

Olivet Nazarene University
Athletic Training Education Program

Student Handbook

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MISSION STATEMENTS

Olivet Nazarene University

Olivet Nazarene University, a denominational university in the Wesleyan tradition, exists to provide a university-level liberal arts “Education With a Christian Purpose.” Our mission is to provide high-quality academic instruction for the purpose of personal development, career and professional readiness and the preparation of individuals for lives of service to God and humanity.

“We seek the strongest scholarship and the deepest piety, knowing that they are thoroughly compatible (and) ... a Christian environment ... where not only knowledge but character is sought.” (From the Olivet University *Catalog*, 1915)

Olivet’s mission statement makes it clear: The University integrates faith and learning. Olivet is more than just a quality academic institution; it is a place where young people from across the world prepare to serve God and others. It is a place where all truth is God’s truth, and cannot be segmented as secular and non-secular. It is a place where faculty, staff, administrators and students share a common faith. It is a place where campus life promotes development of Christian character and grace and provides avenues of service to God, the community and the world.

We believe education should have a higher purpose.

Athletic Training Education Program

It is the mission of the Olivet Nazarene University Athletic Training Education Program to produce excellent, certified entry-level athletic training professionals. Our purpose is to present a curriculum using educational competencies created by the National Athletic Trainers' Association as we uphold the overall mission of the University, to

"Provide an Education With a Christian Purpose."

ONU Athletics Department

Olivet Nazarene University, a denominational university in the Wesleyan tradition, exists to provide a university-level liberal arts education "With a Christian Purpose." In keeping with the traditional association of sports with education, intercollegiate athletics constitutes an integral and very visible part of Olivet’s education and spiritual purpose. Our athletics program provides a link and rallying point to our community, students, faculty and alumni. Therefore, our athletes are among our finest ambassadors. They are given the daily opportunity to demonstrate that piety, scholarship and competitiveness can effectively work together to provide opportunity for ministry through athletics.

ATEP GOALS

UPON COMPLETION OF THE ATEP:

- 1. The student will be exposed to faculty, staff, and off-campus preceptors (clinical instructors) that uphold the Universities mission “Education with a Christian Purpose.”**
- 2. The student will possess a strong clinical examination and reasoning skills, based on an understanding of anatomy, physiology, and biomechanics that will enable them to accurately assess common injuries and conditions that occur within the athletic population.**
- 3. The student will be knowledgeable and skilled in the evaluation and immediate management of acute along with general medical illnesses and injuries.**
- 4. The student will retain a strong knowledge concerning the application of proper therapeutic modalities and therapeutic exercises intended for the return of an individual to activity.**
- 5. The student will understand and be able to practically address current athletic training organization and administration situations.**
- 6. The student will possess the ability to practically apply skills and equipment to prevent the incidence and/or severity of injuries and illnesses.**
- 7. Students will gain an eclectic exposure to the variety of workplace settings, patients, and sports (encompassing all levels of risk and all extremities of the body) served by certified athletic trainers i.e., university, high school, hospital based clinics, private clinics, and other allied health practices.**
- 8. Students will gain excellent clinical education from preceptors that share their professional knowledge, and make the student’s learning experience a priority in within their clinical site.**
- 9. Students will gain superior knowledge to prepare them and give them confidence to pursue graduate level education or become employed within an athletic training concentration or other similar allied health professions.**
- 10. The Staff of the ONU ATEP will provide a program with an established 80% first time passing rate, and 100% pass rate within one year, for students who sit for the National Athletic Trainers Association Board of Certification examination.**

INTRODUCTION

The primary goals for students accepted into the Athletic Training Education Program (ATEP), are that they graduate with the knowledge and skills required to earn national certification, attend a graduate school of their choice and/or find employment in one of the many arenas presently available to graduates, as a confident entry level professional.

A learning-over-time model has been incorporated into the curriculum that presents educational competencies from the National Athletic Trainers' Association. Our courses present information to students initially in a didactic environment, evaluates their proficiency in a clinical laboratory the next semester, and finally allows each student to present their mastery of several competencies in the practical setting. These clinical settings have been designed to expose students to clinical proficiencies, but more importantly, they give students an opportunity to practice and hone their abilities in a non-threatening environment under the direct supervision of a certified athletic trainer or professional clinical instructor. Additionally, while progressing through clinical rotations at Olivet Nazarene University, students will have the opportunity to apply their clinical skills with:

- ONU's Men's and Women's Intercollegiate Sports
- Team physicians from OAK Orthopedics
- Riverside HealthCare and Provena St. Mary's Hospitals
- Local Physical Therapy Services
- Local high school athletics
- Local Community College
- Local General Medical Physicians
- Other allied health professions

More importantly while receiving professional career preparation students will be exposed to "The Olivet Difference." While at Olivet students are trained by mentors who take the Christian walk seriously. The Certified Athletic Training staff, coaching staffs, athletes, and peers are like-minded in their dedication to help you develop a well-rounded Christian perspective.

A successful Christian contribution to society demands a supreme effort. Out of respect for the talents and abilities the student has demonstrated thus far to earn acceptance into the ATEP, we have designed a comprehensive athletic training education program that will ask nothing less than the best from the students, towards your personal and professional self-growth.

I Cor. 10:31 "...Whatever you do, do it all to the glory of God."

CAATE ACCREDITATION

The Olivet Nazarene University Athletic Training Education Program is nationally accredited through the Commission on Accreditation of Athletic Training Education Programs (CAATE).

The Olivet Nazarene University Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program has been placed on Probation as of February 19, 2016 by the CAATE, 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101 due to insufficient first-time-passing rates.

All ONU athletic training majors who successfully complete our program requirements are eligible as a candidate to sit for the National Athletic Trainers' Association – Board of Certification examination (BOC).

For more information:

National Athletic Trainers' Association (NATA)

<http://www.NATA.org>

National Athletic Trainers' Association - Board of Certification (BOC)

<http://www.bocatc.org>

Commission on Accreditation of Athletic Training Education Programs (CAATE)

<http://www.caate.net>

**ONU ATEP
FACULTY AND STAFF**

Medical Directors'

Dr. Carey Ellis MD

Courses Taught – EXSS 362

Clinical Instructor

Dr. Michael Corcoran, MD

Clinical Instructor

Program Director

Brian Hyma, Ed.D, ATC 815-939-5115

bhyma@olivet.edu

Assistant Professor, Exercise and Sport Science

ATEP Courses:

EXSS 147 – Intro to Athletic Training

EXSS 215 – Lower Extremity Assessment

EXSS 275 – Upper Extremity Assessment

EXSS 481 – AT Clinical 6

EXSS 495 – Sr. Seminar

Clinical Responsibilities – Assistant Athletic Trainer

Clinical Coordinator

April Kamba, MS, ATC 815-939-5146

akamba@olivet.edu

Assistant Professor, Exercise and Sport Science

ATEP Courses:

EXSS 183 – Prevention of Athletic Injuries

EXSS 280 – AT Clinical 1

EXSS 205 - Modalities

EXSS 372 – Therapeutic Exercise

Clinical Responsibilities – Assistant Athletic Trainer

Volleyball Head Athletic Trainer

Head Athletic Trainer

BJ Gease, MA, ATC 815-939-5415

bjgeasa@olivet.edu

ATEP Courses:

EXSS 381 – AT Clinical 4

EXSS 349 – Organization of Athletic Training

Clinical Responsibilities – Head Athletic Trainer

Responsible for health care of all ONU athletes

Football, Indoor track and field Head Athletic Trainer

ONU Athletic Training Graduate Assistant

FRESHMAN ADMISSION CRITERIA

Application Process

Students make application for the Athletic Training Education program the Spring semester of their Freshman year. Application for admission into the Olivet Nazarene University Athletic Training Program (ONU-ATEP) is based upon the following competitive admission requirements:

A. Completion of the ONU-ATEP application packet:

- Application form
- Two letters of recommendation
- Health form (physical and immunization information)
- Hepatitis B Series form
- Technical standards form
- Directed Observation hour log
- Observation Evaluation
- Observation Orientation
- Essay
- Transcripts (High School & College)

B. Completion at C or better of the following prerequisite courses:

EXSS 147 - Introduction to Athletic Training	EXSS 183 – Prevention of Athletic Injuries
EXSS 241 - First Aid	PHED 126 – Nutrition Health & Fitness
PHED 190 – Wellness	PSYC 101 – Intro to Psychology

D. Completion of at least two semesters with a minimum of 24 earned credit hours at the university level (at Olivet Nazarene University and/or transfer)

C. A required cumulative GPA of 2.75 (4.0 scale)

E. Minimum grade of "C" in ALL prerequisite courses

F. Obtain a minimum of 30 direct observation hours

G. Interview with the ATEP Admission Review Committee

H. ATEP Technical Standards evaluation.

Application deadline is on April 1st of each academic year. Formal notification of acceptance into the ATEP will be made by the Program Director after the spring semester grades are posted. Students will receive full acceptance, denial, or acceptance on probationary status

ATEP Candidate Probationary Acceptance

If a candidate is unable to meet the minimal standards for full acceptance, a probationary acceptance may be granted. Acceptance on probationary status will be granted due to any of the following:

- Incomplete required course work
- GPA below 2.7 but not under 2.0
- Unable to complete application process due to uncontrollable circumstances (PD's decision).

Under probationary acceptance the student has the following summer or fall semester to complete the deficiencies. If the student is unable to fulfill the deficiencies, they will be required to withdraw from all ATEP courses. The student will have an opportunity to reapply the following application period.

Once the deficiencies have been met the student is to report to the Program Director for further review.

The above policy is located on the ATEP web site as well as in the ATEP Handbook also located on the ATEP website.

