the injury of one player with another player. If anyone (i.e., students, teammates, coaches, fans) asks about an athlete's injury, refer them to the appropriate Athletic Training staff member.
- **WHAT YOU SEE AND HEAR IN THE SPORTS MEDICINE FACILITY... STAYS IN THE SPORTS MEDICINE FACILITY!!! ANY BREACH OF THIS WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM.**
- If you have questions for a physician or staff athletic trainer, choose an appropriate time and manner in which to ask the physician or staff athletic trainer. You should avoid asking questions in front of athletes/patients. (See Supplemental forms).

HIPAA Training – Privacy and Confidentiality in all Matters Awareness

The Health Insurance Portability and Accountability Act (HIPAA) defines a set of uniform standards relating to the security, privacy, and confidentiality of patient health-related data. All students must participate in HIPAA training prior to participation in clinical and/or patient-related activities; training is provided by the Program and is required on an annual basis. This training orients the student to concepts of confidentiality, appropriate access of information and appropriate release of information procedures for protected health information. Students must pass a post-test to receive a certificate of completion and meet this requirement. Students may not participate in any clinical or patient-related activity unless certification is current.

Students are expected to keep documentation of training as each clinical site reserves the right to require a student to provide proof of training at any time. Clinical sites may also require the student to participate in additional training. Students must always identify themselves as an "athletic training student", as patients have the risk-free right to refuse to participate in clinical education.

In addition to protected health information, students may also be privileged to confidential information concerning facility operations, administrative functions, or personnel issues. Students are expected to maintain strict confidentiality in regards to such issues and use any information only for purposes of the clinical education experience. Information regarding patients or former patients is to remain strictly

confidential and is to be used only for clinical purposes within an educational setting. Student must obtain prior written consent from the clinical site before publishing or presenting any material, including presentations, reports, or publications of any kind, relating to the clinical experience. **(See Supplemental forms).**

Disciplinary Actions

The Athletic Training Program adheres to the policies and procedures of Bellarmine University as described in the Student Handbook available online. In addition, athletic training students must also adhere to the policies and procedures outlined in the Athletic Training Student Handbook. Failure to do so may result in disciplinary action.

In the event of an infraction, the athletic training student will receive a written disciplinary notice followed by a meeting with the AT Program faculty/staff. Determined by the extent of the infraction, removal from clinical assignment for a specified duration of time and/or possible suspension from the Athletic Training Program is possible. **(See Supplemental forms).**

The Program Director and Clinical Education Coordinator reserve the right to remove any student from clinical education for failure to adhere to the established rules and guidelines of the Athletic Training Program. After meeting with the faculty/staff regarding an infraction, a student may be given the opportunity to make necessary changes before removal from clinical assignments or expulsion from the program occur. **(See *Notification of Disciplinary Action*).**

Dress Code in Clinical Settings

A dress code is in effect for all aspects of clinical education, including the Bellarmine University Athletic Training and Sports Medicine facilities during practice as well as competition, local high schools and other clinical settings, and when assigned to a clinic or physician's office. The dress code policy for the Sports Medicine Department (or other clinical assignment) will apply to all those involved with the program. Any appearance/dress codes set forth for specific teams or clinical sites are to be followed by the athletic training student assigned to a team or clinical site. The athletic training students participating in the Program are to present themselves in a manner that promotes a professional appearance.

The American Medical Association (AMA) recognizes the profession of Athletic Training as an allied health care profession. Each athletic training student is expected to present him/herself in the appropriate professional attire and be neatly groomed. Everyone should wear their hair in a manner that prevents it from coming in contact with the athlete/patient or therapeutic modalities which may be in use. Clothing will always be clean, pressed and in good condition. Any article of clothing with holes will NOT be permitted. The athletic training student may be sent away from their clinical assignment if he or she fails to adhere to the dress code. Being sent home to change clothing will cause a loss of clinical hours, and disciplinary action with grade penalty.

While participating in clinical education, the acceptable dress is as follows:

Shirts/Sweatshirts:

- Bellarmine University Athletic Training t-shirts, sweatshirts, or collared shirts. Depending on your clinical site you may be given attire to wear appropriate for your site.
- Bellarmine University t-shirts or sweatshirts that do **NOT** advertise a fraternity, sorority, or any other university organization not affiliated with the AT Program.
- Bellarmine University athletics team t-shirts or sweatshirts when assigned to a particular team.

- Everyone must dress in a manner so as not to show cleavage, midriff, the lower back and under garments, including when sitting down or bending over to perform athletic training duties.
- Bellarmine University AT Program attire should not be worn in establishments that serve alcohol. A restaurant as part of a team meal is an exception.

Shorts/Pants/Skirts:

- Dress for clinical assignments will be appropriate in accordance with the facility (i.e. solid-colored shorts or pants only --khaki, black, or grey preferred).
- **NO** blue jeans or blue jean shorts will be allowed.
- **NO** un-hemmed cut-off shorts, torn or tattered shorts or pants will be allowed.
- Shorts must be past fingertips when held down the side.
- Skirts are discouraged due to practical reasons, but when worn they should be at least knee length.

Shoes/Socks:

- Shoes must be kept clean, without holes, and they should be flat bottomed and closed toe (i.e. tennis shoes, loafers, etc.)
- Dress shoes may be worn for indoor events, but heels must be kept to a minimum. (Rule of thumb – If shoes are not suitable for **running** to aid an athlete, **DO NOT** wear them.)
- **NO** flip-flops allowed EVER!

Hats/Caps and Visors:

- Hats/caps and visors may **NOT** be worn at an indoor settings.
- Hats/caps and visors may **NOT** be worn to a non-athletic clinical assignment unless working at an outdoor event at the site.
- When appropriate, only Bellarmine University or solid colored hats/caps and visors may be worn. If assigned to another school, their attire is also appropriate to wear.

Jackets, Rain Gear and Parkas:

- Suitable jackets, rain gear, parkas, etc., may be worn during corresponding weather.

Jewelry:

- Must not interfere with patient care or athletic training duties
- It is advised to keep it to a minimum

Tattoos and Piercings:

- While it is not prohibited, visible piercings and tattoos should be kept to a minimum to reflect a professional standing.
- Any facial piercing (i.e., brow, nose, lip, etc.) should be removed when performing athletic training duties for health and safety reasons.
- Ear gauges must be properly cleaned to avoid infections.

Game Day Attire:

- Bellarmine University Athletic Training collared polo shirts with khaki pants or shorts.
- Athletic training students who are assigned to indoor events may wear dress clothes as approved by their Preceptor.
- Athletic training students assigned to clinic or high school settings may wear shirts provided by the school or clinic, as deemed appropriate by their Preceptor, with appropriate pants or shorts for events.

Financial Aid

Students have the right to accurate and timely information on financial aid and on policies impacting the disbursement of financial aid packages. Representatives of the Office of Financial Aid will be present during the new student orientation. Students may also schedule appointments to meet with a representative of the Office of Financial Aid as necessary during regular university business hours (8:00 AM – 5:00 PM, Monday – Friday). Information on financial aid is available on line at <http://www.bellarmino.edu/financialaid>.

Financial Responsibilities

Students are responsible for all tuition, fees, travel and other expenses associated with the Athletic Training Program at Bellarmine University. Exact costs from year to year are approved by the Board of Trustees and are found in the Catalog each year. The expenses may include but are not limited to:

Tuition

A list of the current graduate tuition and fees can be found on Bellarmine University's website (<https://www.bellarmino.edu/admissions/graduate/tuition/>).

Laboratory Fees and Fair Practice

All athletic training students will be billed a laboratory fee per semester in each of the clinical courses (e.g., ATHL 515, ATHL 525, ATHL 635 and ATHL 645). These laboratory fees will be used to supplement program costs associated with clinical education, such as the athletic training students' annual dues for NATA student membership, ATrack membership, renewal courses for First Aid, CPR & AED certifications, annual OSHA and bloodborne pathogens training, purchasing and maintaining equipment and supplies for the AT Program classroom(s) and laboratory, and providing some Bellarmine University Athletic Training attire (i.e., t-shirts) to the athletic training students.

NATA Membership

NATA membership is required for all athletic training students enrolled in the Athletic Training Program. The NATA organization is an invaluable tool for students and professionals alike. This membership provides access to Evidence Based Medicine research material, student discussion forums, career center access, as well as discounts in testing (practice and BOC) and insurance assistance. The cost of NATA student membership is included in the athletic training students' clinical class fees.

Tablet, iPad, laptop

Because some textbooks are only available as e-books in some classes, and with online classes as a result of Covid-19, students must have access to portable electronic devices that will allow for use during class, lab and clinical rotations.

Transportation

Students in the Athletic Training Program will be assigned to off-campus clinical sites as well as on-campus assignments during the course of this program of study. The ATS will be required to provide his or her own transportation (and any costs incurred) to and from clinical sites. Carpooling, whenever possible, is encouraged. **Please note:** for clinical assignments, athletic training students may be required to drive to off-campus clinical sites up to an hour from Bellarmine University. All athletic training students must maintain their own auto insurance policy (according to state law). **Please note:** neither Bellarmine University or the Athletic Training Program will be liable for any accident that may

occur to the student or the student's vehicle while traveling to and from clinical sites. Furthermore, no athletic training students shall be required to transport a patient or student-athlete (high school or collegiate) to or from any medical appointments, athletic practices, athletic events or other related affairs in their personal vehicle.

Weather Specific or Additional Clothing

Each student will be provided two Bellarmine University MSAT clinical polo \$ an one t-shirt per year. Students will have the opportunity to purchase additional program clothing. All students will be required to provide/purchase additional professional attire as needed (i.e., khaki pants, khaki shorts, dress clothes, etc.) and/or outdoor apparel (i.e., sweatshirts, rain jackets, etc.), in order to meet the standards of professional practice in clinical education.

General Guidelines

- The athletic training student is responsible for wearing his/her ID badge whenever performing athletic training duties inside/outside of their clinical site.
- The athletic training student is expected to meet all university, academic and student-athlete appointments and obligations promptly and regularly.
- Athletic training students are not to miss classes due to their clinical assignments unless previously approved by the athletic training student's individual professor/instructor.
- Athletic training students will only perform those duties and skills they are qualified to perform based upon their successful completion of the athletic training courses, modules and the discretion of their Preceptor.
- All athletic training students will be prompt to their clinical assignment. If an athletic training student is going to be late or unable to attend a practice or event, he/she should contact the Preceptor immediately.
- All athletic training students will be expected to follow the rules and regulations of the Athletic Training Program, and those of the clinics, schools or other facilities to which the students are assigned.
- The athletic training student is expected to properly care for equipment issued in order to perform his/her athletic training duties and to return all equipment after its use. The athletic training student is financially responsible for equipment not returned to the sports medicine department.

Infectious Illness and Communicable Disease Policy

Athletic training students should practice good health habits to maintain a healthy mind and body. Proper nutrition, exercise and adequate sleep are essential to the healthy body. The demands of an athletic training student are numerous and the time requirement immense. Staying healthy is an important goal of all athletic training students. The protection of the athletes/patients must also be considered so this policy will be instrumental in protecting them.

If you are sick, contact your Preceptor as soon as possible to arrange for coverage of clinical experiences. Seek medical attention when prudent, but be sure to keep your Preceptor informed of your situation. All medical information will be treated confidentially as dictated by HIPAA and FERPA regulations.

Note: It is understood should you contract any communicable disease, you will be removed from clinical rotation until such time you have been medically cleared to return to clinical duties associated with the Athletic Training Program.

Athletic training students are required to see a physician when they have contracted an infectious disease. The CEC or PD must approve all illnesses requiring students to miss time at their clinical sites. Students under a physician's care should provide written explanation of their illness and expected time out of the clinical site. Each student's illness is handled on an individual basis with the health of the student, the athletes, and the program all being considered.

Students who acquire an active communicable disease should not report to clinical assignments due to the risk of spreading the infection. Students are not allowed back to their clinical site until 24 hours after the symptoms have subsided or they are on medication to control the illness. It is the student's responsibility to see a physician and contact the Preceptor. The student must also contact the Clinical Education Coordinator (CEC) or Program Director (PD) as soon as possible. If the student needs to be out of the clinical site for more than 24 hours, the student needs to discuss the absence with the CEC. Students with active communicable disease will be required to provide physician documentation allowing them to return to their clinical assignment.

This policy is in place to protect you – the athletic training student - and the athletes/ patients with whom you have contact. Failure to notify appropriate medical personnel as defined above regarding a known communicable disease or infectious disease will result in disciplinary action which may include removal from the athletic training program. In an effort to minimize risk, students must also complete annual training on the handling of blood-borne pathogens and infectious agents as specified by the Occupational and Safety Health Administration (OSHA) and the CAATE. Students are also responsible for familiarization of policies used at affiliate sites as stated in the Athletic Training Student Handbook. (See **Supplemental forms**).

Interpersonal Relationships

Athletic training students should remember they are filling multiple roles: (1) college students, (2) athletic training students representing the Athletic Training Program at Bellarmine University, and (3) for some, student athletes representing Bellarmine University Athletics. Therefore, athletic training students should act accordingly, inside and outside of an Athletic Training Facility. Some personal relationship can result in compromising situations and may become a distraction. Part of the educational process is to learn professional decorum; therefore a professional demeanor must be exercised at all times.

It is understood, while working closely with a sports team friendships may develop between athletic training students, student-athletes and coaches. In the clinical setting, athletic training students have a responsibility to help care for the student-athletes. The clinical setting is meant to provide a learning environment where the student can practice and further their athletic training skills. If a situation arises where an AT student's personal relationship(s) becomes evident in the classroom, sports medicine facility or clinical assignments, the situation will be addressed by the Program Director. If the situation becomes an ongoing problem and the athletic training student cannot perform his/her duties, the student will be reprimanded and removed from the clinical assignment. In these situations, the Program Director has sole discretion.

This policy is in place to protect everyone. Therefore, it is highly recommended athletic training students notify the Program Director of any interpersonal relationship, especially when the relationship may interfere with a clinical experience or the care of patient(s). The Program Director is an athletic training student advocate. Therefore, any information shared with the Program Director will be kept in the strictest confidence.

For clarity: an *interpersonal relationship* can be defined as an association between two or more people that may range in duration from a brief encounter to long term. This association may be based on inference, love, friendship, solidarity, or some other type of social commitment. Interpersonal relationships are formed in the context of social, cultural and other influences. *Adapted from Wikipedia definition.*

Medications

The Athletic Training staff members may be directed by the Team Physician to administer over-the-counter medications only. This includes, but is not limited to, Tylenol, Ibuprofen, Pepto-Bismol, etc. All over-the-counter medications administered must be properly documented in the student-athlete's file. Prescription medications are to be handled directly by the team physician and athlete to whom they are prescribed. Before administering any medication, it is standard protocol to ask the athlete if he/she has any allergies, or if he/she is taking any other medications. If there are any questions regarding the use of medication, consult the team physician. **AT NO TIME SHOULD MEDICATIONS BE GIVEN TO A MINOR!**

Outside Employment and Athletic Training Clinical Education

Outside employment combined with athletic training program responsibilities can be very difficult. The athletic training program requires many hours in the classroom as well as the clinical setting/ field experiences. The athletic training student **MUST** make clinical assignment/responsibilities for athletic training a **priority**. **The clinical requirements are clearly outlined in the clinical syllabi and are not negotiable**. Failure to meet these clinical requirements will result in a failing clinical grade, resulting in deceleration in the program. Any student who wishes to maintain employment must meet with, and formally report the terms of their employment (paid or non-paid) to, the Clinical Education Coordinator. This is to be done in writing via the Employment Agreement form. **(See Supplemental forms).**

Record Keeping

The Athletic Training Student is responsible for recording treatments and interventions as directed by their Preceptor. Daily documentation of medical information is required and must include the treatment parameters and rehabilitation program for each student-athlete/patient. Athletic Training Students who evaluate athletic injuries should also document this information in a SOAP/progress note to be placed in the student-athlete's file.

Required Vaccinations

Students admitted into the AT Program must have on record, within their student file, documentation of protection against communicable diseases before being permitted to engage in off campus clinical activities. This includes the completion of a comprehensive vaccination/ communicable disease record and completion of a physical examination verifying the athletic training student meets the technical standards of the Athletic Training Program.

The following precautionary measures must be completed by any ATS who is accepted into the AT Program. **Compliance with the following precautionary criteria is mandatory for all individuals wishing to participate in Bellarmine University's Athletic Training Program. Those who are not compliant with these precautionary measures will not be authorized to continue with the curriculum.**

Hepatitis B Vaccination

All healthcare employees and students are required to receive a vaccination for the hepatitis B virus (HBV). This virus is highly contagious and spreads through blood contact with infected individuals. The HBV is also resilient, living up to one month on a dry surface. The CDC highly recommends people working in any healthcare industry where there is a risk of HBV exposure take this necessary precaution by being vaccinated. Students must receive 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals. Serologic immunity is recommended to be tested 1-2 months after completion of the three dose hepatitis B vaccine series. Anti-HBs testing is not recommended routinely for previously vaccinated individuals who were not tested 1-2 months after their original vaccine series; however, testing for anti-HBs should occur after an exposure to blood or body fluids.

Tetanus, Diphtheria, and Pertussis (Tdap)

Due to the increased risk of pertussis in healthcare settings, the CDC recommends a 1-time dose of Tdap for healthcare personnel, regardless of the interval from the last Tdap. After receipt of Tdap, a routine booster of Tdap is required every 10 years.

Measles, Mumps, and Rubella (MMR)

Students must receive two doses of MMR vaccine separated by 28 days or more or have serologic immunity to measles, mumps, and rubella.

Varicella Titer (Chicken Pox)

Students must receive two doses of varicella vaccine or have serologic immunity or have a titer drawn indicating sufficient immunity. The Varicella Titer, also known as the Varicella Zoster Titer or VZV Titer, is a blood test checking if you are immune to Varicella. It measures your antibody levels to find out whether your immune system can respond to the disease if exposed. Some people have had chickenpox and developed immunity to varicella that way. Other people have developed immunity through receiving the Varicella vaccine series when they are young or receive vaccine boosters as adults. Because of either vaccination or prior exposure, most people develop IgG antibodies to Varicella which provides immunity if they are exposed to the disease.

TB Skin Test

Tuberculosis is a highly contagious, airborne infectious disease that can be contracted without direct contact, such as sneezing or cough. Most healthcare settings and community organizations require the test and athletic training students must have an annual 2-stage TB skin test in order to proceed in off campus clinical assignments. Students may complete one of the three options:

- Two-step testing with the Mantoux tuberculin skin test (TST) – second test must be completed at least 1 week but no more than 3 weeks later
- QuantiFERON®–TB Gold In-Tube test (QFT-GIT)
- T-SPOT® TB test.

For students with a negative tuberculin skin test, subsequent annual screening must include, at a minimum, documentation signed by the healthcare provider of a negative 1-step skin test result or blood test result. For students with a positive tuberculin skin test, student must have documentation of a chest x-ray with an evaluation by a healthcare provider indicating no active disease is present. Students are also to provide information as to whether they are currently receiving or have completed prophylactic therapy. Annual screenings by a healthcare provider are required thereafter, although repeat radiographs are not needed unless symptoms develop that could be attributed to TB.

Students are required to submit documentation of tuberculosis screening at the time of initial program orientation and no later than the first day of ATHL 515 Clinical I class. The student is responsible for submitting subsequent screening documentation to the Program prior to the expiration date of applicable previous screening tests. Students not in compliance with tuberculosis screening requirements are subject to penalty up to and including expulsion from the enrolled clinical course. Under no circumstance will students be allowed to participate in any clinical or patient-related activity unless tuberculosis screening is up-to-date.

COVID-19 Vaccination

COVID-19 vaccines currently in use in the US are effective to prevent and or minimize the effects of COVID-19, but as with all vaccines, nothing is 100%. Because of the unprecedented pandemic, the FDA granted

emergency use authorization (EUA) for these vaccines. In fall of 2021, the University mandated the vaccine and a booster to be on campus. Additionally, many clinical sites also require the vaccine. At the current time, nobody is charged for the vaccine but that may change in time. If you need to find a vaccine location near you, please search [COVID-19 vaccines near me](#) to find a location. Waivers can be applied for, but are not guaranteed. Please refer to the Covid-19 information webpage for more details and a link to the forms.

Medical Contraindication/Waivers

If there is medical contraindication to any required immunization(s), verification from the primary healthcare provider must accompany the health record. When any medical contraindication exists, a waiver must be signed by the student to acknowledge inadvertent exposure might occur and to release the clinical site and university from liability in the event of exposure. The student also has the prerogative to waive the Hepatitis B and influenza vaccine requirements; however, the student must also execute a similar waiver. Appropriate waiver form(s), obtained from the AT Program, must be signed and on file with the AT Program.

If a student elects to waive an immunization requirement(s), placement in a clinical setting cannot be guaranteed. As such, the student may be deemed unable to complete the required clinical education coursework.

Rules When Traveling

Athletic training students are expected to conduct themselves in a manner that will reflect positively on Bellarmine University, the Athletic Training Program, the athletic team(s) and the individual. When traveling to an athletic event and representing Bellarmine University, the athletic training student is expected to follow the dress code as established by the supervising Preceptor or the head coach of the associated athletic team or the health care facility.

When traveling with a team, athletic training students must:

- Be supervised by a Preceptor.
- With the Preceptor, locate the host institution's certified athletic trainer and introduce his/herself.
- Maintain and carry treatment authorization forms, treatment protocols, medical cards, important telephone numbers and insurance information for the team and are available with the team on every away event.
- Obey all rules assigned to the team, including, but not limited to, curfew.
- The athletic training student must maintain proper conduct with the game officials, opponents, and fans at all times.
- The athletic training student is expected to follow all rules established by the University, and the Department of Athletics and National Collegiate Athletic Association (NCAA) or their clinical site and associated affiliation group.

Special Events

Athletic training students who volunteer or who are assigned to special events outside of those hosted by Bellarmine University will:

- Follow all procedures developed by the medical staff of the special event.
- Represent Bellarmine University and the Athletic Training Program in a professional manner.
- Be on time for scheduled events.
- Wear Bellarmine University Athletic Training attire unless the medical staff of the event provides uniforms/ alternative clothing.

Student Affairs

Course Grade Appeals

Any student who wishes to appeal a course grade must follow the process of appeal as outlined in the Course Catalog available online at <https://www.bellarmino.edu/registrar/catalog/> (found under Graduate Information; Academic Policies).

Internal Program Grievance Policy

The AT Program and its faculty recognize and respect the rights of students to express grievances. All involved in the AT Program shall attempt to seek solutions and answers to problems, complainants or injustices arising from day-to-day working relationships however, differences may occur between students, off-campus instructors, faculty, staff or administration that may require action(s) beyond a conversation. The AT Program in both the clinical and academic experiences intends to follow this grievance procedure.

Whenever a misunderstanding or problem exists, individuals are urged to discuss the situation immediately with the person(s) involved. Small problems tend to become big problems. Moreover, these situations tend to become more difficult when they are not discussed with an individual who can correct them in a timely fashion.

Step 1-Instructor/Preceptor

In order to begin the grievance process, and to minimize a misunderstanding, students will be required to discuss their problem or complaint with the course instructor or supervisor within three (3) academic days of the occurrence or situation creating the grievance. The instructor or supervisor will investigate the situation, and obtain all pertinent information. The instructor or supervisor may also decide to inform the Program Director of the situation, and thus, the Program Director will be included in the process. The supervisor will provide the student with a solution or explanation of the decision within five (5) academic days.

Step 2-Athletic Training Faculty

If after a verbal discussion, the problem, complaint or grievance is not satisfactorily concluded, or explained by the instructor or supervisor, the student may appeal to the Athletic Training faculty in writing. The appeal will be discussed no later than the next scheduled faculty meeting. Note: If the grievance is initiated outside of the normal academic schedule, a special meeting will be held within five business (5) days. A decision resulting from the meeting will be provided to the student within five (5) business days following the meeting.

Step 3- Dean of CHP-SMRS

If the student is not satisfied with the decision of the program faculty, they can take the matter to the Dean of CHP School of Movement and Rehabilitation Science. This appeal is done in writing following the guidelines outlined in the **Grievance Policies General to Bellarmine University** section. The Dean will respond to the student and Program Director within the allotted timeframe. Between the time the decision being appealed is made and the time of the decision, the decision being appealed must be obeyed by the student.