**TRANSFER TO ADMITTED STUDENT STATUS
ADMISSION CRITERIA**

Application Process

Application for transfer student admission into the Olivet Nazarene University Athletic Training Program (ONU-ATEP) must complete or show proof of completion of the following:

For admittance into the ONU ATEP at a Sophomore level the following must be completed:

- A. Completion of the ONU-ATEP application packet:
 - Application form
 - Two letters of recommendation
 - Health form (physical and immunization information)
 - Hepatitis B Series form
 - Technical standards form
 - Directed Observation hour log (50 hr. minimum under certified AT)
 - Clinical supervisor evaluation
 - Essay
 - Transcripts (College transferring from)

- B. Completion or approval of transfer credits of the following courses:
 - EXSS 147 - Introduction to Athletic Training EXSS 183 – Prevention of Athletic Injuries
 - BIO 211 – Medical Terminology EXSS 241 - First Aid
 - PHED 190 – Wellness PSYC 101- Intro to Psychology

- C. Completion of at least two semesters with a minimum of 24 earned credit hours at the university level (at Olivet Nazarene University and/or transfer)

- D. A required cumulative GPA of 2.75 (4.0 scale)

- E. Minimum grade of "C" in courses equivalent to EXSS 147, EXSS 183, and EXSS 241, PHED 190, PSYC 101

- F. An on campus or phone interview conducted by the ATEP Program Director

- G. ATEP Technical Standards evaluation

ONU- ATEP Program director has the right to accept or reject the necessary information needed for acceptance.

NOTE: All of the above requirements must be completed or show planned completion by the FALL of the transfer student's incoming year.

**TRANSFER TO ADMITTED STUDENT STATUS
ADMISSION CRITERIA**

Application Process

Application for transfer student admission into the Olivet Nazarene University Athletic Training Program (ONU-ATEP) must complete or show proof of completion of the following:

For admittance into the ONU ATEP at a Junior level the following must be completed:

- A. Completion of the ONU-ATEP application packet:
 - Application form
 - Two letters of recommendation
 - Health form (physical and immunization information)
 - Hepatitis B Series form
 - Technical standards form
 - Directed Observation hour log (24 weeks minimum under certified AT)
 - Clinical supervisor evaluation
 - Essay
 - Transcripts (College transferring from)

- B. Completion or approval of transfer credits of the following courses:

EXSS 147 - Introduction to Athletic Training	EXSS 215 – Lower Extremity Assessment
EXSS 183 – Prevention of Athletic Injuries	EXSS 275 – Upper Extremity Assessment
BIO 211 – Medical Terminology	PHED 246 – Human Anatomy and Phys I
EXSS 241 - First Aid	PHED 247 – Hyman Anatomy and Phys II
PHED 190 – Wellness	EXSS 205 – Therapeutic Modalities
EXSS 280 – AT Clinical I	EXSS 281 – AT Clinical II

- D. Completion of at least 4 semesters with a minimum of 60 earned credit hours at the university level (at Olivet Nazarene University and/or transfer)

- C. A required cumulative GPA of 3.0 (4.0 scale)

- E. Minimum grade of "C" in courses equivalent to all the above courses

- G. An on campus or phone interview conducted by the ATEP Program Director

- H. ATEP Technical Standards evaluation

- I. Completion of required clinical skills for the Junior Level. Clinical skill requirements can be viewed at:
http://academics.olivet.edu/athletic_training/node/2

ONU- ATEP Program director has the right to accept or reject the necessary information needed for acceptance.

NOTE: All of the above requirements must be completed or show planned completion by the FALL of the transfer student's incoming year. No probationary acceptance will be permitted for Jr. transfer.

TRANSFER TO ADMITTED STUDENT STATUS
ADMISSION CRITERIA

Application Process

Application for transfer student admission into the Olivet Nazarene University Athletic Training Program (ONU-ATEP) must complete or show proof of completion of the following:

For admittance into the ONU ATEP at a Senior level the following must be completed:

- A. Completion of the ONU-ATEP application packet:
 - Application form
 - Two letters of recommendation
 - Health form (physical and immunization information)
 - Hepatitis B Series form
 - Technical standards form
 - Directed Observation hour log (**46 weeks minimum under certified AT**)
 - Clinical supervisor evaluation
 - Essay
 - Transcripts (College transferring from)

- B. Completion or approval of transfer credits of the following courses:

EXSS 147 - Introduction to Athletic Training	EXSS 215 – Lower Extremity Assessment
EXSS 183 – Prevention of Athletic Injuries	EXSS 275 – Upper Extremity Assessment
BIO 211 – Medical Terminology	PHED 246 – Human Anatomy and Phys I
EXSS 241 - First Aid	PHED 247 – Hyman Anatomy and Phys II
PHED 190 – Wellness	EXSS 205 – Therapeutic Modalities
EXSS 280 – AT Clinical I	EXSS 281 – AT Clinical II
EXSS 372 – Therapeutic Exercise	EXSS 380 – AT Clinical III
EXSS 381 – AT Clinical IV	EXSS 362 – General Medical Conditions

- D. Completion of at least 4 semesters with a minimum of 90 earned credit hours at the university level (at Olivet Nazarene University and/or transfer)

- C. A required cumulative GPA of 3.0 (4.0 scale)

- E. Minimum grade of "C" in courses equivalent to all the above courses

- G. An on campus or phone interview conducted by the ATEP Program Director

- H. ATEP Technical Standards evaluation

- I. Completion of required clinical skills for the Junior and Senior Level.
Clinical skill requirements can be viewed at
http://academics.olivet.edu/athletic_training/node/2

ONU- ATEP Program director has the right to accept or reject the necessary information needed for acceptance.

NOTE: All of the above requirements must be completed or show planned completion by the FALL of the transfer student's incoming year. No probationary acceptance will be granted

Olivet Nazarene University

Athletic Training Education Program

Technical Standards

It is the objective of the Athletic Training Education Program at Olivet Nazarene University to prepare students for the wide variety of athletic training employment settings that currently exist. Towards this end, the faculty of the athletic training education program has set forth technical standards. These standards outline the essential cognitive, psychomotor, and affective qualities considered necessary for students admitted into the program to achieve the baseline competencies and proficiencies required of an entry-level NATABOC certified athletic trainer, as well as our accrediting agency The Commission on Accreditation of Athletic Training Education (CAATE).

Students matriculating in the athletic training education program at Olivet Nazarene University are subject to rigorous and intense requirements. Students must possess the perseverance, diligence, and commitment to complete the athletic training program as outlined and sequenced. The essential requirements listed below must be met by all students selected into the athletic training program and must be maintained throughout the student's progress within the program. Students unable to fulfill these technical standards, with or without reasonable accommodation, may be dismissed from the program.

Candidates applying for the athletic training education program must:

- Be proficient in higher order thinking skills, including; assimilation, analysis, and synthesis. Additionally, students must be able to integrate concepts and problem-solve to formulate assessment and therapeutic judgments and be able to distinguish deviations from the norm
- Possess psychomotor postural and neuromuscular control, sensory function, and coordination necessary to perform appropriate physical examinations utilizing accepted techniques; perform common prevention and emergency care techniques; and accurately, safely and efficiently use equipment and materials during assessment and therapeutic treatment of patients.
- Understand and speak the English language at a level consistent with competent professional practice. Communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds.
- Document both physical examination results and rehabilitation protocols and results clearly and accurately.
- Identify and respond appropriately to emergency situations and other situations that generate a high level of stress.
- Remain flexible and adjust to the fluid uncertainty that surrounds clinical situations

- Demonstrate affective competence when dealing with patients, caregivers, and colleagues.
- Accept constructive evaluation of their skills and respond appropriately by modifying their behavior.

Candidates for selection to the athletic training education program will be required to verify that they understand and meet these technical standards or that they believe that, with certain accommodations they meet the standards.

If a student feels that he/she is unable to complete the required technical standards they are to contact Dr. Sue Rattin, Director of the Learning Development Center and the Disabilities Compliance Office. Dr. Rattin will evaluate the student to determine if accommodations need to be made for completion of the required technical standards.

If a student states he/she can meet the essential requirements with accommodations, then the Director of the Learning Development Center and the Disabilities Compliance Office will determine whether they agree that the student can meet the technical standards with reasonable accommodation; this includes review of whether the accommodations would jeopardize clinical/patient safety, or the educational process of the student or the institution, including all coursework, clinical education and clinical field experiences including an internship.

Please sign only one of the statements below:

I. I, _____, certify that I have read and understand the essential requirements listed above and I believe to the best of my knowledge that I meet each of these requirements without accommodation. I understand that if I am unable to meet these requirements I may be dismissed from the program.

Signature of Applicant

Date

Alternative statement for students requesting accommodations.

II. I, _____ certify that I have read and understand the essential requirements listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Olivet Nazarene University Academic Support Office to determine what accommodations may be available. I understand that if I am unable to meet these standards, with or without accommodations, I may be dismissed from the program.