Grievance Involving the Program Director

If the grievance involves the Program Director, the student should first attempt to remedy the situation directly with the Program Director. If the student is not satisfied with the outcome, the student may pursue a remedy utilizing the policies outlined in the **Grievance Policies General to Bellarmine University**.

Grievance Policies General to Bellarmine University

Bellarmino University is committed to fair treatment of its students. If a student believes Bellarmine University or its personnel have acted in an unfair manner, and the grievance policy has been attempted within the AT Program, the student shall have the right to a review through the process outlined in the *Bellarmino University Student Handbook*.

Sexual Harassment

Bellarmino University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence or affect the well-being of any member of the University community. Sexual harassment is grounds for disciplinary action, and the program will follow University policy. Sexual harassment is a form of sexual discrimination prohibited by civil rights law and University policy. Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. Harassing conduct may be verbal such as lewd comment or physical such as sexual assault.

Sexual harassment subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, staff, and visitors to the campus. Sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. Sexual harassment is especially destructive when it threatens relationships between teachers and students or supervisors and subordinates. Sexual harassment in such situations constitutes an abuse of the power inherent in a faculty member's or supervisor's position.

Complaint Procedures for Students

The University supports and encourages all members of its community who believe they are being sexually harassed to take steps to end the situation. Any complaints of sexual harassment must be handled in accordance with the University Policy. Up to date information can be found at the link below www.bellarmino.edu/sexualmisconduct

Student Drug And Alcohol Policy

COLLEGE OF HEALTH PROFESSIONS STUDENT DRUG AND ALCOHOL POLICY

Introduction

The College of Health Professions (CHP) is committed to providing a quality education for Students admitted into its Programs. To protect the integrity of the Programs, as well as safeguard the welfare of Students and of clients receiving care from Students, this Policy addresses drug and alcohol testing of Students involved in Instructional/Learning Activities through the CHP.

The purpose of this Student Drug and Alcohol Policy (the "Policy") is to notify Students and Faculty Members of the CHP's drug and alcohol rules and testing procedures, and to provide assistance and due process for Students who test positive for drugs (including legally prescribed medications) and/or alcohol. This policy applies to all Students admitted to the CHP programs ("Program" or "Programs") at Bellarmine University and is effective immediately. The testing of Students for drug or alcohol use while engaged in Program-sponsored Instructional/Learning Activities will be completed through an independent agency

contracted by CHP. Testing costs are the responsibility of the student. These costs are beyond the control of the CHP and are subject to change at any time without notice.

It is the policy of Bellarmine University to comply with federal and state laws and regulations regarding the usage and detection of drugs and alcohol. In addition, it is the professional duty and ethical obligation, of health care providers and students to identify and report when they have reasonable suspicion of an impaired health worker. This Policy is subject to change at the sole discretion of Bellarmine University and/or CHP and is meant to supplement other relevant Bellarmine University policies, including but not limited to the *Policy on Alcohol* and the *Illegal Drug Use Policy* contained in the *Bellarmino University Student Handbook*. Violations of this Policy may result in the student's ability to complete the program. The CHP bears no responsibility for a student's inability to complete or participate due to a failed drug or alcohol screening.

Definitions

For the purposes of these guidelines, the following terms shall have the following meanings:

- A. "Drug" or "Drugs" means all of those drugs included in the current Medical Professional Substance Abuse Profile (LabCorp, 2021). These may include, but are not limited to:
 - 1) Amphetamines (including Methamphetamine and Ecstasy)
 - 2) Barbiturates
 - 3) Benzodiazepines
 - 4) Buprenorphine
 - 5) Cocaine metabolite
 - 6) Cannabinoids (THC, Marijuana)
 - 7) Fentanyl
 - 8) Meperidine
 - 9) Opiates (codeine, morphine, oxycodone)
 - 10) Phencyclidine
 - 11) Propoxyphene
 - 12) Tramadol

- B. "Student" means any student enrolled in one of the CHP programs at Bellarmine University.
- C. "Reasonable Suspicion" means that the Student's faculty member, clinical instructor, preceptor, supervisor, or his/her designee (collectively, "Faculty Member") believes that the behavior, speech, body odor, or appearance of the Student is indicative of the use of alcohol or drugs, as described in detail in this Policy.
- D. "Instructional/Learning Activities" include classroom and other activities on and off campus that involve patient care, instruction, or practice of preparatory skills as a component of health care provider practice, including but not limited to clinical practicums, internships, clerkships, service learning, community engagement, skills labs, and/or non-class associated practice at on-campus or off-campus sites.
- E. "Medical Review Officer ("MRO")" is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results

under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

- F. "Positive Drug Test" is determined by the MRO in accordance with guidelines established for healthcare workers.
- G. "Positive Alcohol Test" means an alcohol test that is at or exceeds the Department of Transportation ("DOT") Guidelines for blood, breath, or saliva testing depending on the test used, e.g., blood alcohol content of 0.04 or greater (under current DOT Guidelines).

Policy

The CHP prohibits the unlawful use or possession of drugs or alcohol by any Student during any Instructional/Learning Activities associated with any Program. Prior to participation in a clinical course in their Program, all Students will be provided with a copy of this Policy and will be required to complete the *CHP Student Drug and Alcohol Policy Acknowledgment Form* (see Appendix A).

Per Bellarmine University policy as contained in the *Bellarmino University Student Handbook*, Students in possession of a controlled substance will be referred to the Dean of Students, and such conduct may result in suspension or expulsion from the University and/or a requirement that the Student enroll and actively participate in a drug or alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission.

In addition, the improper use of any Drugs or alcohol by any student in the CHP may constitute grounds for removal from all Instructional/Learning Activities and/or cause for termination from the program. Students who participate in an CHP Program may not test positive for drugs or test positive for alcohol, with the exception that a student who tests positive for drugs will be provided an opportunity to explain if that positive test is the result of his or her use of legally prescribed medication. Students are permitted to use legal drugs and remedies for health purposes, provided they are utilized according to the manufacturer's or prescribing physician's directions, and provided that such use will not pose a safety hazard to themselves or to others in the learning environment or adversely affect performance.

Students are professionally and ethically bound to report instances of impaired classroom or Clinical function of classmates or faculty (including clinical faculty) to the Chair/Program Director, Director of Clinical Education (DCE) or the Vice Provost of the College of Health Professions.

Mandatory Drug Screening

Many clinical training sites now require students to undergo drug testing, similar to what is required of their employees. Therefore, all Students will submit to a drug screen and test negative for drugs before engaging in any Instructional/Learning Activities.

Consequences

- A. Refusal to Participate in Mandatory Drug Screening:
If a Student fails to comply with the policy they will not be allowed to begin any Instructional/Learning Activities within the School.

- B. Negative Drug Screen Test Result:
The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their student account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.

- C. Positive Drug Test and Self-Admission:
If a Student receives a Positive Drug Test, or if the Student admits to a drug and/or alcohol problem, the Student will not be allowed to attend any Instructional/Learning Activities, and will be referred to their Chairperson and school Dean.

Failure to participate in any Instructional/Learning Activities within the School or at designated clinical partner locations may jeopardize Student progression within the designated program or curriculum.

Drug and Alcohol Screening for Reasonable Suspicion

In addition, students will be tested for the use of drugs and alcohol upon observation of behavior that creates a Reasonable Suspicion of alcohol or drug use; this could include conduct that prevents the Student from performing the essential functions of his or her role in the Instructional/Learning Activity, or which poses a direct threat to the health or safety of others. Other behavior which could create a Reasonable Suspicion of drug or alcohol use by a Student includes, but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid, slurred or incoherent speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, verbal or physical outbursts, self-report of Drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others. Students in an CHP Program are expected to act in conformity with, and will be held accountable to, the same professional standards of licensed healthcare professionals during all educational and Instructional/Learning Activities. While it is not the intent of the CHP to monitor Students' behavior outside of their Program, Students' use or suspected use of Drugs and alcohol outside of the Program may adversely impact their behavior during their Program's Instructional/Learning

Activities and may lead to a drug or alcohol test based on Reasonable Suspicion of Drug or alcohol use. The Student will bear the cost of the screening based on a Reasonable Suspicion of Drug or alcohol use.

Faculty Members are encouraged to consult with other faculty members and clinicians, or other health care providers who may have witnessed the behavior, if possible, to validate the basis for Reasonable Suspicion testing. If the Faculty Member determines that Reasonable Suspicion of Drug use or alcohol use is present, Faculty Member should take the following steps:

1. Remove the Student from the Instructional/Learning Activity;
 2. Move the Student into a private setting and in the presence of a witness, if possible;
 3. Discuss the suspicious behavior with the Student and allow the Student to explain;
4. Complete the Reasonable Suspicion Checklist and Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and
 5. Make arrangements for drug and/or alcohol testing, if necessary, or allow the Student to return to the Instructional/Learning Activity.
 - Notify the Department Chairperson of the need for drug and/or alcohol testing need
 - If unable to reach the Department Chairperson, notify the “on call” Student Affairs staff member
 - Call Mainline Drug Testing Services, LLC to determine the closest testing facility (412- 884-6967 or 412-398-8074)
 - Provide the student with the drug testing form

Student will be responsible for securing the appropriate transportation needs from the facility. If the Faculty Member determines that Reasonable Suspicion exists for a drug and/or alcohol test, the Student must submit to a drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the Faculty Member. A Student tested for drug or alcohol use, based on Reasonable Suspicion, will not be allowed to participate in Instructional/Learning Activities until he or she meets with the Faculty Member, Chairperson and school Dean.

If a Student is asked to submit to a drug or alcohol test in accordance with this Policy, the involved Faculty Member will immediately, or within one business day for evening or weekend occurrences, notify the Chairperson of their program. The Faculty Member will also make a written report for their Chairperson within two working days of the event identifying the Student involved and describing the Student’s conduct, names of witnesses, and a summary of the events that led to the Reasonable Suspicion drug or alcohol test. In addition, the Faculty Member will submit the Reasonable Suspicion Checklist.

Consequences

A. Refusal to Test for Drugs or Alcohol:

If a Student fails to produce the requested sample at the date and time designated, the Student will be allowed 30 minutes to reconsider the decision and the Faculty Member will notify the Chairperson immediately. A Student who refuses to take the test after the 30- minute waiting period will be treated as if he or she received a Positive Drug Test or Positive Alcohol Test.

B. Negative Test Result:

If the drug or alcohol test is negative, no action will be taken, and the Student will be allowed to participate in all Instructional/Learning Activities. The Student will be allowed to make-up any missed clinical/laboratory time at no cost.

C. Positive Drug Test or Positive Alcohol Test, Other Policy Violations, and Self-Admission:

If a Student receives a Positive Drug Test or Positive Alcohol Test, violates this Policy in any other manner, or after reasonable suspicion, admits to a Drug and/or alcohol problem, the Student will be immediately removed from all Instructional/Learning Activities and the Faculty Member will notify the Chairperson and school Dean. At a minimum, a Student who violates this Policy will receive a zero grade for the missed clinical/laboratory day when the Student was removed for testing. The Student will be responsible for payment of all costs associated with making up the clinical/laboratory day. However, a Student who receives a Positive Drug Test will be provided with an opportunity to explain any Positive Drug Test that results from his or her use of a legally prescribed controlled substance, and such circumstances will be taken into account in determining the consequences of the Positive Drug Test.

Violation of the Drug and Alcohol Policy

A Student found in violation of this Policy will be referred to the Chairperson and school Dean, as well as Bellarmine University's Dean of Students. A Positive Drug or Positive Alcohol Test could result in the Student's suspension or dismissal from the CHP program and from Bellarmine University, and/or a requirement that the Student enroll and actively participate in a Drug/alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission. These regulations are not substitutes for criminal sanctions provided by state and federal statutes or regulations. Please reference the *Bellarmino University Student Handbook* (<https://www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf>) for more information on student conduct proceedings.

A. If not suspended or dismissed from the CHP program and/or Bellarmine University, the Student will not be allowed to participate in Instructional/Learning Activities until he/she fulfills all terms set forth by the CHP and Bellarmine Dean of Students.

B. A second positive drug or alcohol test or violation of this Policy will result in dismissal from the CHP program.

Confidentiality

The University will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will only be released in accordance with applicable federal and state laws and regulations.