Signature of Applicant

Date

ATHLETIC TRAINING
Four-Year Curriculum (updated June 2016)
Bold/Italics/Underlined – Required courses for ATEP Application (Freshmen Yea)

FRESHMAN - FALL			FRESHMAN -SPRING		
COMM 105	Fundamentals of Comm	3 hrs	<u>EXSS 183</u>	<u>Prevention of Athletic Injuries</u>	3hrs
<u>PHED 190</u>	<u>Wellness -</u>	3 hrs	<u>EXSS 241</u>	<u>First Aid & Emergency Care</u>	2 hrs
<u>EXSS 147</u>	<u>Intro to Athletic Training</u>	2 hrs	<u>PHED 126</u>	<u>Nutrition, Health & Fitness</u>	2 hrs
ENG 108/109	College Writing I	3-4 hrs	FINA 101	Intro to Fine Arts	3 hrs
THEO 101	Christian Formation	3 hrs	<u>PSYC 101</u>	<u>Intro to Psychology</u>	<u>3hrs</u>
			BIO 211	Medical Terminology	<u>2hrs</u>
		14 hrs			16 hrs

SOPHOMORE-FALL			SOPHOMORE-SPRING		
EXSS 215	Lower Extremity Assess	3 hrs.	EXSS 205	Therapeutic Modalities	3 hrs.
EXSS 280	AT Clinical I	1 hr	EXSS 275	Upper Extremity Assess	3 hrs.
PHED 246	Human Anat & Phys I	4 hrs	EXSS 281	AT Clinical II	2 hrs.
ENG 210	College Writing II	3 hrs	EXSS 472	Kinesiology	3 hrs.
BLIT 202	Christian Scriptures I	3 hrs	PHED 247	Human Anat & Phys II	4 hrs
		<u>14 hrs</u>			<u>15 hrs</u>

JUNIOR-FALL			JUNIOR-SPRING		
EXSS 320	Sports Psychology	3 hrs	EXSS 362	General Medical Conditions	3 hrs.
EXSS 370	Manual Muscle Testing	2hrs.	EXSS 381	AT Clinical IV	1 hr.
EXSS 372	Therapeutic Rehabilitation	3 hrs.	PHED 360	Physiology of Exercise	4 hrs.
EXSS 380	AT Clinical III	2 hrs.	MATH 103	Math for Liberal Arts	3 hrs
BLIT 303	Christian Scriptures II	3 hrs			
	General Science Require	3-5 hrs			
		<u>16-18</u>			<u>11 hrs</u>

SENIOR-FALL			SENIOR- SPRING		
EXSS 349	Organ. & Admin Athl. Train.	2 hrs.	EXSS 481	AT Clinical VI	1 hr.
EXSS 480	AT Clinical V	1 hr.	EXSS 495	Senior Seminar	2 hrs.
FACS 331	Sports Nutrition	3hrs	THEO 404	Christian Faith	3 hrs
LIT 205	Studies in Lit	3 hrs	PSYC 212	Adolescent/Adult Develop	3 hrs
HIST 200	Western Civ.	3hrs			
		<u>9 hrs</u>			<u>9 hrs</u>

<u>Also Required:</u>		
Int Culture Course(s)		3-8 hrs
(or) Foreign Language		0-8 hrs
<u>Recommended Courses:</u>		
FACS 331	Topics in Nutrition	3 hrs
PSCY 331	Basic Research & Statistics	4 hrs

EXERCISE SCIENCE MINOR		
EXSS 228	Principals of Wt. Training – Spring	2hrs
EXSS 425	Fitness Assessment – Fall	3hrs
EXSS 430	Internship in Exercise Science	3hrs

ATHLETIC TRAINING EDUCATION – CURRICULUM SEQUENCE

All students are required to complete the following courses in sequence. They are designed to fulfill a specific learning-over-time format that includes Athletic Training educational didactic and clinical competencies. Students must achieve a C or better in the following major courses. If a C is not achieved, students must re-take the course and may risk delayed progress in the program.

Semester	Course	Credits	Pre-Requisite
Freshman			
Fall	EXSS 147 – Introduction to Athletic Training	2cr.	Admitted to ONU
	PHED 126 – Nutrition in Health/Fitness	2cr	None
Spring	EXSS 183 – Prevention of AT Injuries	3cr	EXSS 147 C or better
	EXSS 241 – First Aid/Emergency Care	2cr	EXSS 147 C or better
	PHED 190 – Wellness	3cr	Admitted to ONU
	BIO 211 – Medical Terminology	2cr	Admitted to ONU
Sophomore			
Fall	EXSS 215 – Lower Extremity Assessment	3cr	EXSS 148, ATEP Acceptance
	EXSS 280 – AT Clinical I	1cr	EXSS 148, PHED 241 ATEP Acceptance
	PHED 246 – Anatomy and Physiology I	4cr	None
Spring	EXSS 275 – Upper Extremity Assessment	3cr	EXSS 215, PHED 246
	EXSS 205 – Therapeutic Modalities	3cr	EXSS 148, ATEP Acc.
	EXSS 281 – AT Clinical II	2cr	EXSS 215, EXSS 280
	PHED 472 – Kinesiology	3cr	PHED 246
	PHED 247 – Anatomy and Physiology II	4cr	PHED 246
Junior			
Fall	EXSS 372 – Therapeutic Rehabilitation	3cr	EXSS 148, EXSS 205
	EXSS 380 – AT Clinical III	2cr	EXSS 275, EXSS 281
	EXSS 320 – Sports Psychology	3cr	None
	EXSS 370 – Manual Muscle Testing	2cr	EXSS 215, EXSS 275
Spring	EXSS 362 – General Medical Conditions	3cr	EXSS 215, EXSS 275
	EXSS 381 – AT Clinical IV	1cr	EXSS 372, EXSS 380
	PHED 360 – Physiology of Exercise	4cr	PHED 246, PHED 247
Senior			
Fall	EXSS 349 – Organization and Admin AT	2cr	None
	EXSS 480 – AT Clinical V	1cr	EXSS 362, EXSS 381
	EXSS 495 – Senior Seminar	2cr	Senior standing
	EXSS 481 – AT Clinical VI	1cr	EXSS 349, EXSS 480

ATHLETIC TRAINING EDUCATION PROGRAM - COURSE DESCRIPTIONS

EXSS 147 Introduction to Athletic Training. 2 hours. Introduction to the profession of athletic training including employment opportunities, personnel, space, equipment, necessary supplies, physical conditioning, and an introduction to the recognition and evaluation associated with common injuries. The course will also include a laboratory time for the rationale of the use of taping and wrapping techniques.

EXSS 183 Prevention of Athletic Injuries . 3hours. Continuation of the knowledge gained in EXSS 147 that includes techniques in prevention of injuries that occur specific to active people. Also includes modality usage, basic rehabilitation principles, and pharmacology. Prerequisite: EXSS 147. . The course will also include a laboratory time for the rationale of the use of taping and wrapping techniques.

EXSS 205 Therapeutic Modalities. 3 hours. Presentation of physical agents used in treating athletic injuries. Emphasis will be given to each modality's theoretical and physiological effects on the healing process and presents the indications and contraindications for use. The course includes two lecture periods and one laboratory period. Prerequisite: EXSS 148.

EXSS 215 – Lower Extremity Joint Assessment. 3 hours. This course focuses on the recognition and evaluation of athletic injuries to the lower extremity, lumbar spine, and pelvis. This course includes two lecture periods and one laboratory period. Prerequisite: EXSS 148.

EXSS 275 Upper Extremity Joint Assessment. 3 hours. This course focuses on the recognition and evaluation of athletic injuries to the upper extremity, head, thorax, and cervical spines. This course includes two lecture periods and one laboratory period. Prerequisite: EXSS 215.

EXSS 280 - Athletic Training Clinical I. 1 hours. Progression of athletic training clinical skills that include wound care, preventive strapping, anthropometric measurements, and injury record keeping. A minimum of 150 hours of clinical experiences with certified athletic trainers and medical practitioners are required. Prerequisites: EXSS 148, PHED 241, and formal admittance into the Athletic Training Education Program.

EXSS 281 - Athletic Training Clinical II. 2 hours. Progression of athletic training clinical skills that include the assessment of lower extremity injuries, postural, and neurological abnormalities. A minimum of 150 hours of clinical experiences with certified athletic trainers and medical practitioners are required. Prerequisites: EXSS 215, EXSS 280.

EXSS 320 Sport Psychology. 3 hours. A basic study of psychological principles and concepts that apply to sports situations and to the individuals involved in sports activities.

EXSS 349 Organization and Administration of Athletic Training. 2 hours. Focus on the administrative challenges in operating independent athletic training clinics and educational-based athletic training rooms. Management theory, legal concerns, clinic design, budget, and information management will be taught. Prerequisite: permission of instructor.

EXSS 362 General Medical Conditions. 3 hours. This specialized course focuses on the recognition and evaluation of general medical conditions that include ear, nose and throat, dermatological abnormalities, infectious diseases, and athletic injuries (cranial, thoracic, abdominal viscera, musculoskeletal), including the application of pharmacology for athletic trainers. Prerequisites: EXSS 215, 275

EXSS 370 Manual Muscle Testing. 2 hours An in-depth study of muscles' origins, insertions, and actions. Major muscle groups and isolated muscle actions will be examined. The relationship of muscle movement and joint motion will also be explored. Basic joint mobilization and soft tissue mobilization techniques will be introduced. Prerequisite(s): EXSS 215, EXSS 275, EXSS 472, and acceptance into the Athletic Training major. UG

EXSS 372 Therapeutic Exercise and Rehabilitation. 3 hours. Principles and goals of common rehabilitative procedures for athletic injuries in which learning the use of contemporary manual therapy and rehabilitative exercises in a comprehensive rehabilitation program are emphasized. Laboratory experiences will emphasize the proper rehabilitative techniques of common athletic injuries. The course includes two lecture periods and one laboratory period. Prerequisite: EXSS 205, EXSS 183

EXSS 380 - Athletic Training Clinical III. 2 hours. Progression of athletic training clinical skills that include the assessment of upper extremity, thorax, cervical spine, and head injuries. Also included are the selection and use of appropriate therapeutic modalities. A minimum of 150 hours of clinical experiences with certified athletic trainers and medical practitioners are required. Prerequisites: EXSS 275, EXSS 281.

EXSS 381 - Athletic Training Clinical IV. 1 hours. Progression of athletic training clinical skills that include the use of rehabilitation equipment and the application of proper therapeutic exercise techniques. A minimum of 150 hours of clinical experiences with certified athletic trainers and medical practitioners are required. Prerequisites: EXSS 372, EXSS 380.

EXSS 480 - Athletic Training Clinical V. 1 hour. Progression of athletic training clinical skills that include: recognition, evaluation, and management of systemic illnesses, thoracic, abdominal, pelvic injuries and abnormalities of the ear, nose, and throat. A minimum of 150 hours of clinical experiences with certified athletic trainers and medical practitioners are required. Prerequisites: EXSS 361, EXSS 381.

EXSS 481 - Athletic Training Clinical VI. 1 hour. Progression of athletic training clinical skills that include: the investigation of and adherence to the regulation of pharmaceuticals, administration of psychosocial intervention and referral techniques, and facility organization and administration in athletic training. A minimum of 150 hours of clinical experiences with certified athletic trainers and medical practitioners are required. Prerequisites: EXSS 349, EXSS 480.

EXSS 495 Senior Seminar in Athletic Training. 2 hours. Selected topics of current interest in athletic training and sports medicine will be covered. Field experiences involving conferences, clinical, and workshop attendance are required. The preparation for the National Athletic Trainers' Association Board of Certification examination will be reviewed. Prerequisite: Senior standing in the Athletic Training Education Program

PHED 126 Nutrition, Health, and Fitness (FACS 126). 3 hours. This course provides an emphasis on essential nutrient functions, food sources, and nutrient recommendations as well as laboratory time to develop a personal health and fitness plan. Students also participate in computer-based nutritional analysis and menu planning, evaluation of consumer nutrition sources, and the use of labels for food selection. Includes a fitness laboratory component.

PHED 190 Wellness. 3 hours. This course combines lecture, discussion, and experimental activities that assist students in their understanding and development of a health lifestyle. Emphasis is placed on the components and behaviors that promote lifelong positive outcomes in the five dimensions of wellness: physical, emotional, intellectual, social, and spiritual. Includes a fitness laboratory component.

EXSS 241 First Aid and Emergency Care. 2 hours. Vital and practical applications and procedures in caring for an injured person, including safety, Heimlich method for choking, splinting, and bandaging. CPR, AED, and first aid certification may be achieved upon satisfactory completion of this course.

PHED 246 Human Anatomy and Physiology I (BIOL 246). 4 hours. This course is the first of a two-semester over-all sequence. Both courses consider the gross morphology and physiology of the human body using the organ system approach. BIOL 246 focuses upon cells, tissues, skin, skeleton, muscle, nervous, and sensory systems. Lecture and laboratory. Three lecture periods and one laboratory period.

PHED 247 Human Anatomy and Physiology II (BIOL 247). 4 hours. This course is the second of a two-semester overall sequence. It considers circulatory, respiratory, digestive, excretory, endocrine and reproductive systems of the human body. Three lecture periods and one laboratory period.

PHED 472 Kinesiology. 3 hours. A blending of muscle and bone anatomy and biomechanics in the study of the human body in motion. Useful for the coach, clinician, and physical educator. Athletic training and exercise science majors only. Prerequisite(s): BIOL 246/PHED 246 and BIOL 247/PHED 247. UG

PHED 360 Physiology of Exercise. 4 hours. Study of the effects of exercise on various systems of the human body. Includes lecture and laboratory. Prerequisites: PHED 246, 247.

PSYC 102 General Psychology I. 3 hours. An introduction to the scientific study of human behavior with particular emphasis on personal development, mental health, and interpersonal relationships. Topics covered will include theories of personality, stress, health and coping, abnormal psychology, therapy, personal adjustment, memory, motivation and emotion, gender and sexuality, psychosocial and moral development, interpersonal relationships, social and organizational behaviors and careers within psychology.

PSYC 212 Adolescent and Adult Developmental Psychology. 3 hours. A study of human physical, intellectual, emotional, perceptual, social and personality development from puberty to death. It is recommended that 211 precede 212 if both classes are taken.

BIO 211 Medical Terminology 2 hours A specialized course designed to familiarize the student with the unique terminology related to specialized fields of medicine. UG

EXSS 331 Sports Nutrition. 3 hours Study of a selected topic related to current issues in the field of nutrition, or an expansion on topics covered in other nutrition courses. Example topics include: sports nutrition, disordered eating, alternative nutrition therapies, vitamins/minerals. The course may be repeated for credit if the topic differs. Prerequisite(s): FACS 126. UG

ATEP YEARLY COMPREHENSIVE EXAMINATIONS

In an effort to gauge student progress through the Athletic Training Education Program (ATEP) along with preparing the student for the national certification exam, ATEP administration has instituted an annual comprehensive examination for each level of students within the program. Examinations will be a requirement of EXSS 281, EXSS 381, and EXSS 495 (spring semester courses). Initial exams will be administered during the first week of April.

Students must score within a range of 75%-100% to successfully pass the comprehensive exam.

A student who scores below 75% will receive an incomplete for the exam. Successful completion of the comprehensive exam must be accomplished before a student can receive a passing grade for their EXSS 281, or 381 course. Students within EXSS 495 will be granted a clinical grade but will not be able to attempt the Athletic Training national certification exam if the final practice exam is completed at a 75% or higher. In the time between the first and second attempt, the student will be granted the ability to meet with program administration to discuss their exam. Also, review material will be made available to students to assist them in preparation of a second attempt. A second attempt must be scheduled and completed in a monitored computer lab after two weeks from the posting of the first attempt grade. A specific test date will be determined by the ATEP administration for all students who need a second attempt. Individual attempts may be granted due to extenuating circumstances.

Students who score under 75% on their second attempt will be granted the same ability to discuss their exam with an ATEP administrator and attempt a third exam before the end of the academic semester. If a score of 75% is not attained after the third attempt, the student will not be allowed to progress to the next fall clinical course and thus will not progress within the clinical coursework of the ATEP. Students may take lecture courses within the ATEP but will not be able to register for the next fall clinical course. As a result of a third failed attempt, students will have to wait until the following spring semester to attempt and successfully pass the comprehensive exam for admittance into the next clinical course. Upon return, a student will be allowed two more attempts. If the student still does not successfully attain a 75% after the second attempt, they will not be allowed to register for the clinical course.

Comprehensive Exams will be broken up among the following levels and the course content that will make up the exam. Exams will be 125-150 multiple choice questions that will be computer based and completed in a monitored computer lab. Students will have 2.5 hours to complete the exam. Students who need special considerations must provide documented evidence.

EXSS 281 Sophomore Level

EXSS 215 Lower Extremity Evaluation	PHED 246/247Anatomy and Physiology
EXSS 275 Upper Extremity Evaluation	EXSS 241 First Aid and Emergency Care
EXSS 205 Modalities	
EXSS 183 Prevention of Athletic Injuries	

EXSS 381 Junior Level

EXSS 372 Therapeutic Exercise EXSS 246/247 Anatomy and Physiology
EXSS 375 Manual Muscle Testing EXSS 472 Kinesiology
EXSS 362 General Medical Conditions PHED 360 Physiology of Exercise
EXSS 241 First Aid Emergency Care

EXSS Senior Level

The student must complete the NATA practice exam and pass at a range of 75%-100% prior to being cleared to attempt the BOC exam. The practice exam encompasses all five (5) domains of athletic training education. The student must successfully complete the NATA practice exam within one month of the BOC exam.

Appeal Policy – Athletic Training Education Program

If a student believes that a policy or action taken within the Athletic Training Education Program is unjust or not administered fairly, they may appeal the decision. The student has five business days to schedule an initial meeting. Any student appeal must follow the following procedures:

Step 1 Within five business days of the last exam, the student must schedule a meeting with ATEP Program Director and Clinical Coordinator to discuss the decision in question.

Step 2 If not satisfied with administrative decision, within five business days, the student must arrange a meeting to discuss the decision with the ATEP Program Director and EXSS Departmental Chairperson.

Step 3 If not satisfied with the decision of the Program Director and Departmental Chairperson, within five business days, the student may arrange a meeting to discuss the decision in question with the Dean of Health and Life Sciences. The meeting will be an individual meeting with the Dean. The decision from this meeting will be final.

SCHOLARSHIPS

There are many scholarships available for athletic training students ranging from student scholarships to grants for research. The following organizations offer scholarship information that may be viewed at their websites.

Morris Lang MD Memorial Scholarship, Orthopedic Associates of Kankakee (\$1000)
Contact ATEP Director

Great Lakes Athletic Trainers Association - GLATA (\$2500/\$1000)
<http://www.glata.org/>

Illinois Athletic Trainers' Association - IATA (\$250, \$500)
<http://www.illinoisathletictrainers.org/students.htm>

National Athletic Trainers' Association - NATA (\$2000)
<http://www.natafoundation.org/scholarship.html>

National Association of Intercollegiate Athletics - NAIA (\$500)
<http://www.naia.org/news/gen/gen/2000/01/26/948917807803.html>

RETENTION POLICY

General Retention Guidelines

Being a member of the Athletic Training Education program is a privilege that requires excellence throughout the remainder of the student's time in the ATEP. In order to remain active within the Athletic Training Education Program (ATEP), all students are required to satisfy the following **General Retention Criteria**:

- Maintain minimum Grade Point Averages; Cumulative (2.5)
- Maintain minimum semester Grade Point Average of 2.0
- Successfully complete all ATEP required courses of C or better in the required sequence (see curriculum).
- Maintain current documentation in Clinical Coordinator's and Program Director's files (ATEP file). This includes but is not limited to the following current documents: First Aid, CPR/AED, annual physical, vaccines, clinical hours, proficiency evaluations, professional development evaluations, portfolio contents.
- Complete minimum clinical education requirements
 - a. Clinical experience weeks each semester
 - b. Final and Mastery Evaluations each semester (see Proficiency Guidelines)
 - c. Clinical assignment at a satisfactory level as evaluated by the assigned Approved Clinical Instructor (ACI). The assignments will be made to provide educational experiences in activities classified as upper extremity, lower extremity, team, individual, and high risk (College: baseball, basketball, cross country, football, soccer, softball, tennis, volleyball; High school: basketball, football, and wrestling).
- Remain a student in satisfactory standing at Olivet Nazarene University and within the ATEP.
- Show a professional attitude and character in all areas of Athletic Training, both academically and clinical.