Reviewed by Mark Wiegand, Tony Brosky, Christy Kane, and Heather Owens 10/11 /21

Reviewed by Mark Wiegand, Tony Brosky and Nancy York 7/11/14, 7/2016, 8/23/2017

Approved by University Council 7/22/14, 8/10/2016

Approved by LSNHS Chairs/Deans 9/8/2014, 8/12/2016

Reasonable Suspicion Testing Checklist
From The Ohio State University Office of Human Resources

Policy 7.30 Drug-Free Workplace <https://hr.osu.edu/public/documents/policy/resources/730rstchecklist.pdf>

Physical Indicators:

WALKING		FACE		SPEECH		BREATH/ODOR	
	Holding on		Red/flushed		Whispering		No alcohol odor
	Stumbling		Pale		Slurred		Faint alcohol odor
	Unable to walk		Sweaty		Shouting		Strong alcohol odor
	Unsteady		Appears normal		Incoherent		Sweet/pungent tobacco odor
	Staggering		Slobbering		Silent		Chemical odor
	Swaying		Grinding teeth		Rambling		Marijuana odor
	Falling		Dry mouth		Slow		Breath spray/ mouthwash
	Other		Runny nose		Other		_____None__Gum
			Other				_____Mints__Candy
							_____Other_____
STANDING		EYES		MOVEMENTS		APPEARANCE	
	Swaying		Watery		Fumbling		Messy
	Feet wide apart		Bloodshot		Jerky		Dirty/stained clothing
	Rigid		Glassy		Nervous		Burns on person/clothing
	Staggering		Dilated		Slow		Ripped/torn clothing
	Sagging at knees		Closed		Hyperactive		Partially dressed
	Other		Droopy eye lids		Other		Puncture marks/needle tracks
			Appear normal				Appears normal

Behavioral indicators:

DEMEANOR				ACTIONS					
	Cooperative		Polite		Calm		Fighting		Profanity
	Talkative		Silent		Resisting communication		Erratic		Hostile
	Sarcastic		Belligerent		Tearful/crying		Threatening		Hyperactive
	Anxious		Excited		Mood changes		Non-communicative		Sleeping
	Disoriented		Inattentive		Appears normal		Argumentative		Other __
	Sleepy		Drowsy		Other				

Comments and other observations:

Additional facts:

- Presence of alcohol and/or drugs in individual's possession or vicinity
- Misconduct by individual (specify)
- Individual admission concerning alcohol use and/or drug use or possession

List other witnesses to individual's conduct and summarize what they say they witnessed:

Individual declined to comment OR individual's explanation for behavior:

Completed by (signature)		Date:		Time:	am or pm (circle one)
Printed Name:		Title:			

Sports Participation and Athletic Training Clinical Education

Due to the time commitment required for athletic training, it is difficult to participate in intercollegiate athletics in conjunction with athletic training clinical education...but not impossible. As an institution of higher education and an institution with an Athletic Training Program, we understand the importance of students gaining additional knowledge and a greater understanding of the career field they have chosen for future employment. What two fields are better correlated than athletics and sports medicine? However, to be successful in both ventures requires effort and commitment. The student-athlete/athletic training student must meet the clinical requirements set forth by Bellarmine University's Athletic Training Program as well as the demands of the chosen sport in which they are participating. The clinical requirements are clearly outlined in this *AT Student Handbook* as well as the clinical course syllabi and they are not negotiable. Failure to meet these clinical requirements will result in a failing course grade. (See **Supplemental forms**)

Student Organizations

BU Athletic Training Student Association

This student led organization is designed to promote the 5th domain of Athletic Training through promotion of the BU program and the AT profession at the campus, state, regional, and national levels. Additionally, and more immediately, the purpose is to promote unity amongst athletic training students who are in the professional phase of the program. A wide variety of professional, philanthropic and social activities, educational conferences, resources and dissemination opportunities, and leadership, team building and service opportunities are available to all members. Ultimately, the ATSA is a forum for the students to become stakeholders within the BU program and their chosen profession.

Iota Tau Alpha - Athletic Training Education Honor Society (in development)



The NATA recognizes Iota Tau Alpha as the National Honor Society for Athletic Training Education. Bellarmine University students are encouraged to apply to this honor society to help promote themselves, the program, and the profession. A recognized Bellarmine University chapter is currently being explored.

Objectives

- To function as an honor and professional society for students of Athletic Training Education
- To stimulate interest, scholarly attainment, and investigation in Athletic Training Education
- To promote the dissemination of information and new interpretations of the Society's activities among students of Athletic Training Education.

Testing Policy

Exams:

- Exams are to be taken according to the published schedule/syllabus.
- Students who are unable to take an exam at the scheduled time must notify faculty **PRIOR** to the exam.

- “Prior to” is defined as at least one hour before the exam is scheduled unless extenuating circumstances are allowed at the discretion of the faculty.
- A student failing to notify the faculty will receive an exam grade of zero. No Exceptions.
- A student arriving after the exam has started will be considered “late” and will be allowed to complete the exam in the remaining class time. No additional time will be provided.

Make-Up Exams:

- An opportunity for a make-up exam will only be possible if the student presents evidence of illness, extenuating circumstance, or participation in approved University functions.
- Documentation will be required before an examination may be rescheduled. Failure to produce documentation will result in the exam grade remaining a zero.
- Documentation may include healthcare provider statements, police reports, court records, etc.
- The faculty retains discretion about the window of time during which documentation must be submitted.
- Arrangements for taking an exam must be initiated by the student. The make-up exam will be given at time, date, and place of the faculty’s discretion.

Testing Environment and Student Behavior:

- Students are not permitted to ask content-based questions during an exam unless the question relates to a potential typographical error.
- At no time will any electronic devices (cellular or smart phones, smart watches or similar devices) be allowed in the testing environment. The mere presence of these devices during an exam constitutes an automatic violation of Academic Dishonesty policy.
- All textbooks, class notes, backpacks/purses and all electronic devices are to be stored at designated area during an examination.
- Faculty must be alerted to the use of any medically required electronic device prior to the first exam in a course.
- If a medical device in use is not publicly known, a letter of accommodation must be presented to the professor or Chair/Program Director.
- Students may not leave the classroom during the exam. If a student must leave for a personal reason, the professor may choose to reschedule completion of the student’s exam.
- No hats, caps, gloves, or bulky clothing of any type will be permitted in the testing environment.
- No food or drink will be permitted in the testing environment.

Exam score posting:

Students may expect their scores of graded exams to be returned within 7 days of exam date except in extenuating circumstances. No exam scores will be posted via social security number or name. If a student has a class average above 72% after the final exam grade is factored into the grade, but scores 72% or below on the cumulative final exam the student will enter continued remediation. The student will have four weeks after the start of the next semester to retake the final exam. The final grade for the course is not changed but mastery of the material must be demonstrated for continuation. The format of the retake exam is at the discretion of the instructor, and may be different from the original exam. If the student is retaking a practical exam, a reasonable time must have elapsed between the original practical exam and the retake. The date of the retake is at the discretion of the instructor. A second observer (instructor) may be present on lab practical retake exams.

Therapeutic Equipment & Modality Safety

All clinical sites are required to calibrate all necessary therapeutic exercise and modality equipment a Bellarmine University Athletic Training student may come in contact or use on a patient while at a clinical site or in the AT lab. All calibrations must be completed annually and documentation kept by both the Bellarmine University Clinical Education Coordinator as well as the affiliated clinical site. All sites must follow at least the minimum safety protocols and maintenance for each therapeutic modality or piece of equipment associated with each affiliated clinical site. Failure to meet this minimum standard will result in Athletic Training students being withdrawn from the affiliated clinical site. An Athletic Training student will not have a grade decreased if such an action occurs and hours cannot be met per the BU AT Program hour's policy. Such a student will be reassigned to another approved affiliated clinical site.

Treatments

- Athletic training students should only use therapeutic modalities when under the direct supervision of a Certified Athletic Trainer and only after being instructed by the supervising Preceptor or another BU AT Program Faculty member.
- Treatments, with or without modalities, should follow standard protocols consistent with current best practices and must be prescribed by the ATC handling the patient case. Variances from the prescribed treatment protocol will not be tolerated.
- A brief pre and post evaluation should be documented to record the athlete's progress before and after each treatment.
- If there is any doubt as to how to proceed with treatment, immediately cease treatment and seek help from a Certified Athletic Trainer or Preceptor.
- Student-athletes are **not** allowed to treat themselves in the sports medicine facility. They must be treated by a member of the Site's medicine staff or an athletic training student under direct supervision of a Certified Athletic Trainer.
- Athletes/patients should never be left unattended during treatments.
- Athletic training students **must not** attempt any skill on an athlete/patient until the student has first been instructed on the skill or when the Preceptor is not presently supervising.

MISCELLANEOUS INFORMATION

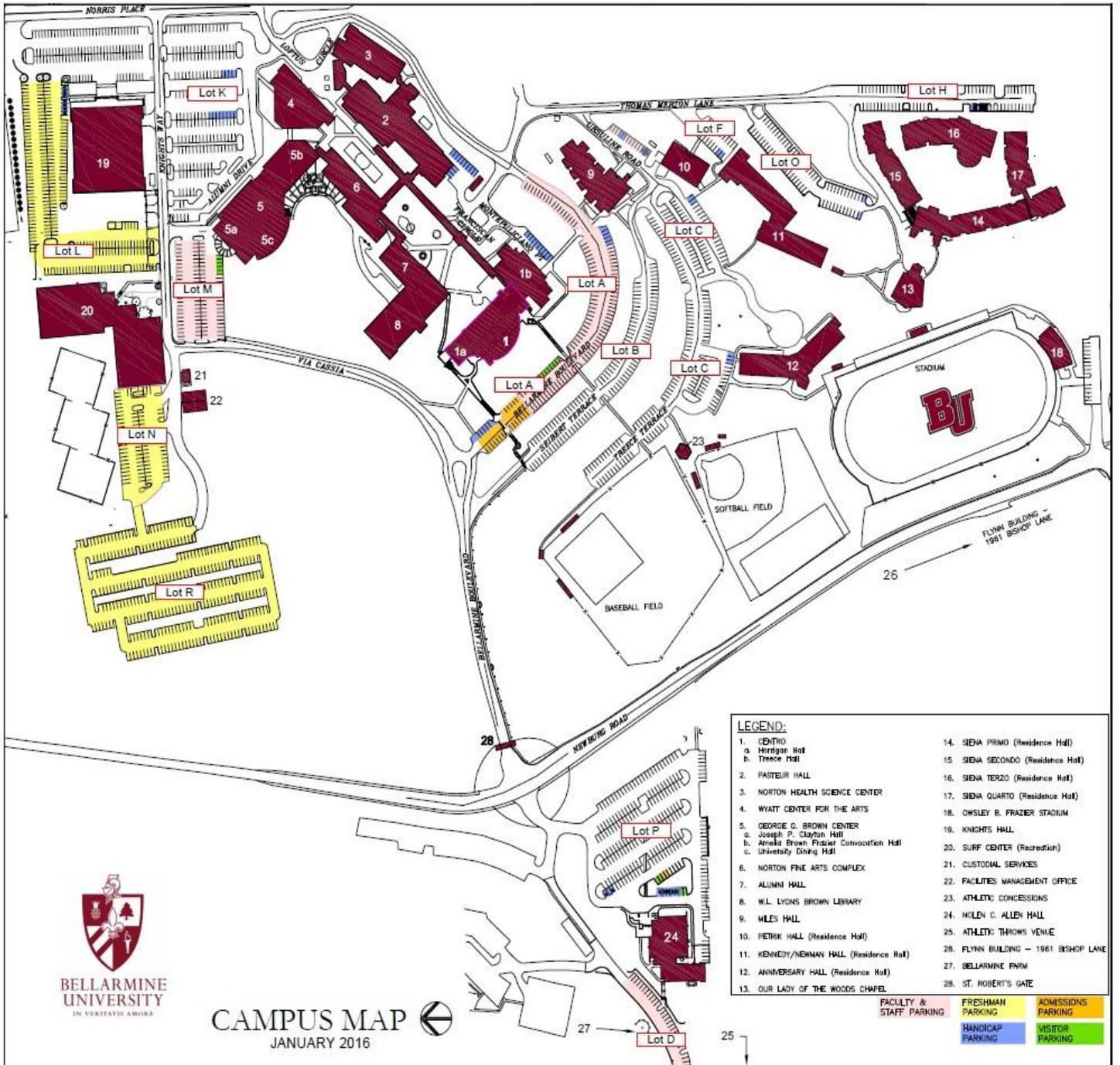
Academic Calendars

Bellarmino's calendars of events and academic calendars can be found at www.bellarmino.edu under the Academic tab at the top → Course Catalog tab on the right → Academic Calendar on the left or through OneBellarmino. Please note all dates are subject to change.