Failure to maintain the above guidelines may result in disciplinary action according to established guidelines of the ATEP (see Infraction Policy).

Any student within the program may be subject to a probationary status. A student will be placed on probationary status for 1 semester if they fail to complete any of the above criteria of the ONU Athletic Training Education Program. If the student fails to complete the deficient criteria within 1 semester they may be removed from the program. Any student is allowed to make appeal to any probationary status or removal from the program. The Program Director may also remove students from the program for infractions of departmental and University policies (see infraction policy).

BEHAVIORAL STANDARDS

The ATEP faculty in the tradition of “Education with a Christian Purpose” has developed the following standards. While enrolled in the ATEP, all athletic training students are expected to abide by these standards, which will be used as part of their bi-annual evaluation for retention in the program.

Standard 1: BE RESPECTFUL AND COURTEOUS TO OTHERS

- Demonstrate respect to everyone that you come into contact with
- Listen before you talk
- Communicate directly and honestly in all situations
- Recognize and appreciate individual differences

Supportive Scripture

1 Samuel 30.11-15

Acts 20.31,36-38 giving of yourself and reap the rewards.

Matthew 7.12 do to others as you would have them do to you.

Standard 2: BE A POSITIVE INFLUENCE AND ROLE MODEL

- Consider others before yourself
- Be positive in word and deed
- Demonstrate by example
- Display interpersonal behavior and appearance, which reflects well on the program, University and the individual
- Be a trustworthy individual

Supportive Scripture

Matthew 5.13

Proverb 3.5-6

Standard 3: BE A T.E.A.M. PLAYER (Together Everyone Achieves More)

- Demonstrate good judgment in all areas of your life
- Be a problem solver (search for solutions)
- Demonstrate the T.E.A.M concept
- Take initiative and be proactive (anticipate when things will need to be done)

Supportive Scripture

Nehemiah 4.16

Exodus 21.1ff

Standard 4: DEMONSTRATE PROFESSIONALISM

- Be a responsible and dependable individual
- Always wanting and willing to learn more
- Committed to providing a learning environment that facilitates and fosters learning
- Treat the Athletic Training Room and equipment with respect
- Demonstrate an understanding and follow the Athletic Training Education Program policy and procedures

Supportive Scripture

Proverbs 12.3 real success comes only when you do what is right.

Genesis 43.9 accepting responsibility is difficult, but it builds character and confidence.

Proverbs 12.1, 10.8, 23.12,21.11

Proverbs 13.14

BEHAVIOR STANDARDS LETTER OF AGREEMENT

STUDENT EXPECTATIONS

1. Students are expected to represent Olivet Nazarene University, the Athletic Training Education Program and the Athletic Department in a professional, responsible and respectful manner at all times.
2. Students are expected to schedule personal activities and other outside job requirements around their athletic training assignment. The Athletic Training Education Program is considered an academic choice and a professional preparation program, and therefore should be a priority outside of academic courses.
3. Each athletic training student will be assigned to one or more ACIs each semester. Your assignment to these ACI's and their teams requires consistent attendance at practices and home games (hours per week **required**; 15 hours minimum).
4. Students unable to attend a practice, competition or scheduled clinic coverage are expected to notify their ACI of attendance conflicts **at least 24 hours in advance**.
5. Unexcused tardiness and absenteeism will not be tolerated. If unavoidable circumstances arise, notifying your ACI in the form of a phone call is required and expected. If no notification is received, disciplinary action will be taken according to established policies.
6. Students are expected to attend all meetings requested by the faculty/staff of the Athletic Training Education Program. These meetings are **mandatory** unless otherwise stated or excused by the Program Director.
7. Students are expected to adhere to the established dress code.
8. Policies and procedures for the Athletic Department and Athletic Training Education Program are to be reviewed and followed by each athletic training student.

9. Students are expected to enforce all rules of the athletic training room(s) with their athletes/teams.
10. Maintain a clean, orderly athletic training room, work area, and practice area. Keep in mind this is a health care facility.
11. Universal Precautions as established by department policy and OSHA regulations will be followed for the treatment of open wounds and exposure to bodily fluids.
12. Athletic training students will keep an accurate record of all experience hours.
13. Confidentiality of all medical records and matters regarding athlete care will be maintained at all times (see ATEP Policies - Confidentiality). You will at no time discuss or reveal the nature or content of this information with anyone outside of appropriate medical staff (team physicians, staff ATC's, nurses, emergency personnel).
14. All treatment decisions, injury follow-up and physician referrals will be discussed with your ACI daily.
15. As an athletic training student, you are considered an extension of the medical profession and as such your behavior and attitude must reflect that. You are expected to respect all coaches, athletes, physicians, administrators and other medical professionals regardless of your own personal feelings or opinions.
16. Discretion must be upheld when in a social situation with athletes and teams.
17. As an athletic training student, you are expected to follow the Ethical Principles outlined by the National Athletic Trainers' Association for all athletic trainers. (See National Athletic Trainers' Association - Code of Ethics)

Mentorship Program

Throughout the program students will be expected to mentor lower level athletic training students during their clinical portion of the program. Students will be encouraged to help out other AT students succeed during their time in the program. The more that students help each other the stronger AT program Olivet will have.

YOU MAKE THE ONU ATEP!!!

DRESS CODE

In order to maintain the level of professionalism needed in the Athletic Training Room(s) at ONU, the following dress code is in effect:

General Appearance

- Appearance is a non-verbal communicator of your professional attitude. As a result, you will be expected to dress according to the site and occasion and maintain appropriate professional personal hygiene.
- Keep hands clean, nails trimmed, etc. Discretion should be used concerning make-up, long hair, body piercing, tattoos, etc. Neatly trimmed facial hair is allowed.
- This is a health profession, in which we lead by example in diet, rest, and general well-being.

Pants/Shorts:

- Docker-type pants or shorts (Color: Black or Khaki). Capri's for girls are acceptable.
- **NO SHORTS FOR INDOOR SPORTS DURING ACADEMIC YEAR** (shorts ok for pre-season)
- Wind-pants (must be black or gray), NO cotton sweat pants
- **Length of Shorts: Finger Tip and shorts must have pockets**
- Appearance: Clean, not torn
- NO JEANS (unless approved by ACI)
- NO BAGGY, SLOPPY CARGO PANTS

Shirts:

- ONU athletic training collared shirt, sweat shirt, or t-shirt should be worn at all clinical experiences and **tucked in** (no team apparel other than clinical setting department).
- Any t-shirt must be an **approved** ONU AT logo t-shirt.
- A collared shirt **MUST** be worn for all competitions and affiliate sites.

Shoes:

- Closed toe shoes must be worn at all settings (tennis shoes are recommended)
- No heels girls should wear flats if setting calls for it
- Sandals, flip-flops, and heels will not be allowed

Miscellaneous:

- Jewelry should not be excessive or detract from the student's professionalism
- Hair should be neat and clean (female hair should be kept in a way as to not interfere with an athlete or patient).
- Students should always be prepared for inclement weather when assigned to an outdoor experience.
- Hats may be worn **outdoors but not indoors**. **No sports teams other than clinical site assignment.**

Games/Competitions:

- Khaki pants and ONU "Athletic Training" collared shirt is the standard. Only by the direction of the supervising ACI may you deviate.

*****This policy is a minimal requirement for dress code. The athletic training student must consult their ACI regarding their dress code requirements according to setting and event. The ACI has the final decision regarding dress code.*****

INFRACTION POLICY

A code of ethical behavior and conduct has been developed to insure the professional behavior of athletic training students. Because of an increased visibility in the intercollegiate, clinical, and high school settings, athletic training students are highly recognized and identified. This demands higher levels of professional conduct because the student is also held accountable for the codes of conduct at their specific facility (ONU Athletic Department and affiliate sites). Affiliate sites may impose additional and more stringent sanctions for code-of-conduct violations. The ATEP will strictly support these sanctions.

The following suspension and expulsion criteria will be used to monitor unprofessional behavior and misconduct infractions of athletic training students:

Suspension and Expulsion Criteria

A. Minor Infraction (minimum of 1 point each)

- Violating the ATEP Code of Ethics.
- Arriving to assignment late or leaving early without making prior arrangements with the supervising Athletic Trainer.
- Improper dress in athletic training room and/or in clinical assignments.
- Not completing designated tasks in assigned sport or activity.
- Repeated failure to apply learned skills in the athletic training environment i.e. set-up/breakdown, record keeping, sanitation of facilities and equipment, hydration, treatments, rehabilitation (needed action is determined by supervising ACI).
- Failure to submit required documents at the request of the Program Director or Clinical Coordinator (excused absence form, hours log sheets, internship contract, medical documentation, clinical check lists, and certifications).
- Misuse of Athletic Training equipment or facilities.
- Failure to attend an advising appointment (with advisor, Program Director, Clinical Coordinator, or Clinical Instructor), majors' meeting, or in-service training without proper notification.