Bookstore

The Bellarmino Bookstore is located on the bottom floor of Centro, Treece Hall. Telephone: (502) 272- 8111.

Campus Map



BURP

Bellarmino University Recycling Program (BURP) has placed containers across campus. There are multiple blue recycling bins available across campus to accept cans, plastic bottles, and paper for recycling.

Commuter Services

SGA will provide hot chocolate, tea and coffee to Allen Hall as a part of the commuter program.

When these things need to be replenished, it is the responsibility of the Athletic Training students to contact the SGA representative (502) 272-3168.

Computer Lab/Copy Machine

There is a computer lab located on the 2nd floor of Allen Hall. If printer paper is needed, contact the School of Education at (502) 272-8191 between the hours of 8:00 am-5:00 pm. There is also a copy machine available for student use on the 2nd floor of the Allen Hall. Copies are 10¢ each. Computers and printers are also available in the Student Lounge on the 1st floor of Allen Hall. Paper for these printers is supplied by the Technology Support Center (TSC). Photo copies may be made in the Campus Center, Library, or Allen Hall second floor computer room.

Counseling Center

The Counseling Center offers free counseling and consultation services to Bellarmine students. Please call the Counseling Center at (502) 272-8480 to schedule an appointment. The Center is open from 8:30 AM-5:00 PM Monday through Thursday and 8:30 AM-12:30 PM on Friday. The Counseling Center is located on the fourth floor of Allen Hall, Suite 403.

Emergency Alerts

Bellarmino provides an emergency text-messaging system to all members of its community. The purpose of this system is to quickly alert you to emergency situations on campus as well as weather-related school announcements. The goal of this system is to provide meaningful alerts regarding urgent situations, so the University strongly encourages participation in this system. This system will send school-closing or emergency information to you in three ways: by text message to your cell phone; by e-mail to your Bellarmine account; and by posting a notification on the home page of www.bellarmino.edu. Use One Bellarmine (one.bellarmino.edu) to register for this service. If you encounter any issues or have any questions about the registration process, please contact the Technology Support Center at 502.272.8301 for assistance.

Food Service/Vending

Soft drink and snack machines are available on the first floor of Allen Hall in the Student Lounge. Café à la Carte food services are available in Allen Hall with hours posted on a semester by semester basis, and on main campus in Centro Horrigan Hall (Café Ogle) and Frazier Hall (University Dining Hall); for further information contact (502) 272-8305. There is patio furniture outside the Allen Hall for students to use for dining, studying and lounging. There are couches and chairs on the first floor of Allen Hall for students to study and lounge.

Health Services

The Health Services Office, located in Newman Hall, is designed to offer health care and information to all students. A Nurse Practitioner is available to help with any illness, health-related concerns, and allergy shots, or to provide information, referrals, and can provide prescriptions when indicated. Check the Health Services website for current semester hours. **Walk in are greatly discouraged at this time due to COVID 19**, appointments must be made by calling 502-272-8313. Use of the health service is completely voluntary. All health records are confidential and, except in cases specified by law, may not be disclosed except when authorized by the student.

Knights Hall

Constructed in 1960, and dedicated with a basketball game against the University of Louisville, the facility underwent substantial renovations over the last two years with the installation of a brand new playing floor, new courtside and mezzanine level seats, and a complete overhaul of the building's interior lighting, lobby, ceiling, exterior paint, and heating and cooling systems. It is the home to Bellarmine basketball and volleyball programs as well as the Bradford T. Ray Sports Performance Center where the athletic training room is located.

The facility routinely houses area high school graduations, as well as high school basketball and volleyball games and tournaments.

Library

The W.L Brown Lyons Library is located in the Quad on main campus. Bellarmine students have library privileges at all University of Louisville Libraries, including Kornhauser Health Sciences Library at 500 South Preston Street. Information regarding Kornhauser Library can be found at <http://library.louisville.edu/kornhauser/about.html> or call at (502) 852-5771.

W.L. Lyons Brown Library Hours

Regular Library Hours Fall & Spring Semesters

Open at Noon on Sunday and close at 10:00 PM on Friday Saturday: 7:45 AM to 5:00 PM

Exceptions to the schedule due to holidays and summer will be listed in the hours section on the library home page (www.bellarmino.edu/library).

Lockers

Lockers are available for students in the men/women's restroom and in Allen Hall 214. It is strongly advised you place a lock on the locker while in use. Locks must be removed at the end of each semester.

Owsley B Frazier Stadium

In the fall of 2007, Bellarmine dedicated the \$5.1 million Owsley B. Frazier Stadium on the school's campus, just off Newburg Road. This state-of-the-art facility is now the home of Bellarmine's soccer, field hockey, lacrosse, and track teams. It seats approximately 2,000 spectators and can be lit for night practices and game.

Parking

A parking permit is required for on campus parking. Fee for the permit is included in the comprehensive tuition fee. Permits expire July 31 of each year and must be renewed. Parking permit decals for students will be issued by the Office of Public Safety, room CNTH 054 Centro, Treece Hall, Monday through Friday 8:00 AM, to 8:00 pm Student parking for Allen Hall is on the first level (Lot P). The second level (Lot D) is for Faculty and Staff ONLY. Information regarding registration of your vehicle for a parking permit decal can be found at <https://www.bellarmino.edu/security/parking/>.

Post Office

The Bellarmine Mailroom is located on the ground floor of Centro, Treece Hall.

Safety and Security

First aid kits are located in the lab on the counter near the sink and at the Reception Desk in Allen Hall. The Emergency Medical Services (EMS) phone number is 911. Campus security can be reached at 272-7777 (or 7777 from campus phone). Emergency Action Plans are posted in lab and the Hobbs Clinic.

The Safety and Security office is located on the ground floor of Centro Treece Hall. To contact a security officer, call 272-7777 or dial extension 7777 if you are on campus. All security personnel have been trained in emergency medical procedures and CPR. On campus, the officers enforce university policies outlined in the Bellarmine University Student Handbook. They also work very closely with the Metro Louisville Police Department, as well as with the state and federal agencies, to assist them with incidents that may occur on and off-campus. The Metro Louisville Police Department's 5th District Office is only three to five minutes from campus. The Department of Safety and Security provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service.

Students are limited in time spent in academic buildings after hours. Students are not allowed in academic buildings after 10:00 p.m. or 12:00 a.m., depending on the facility, unless they have specific permission from the Department of Safety and Security. Access to Allen Hall through Security is not available midnight – 7 AM. If athletic training students need to get in after-hours students will need a valid Bellarmine ID. There can be no unauthorized guests (siblings, significant others, etc.) admitted to Allen Hall after hours. A direct dial phone to reach security is outside the front door and the number is (502) 272-7777. Allen Hall is locked 24 hour a day but accessible via card swipe at all entrances. Access to the classroom is also available via card swipe.

Showers

There are showers available in the restrooms on the first floor of Allen hall for student and faculty use.

Shuttle Services

The Student Government Association has purchased a new program for our three shuttles called Ride Systems. This program is equipped with a GPS (which is located in the shuttle) and an app can be download on your phone for use. The primary objective of this app is to inform the Bellarmine community of the shuttles location while driving on campus. If the driver has to go off their normal route, the app will update the time the shuttle will be at the next stop. Please follow the steps below to download the app on your phone.

Shuttle Tracking Steps

1. Download the Ride Systems App (Blue background with a bus icon)
2. Select "Bellarmine University" from the list
3. "Take a Tour" to become familiar with the app
4. Begin tracking the shuttles!

Knight Line shuttle van is available for pick up/drop off between Allen Hall and main campus. It stops in front of Allen Hall and the Franciscan Circle approximately every 10 minutes. To request pick up or drop off, contact security at (502) 272-7777. Hours of operation are Monday thru Friday: 7:30 AM- 11:00 PM.

SURF Sports and Recreation Facility

The SURF center is located behind Knights Hall. Basketball, volleyball and tennis courts are available for recreational use. Gym includes free weights and cardio equipment as well as dressing rooms and showers. You will need to use your ID to access the facility. A personal trainer is available on site. Services are free to all students. Hours are posted on Bellarmine's website at www.bellarmino.edu.

Telephone/FAX

A phone for local use is available in the Athletic Training Program classroom and the first floor stairwell corridor of Allen Hall and in the Café. You must dial 9 to get out; no incoming calls are allowed. Please do not use faculty or staff phones unless it is an emergency. There is a security phone located outside the front doors for security purposes. Fax machine use is available for students in the Student Activities Office in Horrigan Hall next to the Print Shop.

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SUPPLEMENTAL INFORMATION AND FORMS

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Athletic Training Program Absence Form

Attendance in the athletic training program courses is mandatory. If you have an unavoidable situation (illness, accident, car trouble) that prevents you from coming to class, you are responsible for letting the instructor/faculty know as soon as possible. Each student is allowed one unexcused absence (no notification of absence or an unacceptable reason for the absence) **per academic year**. If a second unexcused absence occurs the student may be recommended for dismissal to the Dean.

Student Name: _____ Date of Request: _____
(Please print)

Date(s) of Requested Absence: _____

Reason for Absence: _____

Remediation Plan for Missed Material: _____

Date	Class	Faculty Signature	Excused	Unexcused
			Faculty Use ONLY	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature **Date**

Program Director **Date**

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Athletic Participation Agreement

Many prospective athletic training students who express interest in the Bellarmine University Athletic Training Program (AT Program) are also interested in participating in an intercollegiate sport during their college years. At many schools, the finest and most accomplished alumni were athletes while in school. The AT Program has a significant clinical experience component requiring student commitment at various times throughout the week and on weekends. Thus, conflicts between sport demands and clinical experience requirements are not uncommon. The AT Program faculty is committed to encouraging athletic training students to take advantage of the rich co-curricular opportunities available on campus. They are also dedicated to ensuring students graduate on time, fulfill all degree requirements, and have enough quality clinical experiences to enable them to become skilled health care professionals. The following guidelines are designed to help accomplish all of these purposes.

Policy:

1. Applicants to the AT Program will be provided with a copy of this policy statement early on in the application process.
2. The intention on the part of a prospective athletic training student to participate in intercollegiate athletics shall not factor into the admission decision for the AT Program.
3. Students admitted to the program may participate in intercollegiate athletics provided it does not interfere with their academic progression.
4. Athletic training students shall limit their participation to one intercollegiate team per year.
5. Athletic training students may participate during their team's non-traditional season ONLY if participation does not conflict with the student's class attendance or clinical experience responsibilities.
6. Athletic training students who participate in intercollegiate athletics must like all students, fulfill ALL the didactic and clinical education program requirements before they can graduate. All student-athletes are strongly encouraged to consult the Program Director early since effective planning is crucial to on-time graduation.
7. All athletic training students in the AT Program are required to perform at least one "equipment intensive" clinical experience (e.g. football, ice hockey, or lacrosse). Student-athletes who participate in sports may have a conflict with this requirement because of their athletic participation. In order to meet this program requirement, athletic training students, who are also athletes, may be required to a) complete an additional semester, i.e. "equipment intensive" rotation prior to graduating. or b) work with an equipment intensive sport during a high school rotation.

This policy will be in effect once a student has been accepted into the AT Program and shall remain in effect as long as the student remains in the AT Program. Students or Coaches with questions regarding this policy are encouraged to speak with the PD or CEC for clarification. The PD makes the final decision on the appropriate situation/experience for the student's academic requirements.

All CAATE guidelines will be strictly enforced.

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Athletic Participation Agreement Signature Page

This signature page must be completed by the Athletic Training Student and Head Coach for his/her intercollegiate athletic team and returned to the Athletic Training Clinical Education Coordinator in accordance with the annual forms and documentation policy each academic year.

The Athletic Participation Agreement signature page is valid for one (1) calendar year.

This is to certify that I, _____, understand the Athletic
Print name

Participation Agreement as stated above. I am declaring I will be participating in _____ during the _____ - _____ academic year. I understand I am responsible for meeting all classroom and clinical expectations and my participation in athletics at Bellarmine University will not interfere with my clinical responsibilities and experiences.