B. Major Infraction (minimum of 2 points each)

- Use of tobacco, alcohol, illegal drugs, or other banned/illegal substances while representing the Athletic Training Education Program or visibly bearing the ONU Athletic Training logo or its likeness while in an establishment or gathering serving alcohol.
- Missing a contest, practice, or clinical assignment without permission from the supervising Athletic Trainer.

- Unprofessional conduct while representing the ONU Athletic Training Education Program.
- Theft or dishonesty, falsification of records, plagiarism, or academic dishonesty.
- School Suspension

Infraction Consequences

The following consequences are for the accumulation of infractions as an Athletic Training student: (based on semester not year)

- 1 point Verbal warning
- 2 points Written warning into file
- 3 points Suspended from all clinical experiences for three weeks
 - Will have to make up at the end of the rotation
- 4 points Suspended from all clinical experiences for four weeks
(Placed on Probation for one semester)
- 5 points Suspended from all clinical experiences for remainder of semester
- 6 points Expelled from the ONU Athletic Training Education Program

Policy Enforcement

Any ATEP faculty member or clinical instructor can file infraction reports with the Program Director. Points are recorded for misconduct, inappropriate behavior, or unprofessional conduct while in the ATEP. Increased number of infraction points will be applied according to the severity of the infraction. The Program Director will review cumulative code infractions at the time of each infraction and the end of each academic semester. The student will receive a written notification of the infraction(s) and the applicable sanction(s). Students will be notified in writing of the findings and decision regarding the penalty within 2 weeks of the suspected offense. This notification will be placed in the ATEP file with subsequent notification to their supervising Approved Clinical Instructors.

Student Probation

A student may be placed on a probation status for one semester due to the following reasons:

- Overall GPA drops below a 2.75 at the end of the semester
- Semester GPA is below a 2.0
- Accumulation of 4 points due to accumulation of infractions
- Student shows excessive lack of desire to be part of the ATEP (scores below acceptable on two clinical evaluations)
- Fails to complete required information to maintain retention

A student will have one semester while on probation to clear up any matter that caused the probation. If after the probation semester the student does not rectify the situation he/she will be removed from the program. Students will have the ability to appeal any decisions by the

Program Director concerning removal from the ATEP. Clinical experience assignment during the probation period will be at the discretion of the Program Director and Clinical Coordinator.

DISCIPLINE AGREEMENT

STUDENT GRIEVANCE AND APPEAL POLICY

Student Grievance – Academic Appeals

The following information is taken from the student handbook for academic appeals. This information deals with the process a student must go through to address disciplinary sanctions submitted by a University administrator or professor. A student may appeal a decision by initiating the following process within seven (7) business days following the report of the alleged incident. Sessions may be audio taped for future reference.

Step 1. The student must meet with the professor to discuss the incident report (if applicable).

Step 2. If the student is still not satisfied with the decision, the student must arrange a meeting to discuss the incident with the departmental chair, divisional chairperson, and the Vice President for Academic Affairs.

Step 3. If the student is still not satisfied with the decision, the student must request a hearing before the Academic Ethics Committee that consists of three (3) faculty and three (3) student representatives. The decision of this committee will be final.

Appeal Policy – Athletic Training Education Program

If a student believes that a policy within the Athletic Training Education Program is unjust or not administered fairly, they may appeal that policy. The student has one week to appeal the policy. Sessions may be audio taped for future reference. The student should follow the following procedures:

Step 1 The student must meet with the Program Director to discuss the policy in question.

Step 2 If not satisfied with the Program Director's decision, the student must arrange a meeting to discuss the policy with the program director and departmental chairperson.

Step 3 If not satisfied with the decision of the Program Director and departmental chairperson, the student must arrange a meeting to discuss the policy in question with the program director, departmental and divisional chairperson(s).

Step 4 If not satisfied with the decision, the student must arrange a meeting to discuss the policy in question with the program director, departmental chairperson, divisional chairperson and the Vice President for Academic Affairs. The decision of this meeting will be final.

CLINICAL EDUCATION – CLINICAL FIELD EXPERIENCES OVERVIEW

Clinical education is an integral component of the ATEP. The purpose of the clinical education portion is to take knowledge learned in the didactic setting to knowledge applied in the clinical setting. The NATA Cognitive Competencies (4th edition) are taught within the didactic portion of the ATEP. The Psychomotor Competencies and Clinical Proficiencies are practiced and assessed in the ATEP clinical courses.

The student is required to successfully complete a sequence of six (6) ATEP clinical courses in which clinical proficiencies will be reviewed and evaluated. The cognitive/psychomotor competencies taught in the ATEP didactic courses are aligned with the psychomotor competencies and clinical proficiencies of the clinical courses.

ATEP Lecture Course	Corresponding Clinical Education Course	Clinical Site Experience Requirements
Introduction to Athletic Training (EXSS 147) Prevention of Athletic Injuries (EXSS 183) First Aid (EXSS 241)	ATEP Clinical I (EXSS 280)	1 or 2 six week rotations (100 total hrs. minimum)
Lower Extremity Assessment (EXSS 215)	ATEP Clinical II (EXSS 281)	1 or 2 six week rotations (100 total hrs. minimum)
Upper Extremity Assessment (EXSS 275) Therapeutic Modalities (EXSS 205)	ATEP Clinical III (EXSS 380)	1 eleven week rotations (150 total hours minimum)
Therapeutic Rehab & Exercise (EXSS 372)	ATEP Clinical IV (EXSS 381)	1 eleven week rotations (150 total hours minimum)
General Medical Conditions (EXSS 362)	ATEP Clinical V (EXSS 480)	1 eleven week rotations (150 total hours minimum)
Organization and Administration (EXSS 349)	ATEP Clinical VI (EXSS 481)	1 eleven week rotations (150 total hours minimum)

Within each ATEP clinical course a clinical rotation will be assigned to each student. The length of each clinical rotation is determined by the time necessary to provide a quality experience while becoming proficient in the required number of psychomotor competencies and clinical proficiencies. During the assigned clinical rotations, each ATEP student gains applicable knowledge in the 12 content areas of the NATA Educational Competencies through an upper extremity, lower extremity, equipment intensive and allied healthcare field experience. These clinical rotations give the ATEP students the opportunity to develop specific psychomotor competencies and clinical proficiencies through supervised interactions with patients. The clinical course professor or the assigned ACI must verify the successful completion of the ATEP student's clinical proficiencies. After successful evaluation of the proficiencies and

competencies assigned to their clinical course, the students must also complete the assigned number of FPEs and MEs with their assigned ACI in their clinical rotation prior to the completion of the clinical course.

The ATEP assigned clinical rotations are defined by the standards and guidelines established by the CAATE. The program has freedom in selecting clinical sites, based on the uniqueness of the University and its surrounding area. The variety of settings available to students provides for a diversified experience over the duration of their education and ultimately prepares students to become entry level athletic trainers.

LIST OF 2015-2016 ATEP CLINICAL SETTINGS

Olivet Nazarene University (ONU) currently fields 15 varsity sports teams which operate out of two athletic training rooms. The athletic training rooms are staffed by six certified athletic trainers. All ONU ATC's serve as approved clinical instructors within the ATEP.

Affiliate clinical education sites within the community include:

- High School Athletics
 - BBCHS
 - Bishop Mac.
 - Clifton Central
 - Wilmington
 - Manteno
- Kankakee Community College
- Physical Therapy Clinics
 - River Valley Physical Therapy
 - Accelerated Physical Therapy
- OAK Surgical Institute
- OAK Orthopedics
- OAK Athletic Development
- General Medical Rotation

CLINICAL EXPERIENCE REQUIREMENTS

The following is a breakdown of the clinical requirements for progression throughout the ATEP:

Sophomore Level – All written assignments assigned by the professor and the following:

Clinical Course	Clinical Rotations	Hours	Final Proficiencies	Final Masteries	Course Grade
EXSS 280	<ul style="list-style-type: none"> (1-2) 6-week rotations Clinical eval. 80% or better 	50-100 minimum	8	0	C or better
EXSS 281	<ul style="list-style-type: none"> (1-2) 6-week rotations Clinical eval. 80% or better 	50-100 minimum	7	0	C or Better

Junior Level - All written assignments assigned by the professor and the following:

Clinical Course	Clinical Rotations	Hours	Final Proficiencies	Final Masteries	Course Grade
EXSS 380	<ul style="list-style-type: none"> (1) 11-week rotation Clinical eval. 80% or better 	150 minimum	12	4	C or Better
EXSS 381	<ul style="list-style-type: none"> (1) 11-week rotation Clinical eval. 80% or better 	150 minimum	10	4	C or Better

Senior Level - All written assignments assigned by the professor and the following:

Clinical Course	Clinical Rotations	Hours	Final Proficiencies	Final Masteries	Course Grade
EXSS 480	<ul style="list-style-type: none"> (1) 11-week rotation Clinical eval. 80% or better 	150 minimum	20	6	C or Better

EXSS 481	<ul style="list-style-type: none"> • (1) 11-week rotation • Completion of Allied Health Rotation (completed between EXSS 480-481) • Completion of (4) Wrestling experiences throughout 6 clinical course • Clinical eval. 80% or better 	150 minimum	19	6	C or Better
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Note: All requirements must be met prior to enrollment in next clinical course

The ATS must commit approximately 20 hours per week of their time while assigned to an ACI. Students are required to maintain a [clinical hour log](#) for each clinical experience. Completed clinical hour logs must be signed by the supervising ACI and submitted to the Clinical Coordinator's office at the end of the clinical rotation.

A detailed explanation of all the clinical requirements can be found within each clinical course's syllabus.

INTERCOLLEGIATE ATHLETICS/WORK POLICY

Students who wish to participate in athletics or work will be limited to only one sport season or work the amount of time that is the same of a sport season. During the student's in-season he/she will not be required a clinical rotation (but will be required to be enrolled in the correct clinical course). During the student's off-season he/she is required to participate in their assigned clinical rotation and will not participate in any practices during their rotation. Due to the amount of deficiencies, the student will be required to return for a fifth year to complete their clinical rotation experience. The following is an example of the deficiencies of a student-athlete and the schedule of how they will meet the needed clinical rotation requirements:

Fall Athletes: M/W soccer, Football, Tennis, Volleyball, X-country
Season: Aug 13-Nov 24th

Requirements Met:

- (3) 6 week rotations (sophomore)
- (2) 11 week Winter and Spring rotations (junior and senior)
- (1) general medical rotation (junior)
- (4) wrestling events

Deficiencies:

- (2) 6 week rotations
 - Deficiency to be completed during Winter of 5th year: basketball
- (1) 11 week football rotation
 - Deficiency to be completed during Fall of 5th year
= 23 week

Winter Athletes: M/W Basketball

Season: Oct 15-March 16

Requirements Met:

- (3) 6 week rotations (sophomore)
- (1) 11 week rotation (junior)
- 8/11 weeks (2nd junior and senior rotation)
 - Requirement to be met at HS until end of May
- (1) 4 week medical rotation (junior)
- (1) 4 week PT rotation (senior)

Deficiencies:

- (2) 6 week rotations
- 6 weeks (3/11: junior rotation, 3/11: senior rotation)
 - Deficiency to be met during Winter of 5th year: track and field
- (1) 11 week football rotation
 - Deficiency to be met during Fall of 5th year
= 29 week

Spring Athletes: Track, Baseball, Softball

Season: Spring semester

Requirements Met:

- (3) 6 week rotations (sophomore)
- (1) 11 week rotation + 5 weeks (junior)
- (1) 11 week rotation + 5 weeks (senior)
- (1) 4 week medical rotation

Deficiencies:

- (2) 6 week rotations
- 12 weeks (junior and senior)
 - Deficiency to be met during Fall of 5th year: Preseason and Soccer
 - Deficiency to be met during Winter of 5th year: Basketball
- (1) 4 week PT rotation
 - Deficiency to be met during Winter of 5th year
= 28 weeks

**CLINICAL SUPERVISION POLICY/
PRECEPTOR
QUALIFICATIONS AND RESPONSIBILITIES**

Clinical Supervision Policy

Each clinical site that a student is assigned to must have a supervisor present at all times. The following is taken from the CAATE standard and guideline for clinical supervision:

- J1.** The athletic training curriculum must include provision for clinical experiences under the direct supervision of a qualified preceptor in an appropriate clinical setting.
- J1.1** Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.
- J1.2** The preceptor must consistently and physically interact with the athletic training student at the site of the clinical experience.

Clinical supervisors will be classified as either an Approved Clinical Instructor (ACI) or Clinical Instructor (CI) with the following qualifications and responsibilities:

Approved Preceptor Qualifications

B3.21 Be credentialed in a health care profession as defined by the American Medical Association or American Osteopathic Association.

B3.22 Be an ATC ® or appropriately credentialed health care professional for a minimum of one year

B3.23 Not be currently enrolled in the athletic training education program at the institution.

Preceptor Responsibilities

- Provide supervision of assigned ATEP student(s). Policy of supervision stated above.
- Provide instruction and/or evaluation of the *Athletic Training Educational Competencies* for assigned ATEP student(s).
- Provide assessment of athletic training students' clinical proficiencies and masteries.
- Have regular communication with the appropriate ATEP Administrator.
- Demonstrate understanding of and compliance with the policies and procedures of the ATEP (attend annual ACI workshop).
- Provide a student evaluation form to the clinical coordinator identifying strengths and weaknesses of ATEP student being supervised.
- Be involved in the learning over time continuum during the clinical experience.
- Notify ATEP administration of any breach of the Code of Conduct by supervised athletic training student.
- Commit to professional conduct as an example for ATEP students.

Approved Preceptor Agreement

I, _____ as an **Approved Preceptor** for the Athletic Training Education Program at Olivet Nazarene University, agree to provide The ATEP with the above services and agree to abide by the **Standards and Criteria** for Approved Clinical Instructors as outlined in the ACI Handbook. I have also had the chance to ask any questions concerning my roll as an Approved Preceptor. I have viewed the ACI training review and have had opportunity to ask questions

Signature

Date

Note: Preceptors will have evaluations by students and bi-annual ATEP administration evaluations. Noted issues within the clinical experience will be dealt with by the Clinical Coordinator and Program Director.

Athletic Training Student:

Students enrolled as athletic training majors are expected to follow the guidelines established by the ONU ATEP. Students are responsible for excelling in the classroom and clinical settings where they are representatives of ONU and the ATEP.

Overall Guidelines:

1. Represent ONU and the ATEP by striving to be loyal, dependable, punctual, responsible, dedicated, accountable, and hard working in your endeavors.
2. Maintain a professional and positive attitude around other students, patients, coaches, certified athletic trainers, and allied health professionals.
3. The athletic training room, clinical facilities, and team situations are professional allied health environments. Keep all personal matters, dating, and socializing outside the athletic training room, clinical facilities, and team environments.
4. Remain alert during your clinical assignment. Refrain from congregating; spread out and cover the entire area. Watch for injuries and how they occur. Observe known injuries for biomechanical violations.
5. Remain active in the athletic training room at all times. Make sure that all patients are being taken care of, SOAP notes are current and accurate, and appointed tasks have been completed (the athletic training room is clean, supplies are stocked).
6. Be cooperative while assisting the supervising athletic trainer and working with fellow students. This will increase your efficiency as a prudent student athletic trainer.
7. Behave as a prudent student athletic trainer at all times. Refrain from outward criticism of the facility administration, staff, coaching staff, facility or coaching policies and procedures, and fellow ATS .
8. Use discretion when entering an opposite gender locker room. Do so only when everyone is completely clothed or there is a medical emergency.

9. Follow the Universal Precautions when treating potential exposures.
10. All injuries must be seen by and discussed with the supervising athletic trainer. At no time is an athletic training student to diagnose, treat, refer, or rehabilitate an injury without the permission and direct guidance of the supervising athletic trainer.

Athletic Training Student Classification

SENIOR LEVEL III – Head Athletic Training Student (HATS)

Requirements:

1. Good standing in the ATEP.
2. Completion of Level I & II clinical progression requirements

Responsibilities:

1. Assist the staff athletic trainer with prevention, evaluation and rehabilitation for all members of the teams they are assigned to.
2. Administrative duties include:
 - a. Administration of pre-participation physical exams
 - b. Report preparation: Insurance, SOAP notes, progress notes, coaches report
 - c. Logs: Treatment log, OTC drug log, Equipment log
 - d. Preparation of travel supplies and emergency information
3. Responsible for confidentiality of all medical information in relation to members of the team and support personnel.
4. Responsible for daily meetings with a staff athletic trainer concerning the status of their team member's medical issues.
5. Responsible for setting appointments with injured athletes for the staff athletic trainer, assisting the staff athletic trainer with the athletes' injury evaluation, physician appointments and rehabilitation. All initial injury evaluations and acute injury management must be reported daily to the Head Athletic Trainer.
6. Responsible to attend practices (1 hour prior and 30 minutes after) and events (2 hours prior and 1 hour after). Maximum 20 hours per week.
7. Responsible for proper care, usage, and return of all equipment provided by the staff athletic trainer (Keys and kit).
8. Responsible for developing cohesion with the team support staff and reporting any professional difficulties to the Head Athletic Trainer.
9. Responsible for practice and event checklist of assignments and assigning responsibilities with the staff athletic trainer.
10. Responsible for setting up the schedule of practice and event coverage of the Level I - II athletic training students assigned to the same sport. Consult with the supervising athletic trainer regarding personnel requirement.
11. Responsible for notifying Level I - II athletic training students assigned to the same sport when there is a schedule change for practices, events, or travel itinerary.

JUNIOR LEVEL II - Assistant Athletic Training Student

Requirements:

1. Good standing in the ATEP

2. Completion of EXSS 280, 281
3. Completion of Level I Clinical Progression Requirements

Responsibilities:

1. Responsible to HATS for all duties (as stated in HAT job description).
2. Responsible for assisting the ACI with the following skills:
 - a. Taping, Bandaging & Brace Application
 - b. Wound Care
 - c. Stretching
 - d. Modality Application
 - e. Injury Assessment
 - f. Prevention of Injury
3. Responsible for letting HATS know of any scheduling conflicts where they may not be able to attend a practice or event due to their class schedule.
4. Responsible for covering practices/events as the first alternate for the HATS or when the HATS must leave the site with an injured athlete.
5. Responsible for working under the direct supervision of the HATS to supervise the first and second year ATS.
6. Responsible to attend assigned practices (1 hour prior and 30 minutes after) and events (2 hours prior and 1 hour after).
7. Responsible for proper care, usage, and return of all equipment provided by the staff athletic trainer (Keys, alarm code, and kit).
8. Responsible for logging athletes in the athletic training room.
9. Responsible for athletic training room maintenance and stocking the taping area daily.
10. Responsible for running home events as assigned by the staff athletic trainer (2 hours prior and 1 hour after). Travel as assigned per the ACI.
11. Responsible for developing cohesion with the team support staff.