Athletic Training Student Signature

Date

This is to certify that I, _____, Head Coach of the
Print name

Bellarmino University _____ team, understand the Athletic Participation Agreement as stated above. I will support the above-named Athletic Training Student in the pursuit of his/her educational goals and his/her participation in athletic at Bellarmine University will not interfere with his/her clinical responsibilities and experiences.

Head Coach Signature

Date

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Bloodborne Pathogen Exposure -- Incident Report

This form must be completed following an exposure incident. When an exposure incident occurs, the exposed employee shall notify the appropriate supervisor and complete the front of this form as soon as feasible. The clinical supervisor is responsible for completing designated sections (Part 2) and ensuring that the plan for post-exposure evaluation and follow-up is adhered to.

Name of Employee: _____ Social Security #: _____

Position/Title: _____ Department: _____

Have you received the HBV vaccination series? No Yes

Incident Description: _____

Date: _____ Time: _____

Exact Location: _____

Potentially Infectious Material(s) involved:

TYPE:
Source Individual,
if known: _____

Describe your duties as they relate to the exposure incident:

Route of exposure (i.e., splash, needle stick, etc.):

Describe the circumstances under which exposure occurred:

What personal protective equipment was being used? (i.e., gloves, etc.):

I verify that the information above is correct and accurately describes the exposure incident in which I was involved.

Employee Signature

Date

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PART 2 Incident Report

Source Information

Name of Source: _____ Date of Birth: _____

Previously diagnosed HIV-positive? No Yes Date: _____

Previously diagnosed HBV-positive? No Yes Date: _____

If there is no previous documentation of positive results of HIV and HBV blood testing, **source consent shall be obtained** to test for HIV and HBV.

Consent to HIV & HBV testing obtained? No Yes – Attach documentation

If consent is not obtained, you must establish that legally required consent cannot be obtained. When the source individual’s consent is not required by law, the source individual’s blood, if available, shall be tested and the results documented.

Results of HIV testing: _____ Date: _____

Results of HBV testing: _____ Date: _____

Information Provided to Healthcare Professional

The following items must be provided to the healthcare professional who will be evaluating the exposed employee. This section shall be used as a checklist to assure all documentation is completed and forwarded to the healthcare professional.

- A copy of the Bloodborne Pathogens Standard
- A copy of this Exposure Incident Report, which includes
 - Employee vaccination status – documentation attached
 - Description of exposed employees’ duties as they relate to the exposure incident
 - Documentation of the route(s) of exposure and the circumstances under which the exposure occurred.
 - Results of source individual’s blood testing
 - Other pertinent medical records

NAME OF HEALTHCARE PROFESSIONAL: _____

DEPARTMENT/CLINIC: _____

I certify that the above information regarding the source individual has been documented and I will forward a copy of this form and other necessary records or documents to the above named healthcare professional for their evaluation of the exposed employee.

SIGNATURE – CLINICAL SUPERVISOR

DATE

BOC STANDARDS OF PROFESSIONAL PRACTICE

(Implemented January 2021)

Introduction

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

The BOC certifies Athletic Trainers and identifies, for the public, quality health care professionals through a system of certification, adjudication, standards of practice and continuing competency programs. Athletic Trainers are health care professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities.

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

The *BOC Standards of Professional Practice* consists of two sections:

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

Practice Standards

I. Preamble

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

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

Standard 1: Direction

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

Standard 2: Prevention

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

Standard 3: Immediate Care

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

Standard 4: Examination, Assessment and Diagnosis

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

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Standard 5: Therapeutic Interventions

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

Standard 6: Program Discontinuation

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

Standard 7: Organization and Administration

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

II. Code of Professional Responsibility

Preamble

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

Code 1: Patient Responsibility

The Athletic Trainer or applicant:

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

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Code 2: Competency

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence
- 2.2 Complies with the most current BOC recertification policies and requirements

Code 3: Professional Responsibility

The Athletic Trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards
- 3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties
- 3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services
- 3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training
 - 3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.6 Does not guarantee the results of any athletic training service
- 3.7 Complies with all BOC exam eligibility requirements
- 3.8 Ensures that any information provided to the BOC in connection with exam eligibility, certification, recertification, or reinstatement including but not limited to, exam applications, reinstatement applications or continuing education forms is accurate and truthful.
- 3.9 Does not possess, use, copy, access, distribute or discuss certification exams, self-assessment and practice exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.10 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event
- 3.11 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by themselves and/or by another Athletic Trainer that is related to the practice of athletic training
- 3.12 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by themselves or by another Athletic Trainer that is related to athletic training
- 3.13 Complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to mandatory reporting when identified as a "mandatory reporter" or "responsible employee"
- 3.14 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest and timely responses to requests for information
- 3.15 Complies with all confidentiality and disclosure requirements of the BOC and existing law

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- 3.16 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization
- 3.17 Complies with all conditions and requirements arising from certification restrictions or disciplinary actions taken by the BOC, including, but not limited to, conditions and requirements contained in decision letters and consent agreements entered into pursuant to Section 4 of the "BOC Professional Practice and Discipline Guidelines and Procedures"
- 3.18 Fulfills financial obligations for all BOC billable goods and services provided

Code 4: Research

The Athletic Trainer or applicant who engages in research:

- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
- 4.2 Protects the human rights and well-being of research participants
- 4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery

Code 5: Social Responsibility

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large
- 5.2 Advocates for appropriate health care to address societal health needs and goals

Code 6: Business Practices

The Athletic Trainer or applicant:

- 6.1 Does not participate in deceptive or fraudulent business practices
- 6.2 Seeks remuneration only for those services rendered or supervised by an AT; does not charge for services rendered
 - 6.2.1 Provides documentation to support recorded changes
 - 6.2.2 Ensure all fees are commensurate with services rendered
- 6.3 Maintains adequate and customary professional liability insurance
- 6.4 Acknowledge and mitigates conflicts of interest

CLINICAL EXPECTATIONS OF ATHLETIC TRAINING STUDENTS

This document is meant to outline the expectations of the athletic training student (ATS) in the clinical setting. By signing this document, you understand and agree to abide by these rules and expectations.

Clinical Rotation

Treat the Clinical rotation as a job: Plan personal events accordingly, around practices, games and treatment times. Pay attention during practice/games to ensure athletes are taken care of. “The athletic training student (ATS) is expected to make clinical assignment/responsibilities for athletic training a priority”-*Athletic Training Program Handbook*.

Be early: When possible, be 5-10 minutes early for any discussed assignment and/or event. “Failure to report to a clinical assignment without prior notification to the supervising Preceptor will result in a minimum 10-point grade penalty”-*AT Program Handbook*

Stay on top of your hours: Hours will not be approved more than 14 days after they were completed if they have not been entered in *ATrack* and on paper charts with a description of what happened each day. Remember “If it is not documented, it did not happen” If possible, record them the day of and seek a signature post event.

Communicate any problems or extenuating circumstances: Please ask any questions you have in order to ensure you are receiving the most out of your clinical experience. If you have family matters that may require your attention, let your Preceptor know as soon as possible.

Dress Code: AT Students are expected to dress appropriately for their clinical rotation:

- In the ATR: A neutral colored shirt or any BU AT/Sports Med issued shirt is allowed. Khakis pants (slacks) or shorts are allowed; Jeans, yoga pants and leggings are not. No open toed footwear (i.e.: flip-flops, sandals) allowed. Adjustments may be made for field coverage. It is the student’s responsibility to be prepared for weather/environment changes. Inappropriate clothing or missing your clinical responsibilities due to not being prepared with proper clothing will be cause for disciplinary actions.
- For other clinical locations (PT clinics, general medicine sites): Dress according to the rules of the site. Seek guidance from your Preceptor as needed. Minimally, dress according to the ATR dress code.

Cell phones, iPads, Computers: It is vital for you to be alert and tuned-in at all times when in your clinical rotations. Cell phones are not permitted to be used within the Sports Medicine Clinic and ONLY permitted to be used in the event of an emergency when on the field. Absolutely no iPads or computers will be permitted during clinical rotations unless specifically directed by your preceptor for patient care/clinical responsibilities.

Be respectful:

- Use appropriate language

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- Be present and attentive for events. Your performance reflects Bellarmine University, Sports Medicine, AT Program and your Preceptor, the Athletic department, but most of all YOU!

SKILLS

Bellarmino University Sports Medicine Department: The BU Athletic Training Room is not a place to hangout. For the AT Program Athletic Training Student, it is for educational purposes. When the ATS is in the BU Sports Med Department, they are expected to be working with their Preceptor and acting professionally.

Skills practice, CIP's: Skills practice should be done in the AT Program lab or during dead-time in the sports medicine department when allowed by your Preceptor. Preceptor check-offs may be done during patient care or when allowed by the Preceptor. CIP check-offs will ONLY be completed by incorporating the skills into the patient care. It is the students responsibility to complete the check-offs. The Preceptors are there to instruct, critique, and supervise the student while in ACTUAL PATIENT CARE! (They are not your personal tutors.)

Scheduling Preceptor time (as permitted by Preceptors): Should you need further instruction of a skill or clinical expectation, schedule an appropriate time well in advance. By making an appointment, you are ensured you will have the attention of the Preceptor free of distractions

Know your check-offs: Study and know the procedures before attempting a Preceptor check-off. This allows time for questions and practice if needed. After you complete a check-off you are considered at least minimally proficient in the skill, you may be asked to utilize those skills during the clinical rotation... BE PREPARED!!!

Supplies: Clinical sites supplies are to be used at the clinical site only, for the clinical population only. Practice supplies are available through the AT Program and are kept in the designated area. Should you need practice materials, please let the Clinical Education Coordinator know in advance.

Failure to meet these expectations will be documented. A warning will be given for the first offense, after that, two documented instances is grounds for reassignment or programmatic disciplinary action.

Name: _____ Date: _____
AT Student

Name: _____ Date: _____
AT Program Representative

Name: _____ Date: _____
Site Preceptor

Name: _____ Date: _____
Site Administration



MSAT Student Clinical Orientation Checklist

ATS Name: _____

Clinical Site: _____

Please initial next to each item.

____ I have been shown the Clinical Site's Emergency Action Plan and know where to locate it if needed.

____ I have been shown the Clinical Site's Blood Borne Pathogen Policy and know where to locate it if needed.

____ I have been shown where the Clinical Site keeps their Policy and Procedure documents and they have been discussed with me.

____ I have had the Clinical Site's Specific Communicable and infectious disease policy explained to me.

____ I have been shown where to locate, and have access to, the Clinical Site's first aid and emergency care equipment.

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_____ I have been shown where to locate, and have access to, the Clinical Site's appropriate personal protective equipment.

_____ I have been shown where to locate, and have access to, the Clinical Site's sanitation precaution area (e.g. handwashing stations)

_____ I have been shown where to locate, and have access to, the Clinical Site's area for ATS study of educational material.

_____ I have been shown where to locate, and have access to, the Clinical Site's area for discrete conversations between my Preceptor and myself.

This form is to be completed, and submitted to the course instructor, within the **FIRST WEEK** of any Clinical Rotation.

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Athletic Training Student Evaluation of Preceptor

Student ID #:	Clinical Site:
Semester of Assignment:	Clinical Assignment:

It is very important to the Athletic Training Program that we receive your input on each of your clinical rotation assignments by providing us feedback on each of the Preceptor in which you have been placed. By using your student ID# information will remain anonymous; general comments will be shared, at the end of each year, with the Preceptors to help them improve their clinical site and their teaching methods while educating the students in the Athletic Training Program. (NOTE: Student ID # will only be matched to students in the event the PD or CEC need to follow up on information that could cause a problem with CAATE accreditation. IT WILL NEVER BE SHARED WITH PRECEPTORS)

Please select your primary Preceptor:

Please select the current course you are enrolled in: Choose an item.

Please select your semester of assignment: Choose an item.

Please select your clinical site: Choose an item.

Clinical Assignment: [Click here to enter text.](#)

Use the following scale to respond to the questions listed below:
1 = Never 2 = Seldom 3 = Occasionally 4 = Usually 5 = Always

1. Did you have a clear understanding of what was expected of you?
1 2 3 4 5 **Unknown**

2. The Preceptor used appropriate forms of communication to clearly and concisely express him/herself to you, (this may have included both verbally and in writing).
1 2 3 4 5 **Unknown**

3. The Preceptor provided appropriately timed and constructive feedback to you.
1 2 3 4 5 **Unknown**

4. The Preceptor facilitated communication with you through open-ended questions and directed problem solving.
1 2 3 4 5 **Unknown**

5. The Preceptor communicated with you in a non-confrontational and positive manner.
1 2 3 4 5 **Unknown**

6. The Preceptor let me know if there were changes in schedules, practices, etc in a reasonable time frame.
1 2 3 4 5 **Unknown**

7. The Preceptor was a positive role model and/or mentor for you.
1 2 3 4 5 **Unknown**

8. The Preceptor demonstrated respect for gender, racial, ethnic, religious, and individual differences when interacting with people.
1 2 3 4 5 **Unknown**

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9. The Preceptor had an open and approachable demeanor toward you when working in the clinical setting.

1 2 3 4 5 Unknown

10. The Preceptor understood the athletic training academic curriculum, level of classroom preparation, and current level of performance, relative to the goals of the clinical education experience.

1 2 3 4 5 Unknown

11. The Preceptor took advantage of teachable moments during planned and unplanned learning experiences by instructing skills or content that was meaningful and immediately applicable.

1 2 3 4 5 Unknown

12. The Preceptor employed a variety of teaching styles to meet your needs as a student.

1 2 3 4 5 Unknown

13. The Preceptor was enthusiastic about teaching you.

1 2 3 4 5 Unknown

14. The Preceptor communicated complicated/detailed concepts in terms you could understand based on my level of progression within the athletic training education program.

1 2 3 4 5 Unknown

15. The Preceptor directly supervised you during practice, and evaluation of the Clinical Proficiencies.

1 2 3 4 5 Unknown

16. The Preceptor encouraged you to arrive at clinical decisions on my own according to my level of education and clinical experience.

1 2 3 4 5 Unknown

17. The Preceptor presented clear performance expectations to you at the beginning and throughout the learning experience.

1 2 3 4 5 Unknown

18. The Preceptor treated your presence as educational and not as a means for providing medical coverage.

1 2 3 4 5 Unknown

19. I took the opportunity to learn and increase my skills as much as possible.

1 2 3 4 5 Unknown

20. Rate your experience.

Excellent Above Average Average Needs Improvement Poor

My Preceptor helped me in the development of knowledge and skills in the following areas:

Area	Yes	No	Area	Yes	No
Risk management	<input type="checkbox"/>	<input type="checkbox"/>	Pharmacology	<input type="checkbox"/>	<input type="checkbox"/>
Injury Prevention	<input type="checkbox"/>	<input type="checkbox"/>	Modality Application	<input type="checkbox"/>	<input type="checkbox"/>
Taping	<input type="checkbox"/>	<input type="checkbox"/>	Motivational Techniques	<input type="checkbox"/>	<input type="checkbox"/>
Equipment fitting	<input type="checkbox"/>	<input type="checkbox"/>	Rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>
Injury Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	Conditioning	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>
Injury Management	<input type="checkbox"/>	<input type="checkbox"/>	Communication	<input type="checkbox"/>	<input type="checkbox"/>
Gen Med Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>

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Do you have any specific areas you would like help with to improve your knowledge or skills?

Yes No. (If Yes, please explain.) [Click here to enter text.](#)

Do you feel your Preceptor needs to improve their knowledge or skills? Yes No. (If Yes, please explain.) [Click here to enter text.](#)

Do you know of something specific you would like more exposure to in the clinic setting? Yes No (If Yes, please explain.) [Click here to enter text.](#)

Did you have anytime or days you were left unsupervised? Yes No (If Yes, please explain the circumstances). [Click here to enter text.](#)

Did you travel with a team during your assignment with this Preceptor? Yes No

Please provide comments regarding your Preceptor's strengths, weaknesses, and/or suggestions for improvement.

[Click here to enter text.](#)

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7) Eagerness, willingness to be involved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8) Displays effective time management skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9) Remains attentive/ pays attention to details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10) Maintains professional clinical demeanor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11) Effective communication skills (written & verbal)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12) Listens to instruction and accept constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13) Maintains confidentiality of medical information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14) Uses equipment and resources appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15) Maintains a clean, organized clinical environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16) Demonstrates confidence in athletic training skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17) Demonstrates critical thinking/problem solving skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18) Takes responsibility for his/her actions and decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19) Adheres to ethical practice standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20) Assertiveness/ takes ownership in clinical assignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Total Score</i>	<input type="text"/> Click here to enter score./Click here to enter total possible.					

Note to Preceptor(s): Please provide specific comments, or details, for any score of 0, 1 or 2, and provide any additional feedback that you think might be helpful to the student (i.e., strengths/weaknesses, concerns, suggestions for improvement, etc).

Comments/Feedback: Click here to enter text.

Signature of Preceptor: Click here to enter text.

Date: Click to enter a date.

My Preceptor discussed this evaluation with me Yes No

Post-Meeting Comments: (optional)

Click or tap here to enter text.

Signature of Student: Click here to enter text.

Date: Click to enter a date.

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**COLLEGE OF HEALTH PROFESSIONS
ATHLETIC TRAINING PROGRAM**

Method of Communication Agreement

STUDENTS:

Upon enrollment to the University you were provided with an email account for the institution. This University assigned email account is the University's **official** means of communication with all students. To better serve our students, understand your University assigned email account is the only means of communication from the University community and **you will be held responsible** for the information in those emails. If a student chooses to forward his or her University email account, he or she is responsible for all information, including attachments, sent to any other email account. **Email is the primary method of communication between students and the professors at Bellarmine University.**

I _____, agree it is my sole responsibility to check my University assigned email for correspondence regularly. This document serves as a contract between me and the College of Health Professions, Athletic Training Program.

I hereby agree I will adhere to this form of communication between myself and my professors within the College of Health Professions Athletic Training Program.

I further understand **“I did not receive the email”** is not a valid reason/excuse for anything associated with the AT Program.

Student's name (Printed) _____
Student's name (Signed) _____
Date

Signature of Program Director _____
Date

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Athletic Training Program

Confidentiality and Privacy Policy

Bellarmino University, and the Athletic Training Program is committed to safeguarding the confidentiality of protected health information and other confidential information which is or may be contained in the records of Bellarmine University and to ensuring that protected health information and other confidential information is used and/or disclosed only in accordance with Bellarmine University policies and procedures and applicable state and federal law including the Health Insurance Portability and Accountability Act (HIPAA).

All members of the Bellarmine University Athletic Training Program (staff and students) must hold in confidence information used or obtained in the course of their duties or education. All protected health information and other individually identifiable health information must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements. All staff and students with access to confidential information, including patient or student-athlete medical records information, employment information, and/or information systems must read and sign the Confidentiality and Security Agreement, which will be kept on file with the Director of Athletic Training.

Everyone with access to health information and other confidential information is responsible for safeguarding its confidentiality. Health information and other confidential information may be in paper, electronic, verbal, video, oral, or any other form, and must be protected regardless of form.

Access to health information in any format must be limited to those persons who have a valid business or medical need for the information, or otherwise have a right to know the information. Staff and students who gain access to clinical records from other organizations affiliated with the Bellarmine University Athletic Training Program are expected to follow these policies.

Any knowledge of a violation of this confidentiality policy must be reported to the Director of Sports Medicine **and** Clinical Education Coordinator immediately. Staff and students noncompliant with this policy may result in discontinuation of observation or clinical assignment and subject to penalties as identified under law.

POLICY ELEMENTS:

- Discuss patient / student-athlete information with authorized personnel only and in a private location.
- Keep medical records and other confidential information secure and unavailable to persons not authorized to review or obtain those records.
- Follow specified procedures for use of electronic information systems, including use of individual passwords, logging off when finished, proper data entry techniques, and protection of displayed or printed information from unauthorized users.
- Omit the patient / student-athlete's name and other unique identifiers when using case reports or "hypothetical" for educational or training purposes.
- Verify with the patient / student-athlete what information may be given to the patient/student-athlete's family and friends with the patient/student-athlete's knowledge and permission.
- Screen requests for access to all patient / student-athlete and other confidential information so that the minimum necessary amount of information is made available and made available only to those persons who are legitimately involved in patient care, billing or administrative operations.
- Release patient / student-athlete medical records and other confidential information to external sources only upon receipt of written authorization from the patient/student-athlete.
- Use appropriate information security procedures for users of electronic information systems.

By signing, I pledge I have read, understand, and will comply with the confidentiality and privacy policy identified above:

Signature

Date

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Disciplinary Notice
Athletic Training Program Notice of Disciplinary Action

This notice of disciplinary action is being issued to _____ for the following infraction of the Bellarmine University AT Program Student Handbook:

- Failure to maintain progress towards or successful completion of the previous clinical course
 - Failure to progress through the modules as outlined in the Course Syllabi
 - Insubordination to Athletic Training and/or Athletic Department Faculty/Clinical Staff
 - Failure to Report to an Assigned Clinical Rotation
 - Missed Event (Practice/Game) Without Prior Approval from Clinical Preceptor
 - Dress Code Violation
 - Frequent Tardiness
 - Unexcused Absence at Required AT Program Meeting/In-Service
 - Inappropriate/ Unprofessional Behavior
 - Other (Explain):
-
-

One of the following disciplinary actions will occur as a result of this notice:

- Meet with the Program Director and/or Clinical Education Coordinator (and Preceptor if necessary) to discuss infraction – this disciplinary notice remains in the student’s file.
- Meet with the Program Director and/or Clinical Education Coordinator (and Preceptor if necessary) to discuss infraction and be placed on warning within clinical responsibilities for _____ days.
- Meet with the Program Director and Clinical Education Coordinator (and Preceptor if necessary) to discuss infraction and probation from clinical responsibilities for _____ days.
- Meet with the Program Director and Clinical Education Coordinator (and Preceptor if necessary) to discuss infraction and suspension from clinical responsibilities for _____ days and/or removal from the Athletic Training Program.

SMART Goals

- 1. _____
- 2. _____
- 3. _____

Summary of Meeting:

I understand and agree that the aforementioned infraction did occur, and I understand the ramifications of my actions. By signing this disciplinary notice, I agree to rectify the situation as prescribed by the Athletic Training Faculty/Staff effective immediately. I understand that additional disciplinary notices may result in termination from the Athletic Training Program.

Student’s Signature: _____ Date: _____

Program Director’s Signature: _____ Date: _____

Clinical Education Coordinator’s Signature: _____ Date: _____

Preceptor’s Signature (if necessary): _____ Date: _____

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College of Health Professions

Student Drug and Alcohol Policy Acknowledgment Form

I hereby acknowledge that I have received a copy of the College of Health Professions *Student Drug and Alcohol Policy* (the “Policy”) and agree that I have read, or will read, the Policy. I understand that there may be situations where I will be required to take a drug and/or alcohol test. I also understand that if I refuse to take the test, or if a test proves positive, I may be suspended or dismissed from the College of Health Professions and may be subject to additional sanctions as described in the Policy. I also understand that if I have any questions regarding the Policy, I am to contact my department Chairperson or College of Health Professions Dean.

Student Signature

Date

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ATHL 510 Gross Anatomy Class Participation Agreement

This agreement effective as of the _____ day of _____, 20__, by and between BELLARMINE UNIVERSITY, a private university with its principal place of business located at 2001 Newburg Road, Louisville, Kentucky 40205, and _____, a student properly registered for ATHL 510 during the fall of _____.

WHEREAS, Bellarmine possesses personal information regarding the life and death of those persons whose bodies will be studied in this course; and

WHEREAS, Students, by virtue of participating in this course, will have access to said personal information; and

WHEREAS, disclosure of said information may violate state law, federal law, or University code of conduct:

NOW, THEREFORE, students agree as follows:

1. "Personal Information" shall include any and all information regarding the bequeathed person's anatomy, medical care, cause of death or any other private medical information traditionally covered by the Health Insurance Portability and Accountability Act of 1996 (see <http://dchealth.dc.gov/hipaa/hipaaoverview.shtm> for a HIPPA overview).

2. Besides maintaining suitable confidentiality, students will also treat the specimens, the lab, the faculty and each other with respect. This includes maintaining the lab in a neat and orderly fashion. It is a student responsibility to clean the lab. No materials (cadaveric, skeletal or model) shall be removed from the lab. Students will bring no visitors to the lab and no photographs (digital, video, film or otherwise) shall be made of the specimens by students.

3. Students will be completely familiar with and follow the guidelines set forth in the syllabus.

4. Withdrawal from the ATHL 510 courses will not release the student from this agreement.

5. This signed agreement is prerequisite for matriculation in this course. The Student acknowledges that breach of any part of this agreement will be cause for removal from the course and the matter will be forwarded for further student disciplinary action that may include dismissal from the University.

Student Signature: _____ Date: _____

Printed Student Name: _____



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IN VERITATIS AMORE

ATHLETIC TRAINING PROGRAM

Student Handbook Receipt

I have received a copy of the College of Health Professions, School of Movement and Rehabilitation Science, Athletic Training Program handbook at Bellarmine University. I have carefully read all of the information contained within the Bellarmine University AT Program Student Handbook. In addition, I have been given an opportunity to ask questions and discuss all of the information contained in the handbook, and I fully understand the policies and procedures described therein. I understand I am responsible for the information contained in this handbook, and I will abide by the policies and procedures as stated in this handbook. I also understand that, at any time, the Bellarmine University Athletic Training Program may change a policy or procedure, and I will be notified in writing and asked to replace the current policy or procedure contained in this handbook with a new or revised policy/procedure.

My signature below indicates that I agree to fully comply with all of the policies and procedures outlined in the Bellarmine University AT Program Student Handbook and with the university-wide students' rights and responsibilities as outlined in the *Bellarmino University Student Handbook* I further understand that failure to adhere to program policies and procedures may result in disciplinary actions and/or dismissal from the Athletic Training Program at Bellarmine University.

Name: _____
(Print)

Signature: _____ Date: _____

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NATA Code of Ethics (Revised May 2022)

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.

The National Athletic Trainers' Association respects and values diversity amongst its members and patients served. Our members work respectfully and effectively with diverse patient populations in varied healthcare environments. The NATA prohibits discrimination based on race, ethnicity, color, national origin, citizenship status, religion (creed), sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, military status, family/parental status, income and socioeconomic status, political beliefs, or reprisal or retaliation for prior civil rights activity, or other unlawful basis, in any program or activity conducted or funded by the NATA (VATA, 2020).

Important Professional Values (PV) shared by the NATA membership include: 1) Caring & Compassion, 2) Integrity, 3) Respect, 4) Competence, and 5) Accountability. These shared PV underpin the NATA Code of Ethics, motivate honorable interpersonal behaviors, and conduct in member's interactions with all persons.

The Appendix to the Code of Ethics reveals a definition and sample behaviors for each shared PV.

Principle 1: IN THE ROLE OF AN ATHLETIC TRAINER, MEMBERS SHALL PRACTICE WITH COMPASSION, RESPECTING THE RIGHTS, WELL-BEING, AND DIGNITY OF OTHERS

(PRINCIPLE 1 is associated with the PV of Respect, Caring & Compassion, and Competence.)

1.1 Members shall act in a respectful and appropriate manner to all persons regardless of race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity and expression.

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

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

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

(PRINCIPLE 2 is associated with the PV of Accountability.)

- 2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.
- 2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.
- 2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.
- 2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.
- 2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.
- 2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

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

(PRINCIPLE 3 is associated with the PV of Caring & Compassion, Accountability.)

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

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

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(PRINCIPLE 4 is associated with the PV of Respect.)

4.1. Members should conduct themselves personally and professionally in a manner, that reflects the shared professional values, that does not compromise their professional responsibilities or the practice of athletic training.

4.2. All NATA members, whether current or past, shall not use the NATA logo or AT 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 well-being and shall not participate in any arrangement that exploits the patient.

4.4. Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try and influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.

Athletic Training's Shared Professional Values

Caring & Compassion is an intense concern and desire to help improve the welfare of another.

Sample behaviors include:

- 1) Listening for understanding and a readiness to help.
- 2) Focusing on achieving the greatest well-being and the highest potential for others.
- 3) Spending the time needed to provide quality care.

Integrity is a commitment that is internally motivated by an unyielding desire to do what is honest and right.

Sample behaviors include:

- 1) Providing truthful, accurate and relevant information.
- 2) Abiding by the rules, regulations, laws and standards of the profession.
- 3) Using applicable professional standards and established policies and procedures when taking action or making decisions.

Respect is the act of imparting genuine and unconditional appreciation and value for all persons.

Sample behaviors include:

- 1) Engaging in active listening when communicating with others.
- 2) Acknowledging and expressing concern for others and their well-being.
- 3) Acting in light of the belief that the person has value.

Competence is the ability to perform a task effectively with desirable outcomes.

Sample behaviors include:

- 1) Thinking critically, demonstrating ethical sensitivity, committing to evidence-based practice, delivering quality skills and effective collaboration.
- 2) Making sound decisions while demonstrating integrity.
- 3) Ongoing continuous quality assessment and improvement.

Accountability is a willingness to be responsible for and answerable to one's own actions.

Sample behaviors include:

- 1) Acknowledging and accepting the consequences of one's own actions.
- 2) Adhering to laws, codes, practice acts and standards that govern professional practice.
- 3) Assuming responsibility for learning and change.

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Athletic Training Program

Outside Employment Notification and Agreement Form

To be submitted to Clinical Education Coordinator at the beginning of each clinical semester.

I, (Printed Name) _____, currently in good standing with the program, will have job responsibilities outside of the Athletic Training Program.

I, _____ understand that as an athletic training student I am expected to be present for all academic and clinical requirements and that failing to do so may compromise my educational experience and may result in my suspension from the program.

I, _____ further agree that I may only be allowed to hold a "part- time" job outside of the AT Program.

I, _____ understand the condition for me to maintain outside employment is contingent upon the job not interfering with my clinical assignment(s). If it does interfere with my assigned responsibilities, I may be subject to disciplinary action.

I, _____ have reviewed my clinical assignment for the current semester and am aware that my choice to hold an outside job will not be an excused absence from meeting my academic or clinical education requirements

I have specified in the space below any further details regarding my employment of which the AT Program faculty need to be aware. (i.e. 3rd shift hours, non-traditional work hours, expected travel, etc....)

[Empty rectangular box for providing details regarding employment.]

ATS Signature: _____ Date: _____

Date Received: _____

CEC Signature: _____ Date: _____
Program Director

Modifications or other Exceptions: [Empty rectangular box]

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Athletic Training Program

Professional Conduct and Confidentiality Agreement

I, (print name) _____, have been advised by the faculty, staff, and administration of Bellarmine University's Athletic Training Program of the legal and ethical necessity of protecting the privacy and confidentiality of each patient's medical record, including personal health information, injury status, and financial information.

I agree not to disclose any patient or chart information to third parties or persons outside of the offices of each facility stated in this agreement, including family and friends, unless I am specifically authorized to do so by the patient or athlete in writing. I understand that this restriction extends to revealing any information over the phone or by other electronic media.

Any significant or material breach of this confidentiality agreement shall constitute good cause for discharge from any affiliated site that participates in clinical education in the Athletic Training Program. In addition, it may subject me to liability and responsibility for any legal damages resulting from my unauthorized disclosure.

This agreement is presented for compliance with the standards of Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the NATA Standards of Professional Practice, and NATA Code of Ethics, and it applies to the host institution (Bellarmine University) and all affiliated clinical sites in the Bellarmine University Athletic Training Program, including but not limited to:

Athletic Training Student's Signature Date

Program Director's Signature Date

Revised July 2017

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Athletic Training Program Verification of Technical Standards

The AT Program is a rigorous and intense program which places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare students to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. Bellarmine University's Athletic Training Program (AT Program) is dedicated to equality for all athletic training students. The technical standards, set forth by the National Athletic Trainer's Association (NATA) and adopted by the Athletic Training Program at Bellarmine University, establish the essential qualities considered necessary for students in this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency, the Commission on Accreditation of Athletic Training Education (CAATE).

Technical Standards define the observational, communication, cognitive, affective, and physical capabilities deemed essential to complete this program and to perform as a competent practitioner of athletic training. Students matriculating through this program must be capable of performing the following functions, with or without reasonable accommodations, throughout the professional curriculum, through a continuous evaluation process to determine ongoing proficiency: **Proficiency with the following technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) examination.**

Candidates for the degree must be able to meet these minimum standards for successful completion of degree requirements. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student may not be able to complete the program.

1. Observational Capabilities which require the use of vision, hearing and somatic sensations. Students must be able to:
 - a. Participate in lectures and laboratory demonstrations
 - b. Obtain information from patients (such as but not limited to obtaining patient history, observation of movement, posture, skin integrity, heart/breath sounds and signs of distress, palpate anatomical structures and presence and degree of edema) to determine variation from normal.
 - c. Interpret lectures, laboratory demonstrations and graphic output images (including but not limited to radiographs, DVD and internet resources) in order to receive complex information.
2. Intellectual Abilities which require the student to effectively problem solve. Student must be able to:
 - a. Measure, calculate, reason, analyze, integrate and synthesize information in a timely fashion.
 - b. To assimilate, analyze, synthesize and integrate concepts and demonstrate problem-solving abilities to formulate assessments and therapeutic judgments and be able to develop effective treatment programs.
 - c. Comprehend three-dimensional relationships and understand spatial relationships of structures.
3. Perform skills which require coordination of both gross and fine motor muscular movements and equilibrium. Students must:
 - a. Be able to be the first responder in a potentially catastrophic injury (e.g., in-line stabilization of cervical spine, rescue breathing, obstructed airway management, cardiopulmonary resuscitation and AED use)
 - b. Safely, accurately and efficiently participate in patient examination using palpation, muscle strength assessment, joint range of motion measurement and other evaluative maneuvers (such as but not limited to grasping, pushing, pulling and holding).
 - c. Safely, accurately and efficiently lift and manipulate body parts, assist patients in moving and walking.
 - d. Safely, accurately and efficiently manipulate small objects such as equipment dials, tweezers, safety pins and other tools used for examination or therapeutic intervention.
 - e. Tolerate physically demanding workloads sustained over the course of a typical work or school day.
4. Students must communicate effectively and sensitively with patients and colleagues. This includes, but is not limited to:

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- a. The ability to establish rapport with patients, engage in respectful, non-judgmental interactions with individuals from various lifestyles, cultures, races, socioeconomic classes and abilities.
 - b. Perceive and interpret non-verbal communication to elicit information such as mood and activities.
 - c. Convey and receive information, in a timely manner, essential for safe and effective care.
 - d. Participate in group meetings to deliver and receive complex information and to respond effectively to questions from a variety of sources.
 - e. Understand, speak and write the English language at a level consistent with competent professional practice (including but not limited to clear, legible and timely written records, complete forms according to directions, possess computer literacy including keyboarding skills).
5. Students must have the behavioral and social attributes:
- a. To maintain composure and continue to function well during periods of high stress.
 - b. Acknowledge and respect individual values and opinions in order to foster harmonious working relationships.
 - c. Demonstrate appropriate behavior and attitudes to not jeopardize the emotional, physical and behavioral safety of individuals.
 - d. To be flexible and adjust to changing situations and uncertainty in clinical situations.
 - e. Demonstrate integrity, honesty and ethical behavior, both in the classroom and during clinical experiences.
6. The ability to show perseverance, diligence and commitment to complete the Athletic Training Program as outlined and sequenced.

OFFICE OF ACCESSIBILITY

Bellarmino University is committed to providing equal educational opportunities and full participation for persons with disabilities. It is the University’s policy that no otherwise qualified person be excluded from participating in any University program or activities, be denied the benefits of any University program or activity, or to otherwise be subject to discrimination with regard to any University program or activity. The Accessibility Services Office provides support services to persons with disabilities to assist them in achieving academic, career, and personal goals. Students may contact the Director, Ronda Purdy, at (502) 272- 8490 or rpurdy@bellarmine.edu, or in person in Centro CNMH 074).

STATEMENT OF ACKNOWLEDGEMENT

Student Name: _____
(Please Print)

As a student in the Athletic Training Program at Bellarmine University, I have thoroughly reviewed and understand the *technical standards* provided to me in this document. I understand that I must be capable of performing the *technical standards*, with or without reasonable accommodations, in order to pursue my chosen area of athletic training education. I understand I will be expected to fulfill these standards throughout the professional curriculum, with or without reasonable accommodations.

Student Signature

Date

If form is amended during enrollment

Signature of AT Program Medical Director

Date