SOPHMORE LEVEL I – First Year Students

Requirements:

1. Admittance into the ATEP
2. Good standing within the ATEP

Responsibilities of the Entry-level Student:

1. Responsible for assisting the ACI with the following skills:
 - a. Taping, Bandaging & Brace Application
 - b. Wound Care
 - c. Stretching
 - d. Modality Application as Technician
2. Contact student athletic training mentor. Arrange to meet with them to develop a weekly schedule with your mentor.
3. Show up to your assignment on time, ask questions, observe athletic training room operations and participate in practices and events (help with practice/game set up and break down, clean athletic training room daily), keep your log sheet current and signed. You will not be responsible for any travel.
4. Pre-practice and competition set-up as assigned by the Head Athletic Training Student and clinical instructor.

5. Read and abide by the policies and procedures of the ATEP.

ATEP REQUIRED COSTS

1. Each athletic training student who is assigned to an off-campus clinical experience will be responsible for providing their own transportation to and from the off-campus site(s). Public or personal transportation are acceptable sources for meeting this requirement. The athletic training student will be responsible for their gas and car maintenance. There will be no reimbursement for gas or mileage. It is also assumed that the student will carry insurance on the vehicle, therefore, the University and/or ATEP will not be held liable.

Optional Public Transportation Information:

River Valley Mass Transit System

Website: www.rivervalleymetro.com

Phone: (815) 937-4BUS

Operation: Monday-Friday 6:00am-6:30pm

Saturday 6:30am-6:00pm

Fare: \$2.00 (approx)

**Reservations MUST be made in advance

2. Students will be required to supply their own personnel liability insurance. Cost is between \$80 and \$100 annually. (So. Jr. Sr.)
3. Students will be required an annual TB test at their expense (\$5-\$10) (So. Jr. Sr.)
4. Students will be required Hep. B vaccination at their own expense.
5. Clinical Rotation Background check (one-time fee of \$35-\$45) (So.)
Required to participate in ATEP clinical education
6. Annual Program Fee \$100 (Upon beginning of each semester) (So. Jr. Sr)
Program fee includes lab equipment costs, August in-service activity, program expenses.
7. NATA Student Membership \$75 renewed annually (So. Jr. Sr.)
Must be current member to participate in ATEP clinical education
8. CPR Certification \$30 (in senior year)

TRAVEL POLICY

Athletic Training students will not be traveling with any athletic team unless accompanied by a supervising preceptor within the ONU ATEP. If a student wishes to gain valuable traveling experience they need to make their desire known to their supervising preceptor who will then coordinate a traveling experience with them. While with the team, the student will perform the duties that the preceptor assigns to them while they are under the supervision of that traveling ATEP. The student will not perform any duties unless directly supervised by the certified athletic trainer.

Criteria:

Travel related clinical experiences are ONLY available to students who meet the following criteria:

- Must be in the Junior Level of ATEP
- Completion of the following courses:
 - First Aid & Emergency Care (PHED 241)
 - Clinical I (EXSS 280)
 - Clinical II (EXSS 281)
 - Lower Extremity Evaluation
 - Upper Extremity Evaluation
- Hold a current certification in First Aid & CPR/AED
- Students must have no lower than a B in any of their courses if they wish to travel with a team to an event that will cause them to miss more than three class days.

Specific Duties of the ATS:

Preparation:

- Athletic training students are expected to maintain a professional appearance as outlined in the ATEP Handbook
- Prior to the travel experience, the athletic training student must meet with their clinical instructor to go over the list of supplies and equipment needed, tasks that can be performed, as well as contact information for the host facility.
- The athletic training student must be sure that all athletic training kits, equipment bags, and personal luggage is tagged at the time of departure.
- Be sure to pack all types of clothing for inclement weather if the competition takes place outdoors.

Pre-Competition:

- Attend all team functions.
- If in a hotel, obtain a room list after hotel check-in.
- Hotel: Be sure that the phone in your room is available (on) during your entire stay.
- Begin pre-competition prophylactic taping, bracing, and wrapping well before team departure. Plan at least one (1) hour ahead (under the supervision of the preceptor).

Competition: (Under the supervision of your preceptor)

- Introduce yourself to the host medical staff.
- Review all emergency procedures of the facility with the host staff.
- Have a knowledge of where your supervising preceptor is at all times.
- You must respond to any new injury occurring during the competition with the supervising preceptor.
- The athletic training student may utilize appropriate first-aid techniques when responding to any new injury.
- Communicate (with the assistance and direction of the host ATC) with your head coach regarding the injury evaluation and any emergency steps that needed to be taken.
- Students are **REQUIRED** to notify their clinical instructor of any situation that has required emergency care or any new injury that appears.

PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance is required for all athletic training students within the Athletic Training Education Program (ATEP). A student who does not provide proof of professional liability insurance will not be assigned to a clinical field experience. Information regarding the purchase of professional liability insurance is available from the National Athletic Trainers Association website at the following link:

www.proliabilities.com

CLINICAL EDUCATION – DIDACTIC OVERVIEW

Athletic training education and assessment is based on the 2006 National Athletic Trainers Association’s Educational Competencies and Proficiencies as required by CAATE (Commission on Accreditation of Athletic Training Education). There are 542 competencies (education objectives) that are distributed throughout the athletic training education curriculum of which the psychomotor competencies are separated into 748 proficiencies. These proficiencies must be instructed, evaluated and documented using the “Learning Over Time” educational model. Learning Over Time refers to a “planned and directed continuum of learning that incorporates a structured progression across the cognitive, psychomotor, and affective domains” (2006 Standards and Guidelines).

The documentation of Learning Over Time is accomplished through an electronic file that is held within the Clinical Coordinator’s office. Each student is responsible for recording their clinical proficiency course scores as well as the date of their completion of each Final Proficiency Evaluation and Mastery Proficiency Evaluation. The Clinical Coordinator will meet with each student at the beginning and end of each semester to update and discuss the student’s progress in the continuum.

LEARNING OVER TIME

Each NATA clinical education proficiency is incorporated into the athletic training students learning sequence through three different experiences.

1. Classroom: Didactic instruction & assessment with a laboratory component
2. Clinical Proficiency Courses: Skill development and evaluation
 - [Clinical Lab Modules](#)
3. Clinical Field Experience: Evaluation of skills during the clinical field experience within a “real-world” situation
 - [Final Proficiency Evaluation Form](#)
 - [Mastery Proficiency Evaluation Form](#)

Example of LOT Continuum:

P6	ANKLE TAPING, WRAPPING, & BRACING	Didactic	Proficiency Course	Final Proficiency Evaluation
	Elastic wrap	EXSS 183	EXSS 280	Clinical Rotation
	Prophylactic tape	EXSS 183	EXSS 280	Clinical Rotation
	Injury tape	EXSS 183	EXSS 280	Clinical Rotation
	Prophylactic brace	EXSS 183	EXSS 280	Clinical Rotation
	Injury brace	EXSS 183	EXSS 280	Clinical Rotation

The chart above refers to an example of one category of proficiencies.

- **EXSS 183: Prerequisite for EXSS 280**
 - *Example:* Didactic instruction regarding the technique of ankle taping, wrapping, and bracing (why it is used, how, methods of use, etc).
 - Evaluated through written exams and course assignments.

- **Example:** Psychomotor instruction: The student is instructed and evaluated on how to apply an ankle taping for a grade 2 ATFL sprain. Each skill is taught and evaluated through laboratory exams and class projects.
- **EXSS 280: (clinical proficiency course)**
 - **Example:** The student demonstrates how to correctly tape the right ankle for a grade 2 ATFL sprain.
 - Each skill and is evaluated based on a 0-5 scale (Link to [Clinical Assessment](#))
- **Final Proficiency Evaluation:** ([Proficiency Direction Sheet](#))
 - The student incorporates and demonstrates the skill during their clinical field experience.
 - **Example:** The student correctly chooses and applies tape on a female soccer athlete with a grade 2 ATFL sprain.
 - Note: The student must receive an evaluation score 4 or 5 on each skill during their clinical proficiency course in order to use the skill in a practical setting.

Note: Students must be taught the clinical skill and then checked off in the clinical course before he/she can perform these skills in the clinical setting

CLINICAL SKILL PROFICIENCY ASSESSMENTS

The required Clinical Proficiencies are distributed throughout the six clinical courses at ONU. The required proficiencies are derived from Ken Knight's book *Assessing Clinical Proficiencies in Athletic Training*. Each skill can be evaluated by the ACI on an individual basis during the course time or at a predetermined time as arranged by the ACI. The student must receive a 4 or better in each skill in order to be considered proficient in that specific skill. All proficiencies MUST be completed by the end of the current semester in order to continue on to the next clinical course. Each skill is outlined in pages of required texts and materials that are assigned for each clinical course. A percentage of the student's grade in each clinical proficiency course will be based upon the completion and passing scores for the proficiencies listed.

The following grading scale is used in the evaluation of all clinical proficiencies:

Grading Scale:

- 5 Shows proficiency in the skill as an entry-level athletic trainer.
- 4 Shows proficiency in the skill just below what is required as an entry-level athletic trainer.
- 3 Shows proficiency that is not consistent with that of an entry-level athletic trainer.
- 2 Shows proficiency that is consistent with that of a practicing student.
- 1 Shows that student is not proficient in the skill.
- 0 Student did not attempt the skill.

CLINICAL PROFICIENCY EVALUATION INSTRUCTIONS

Athletic training students (ATS) are assigned to Approved Clinical Instructors (ACI) each semester. As part of the learning-over-time teaching model, each ONU ACI will be required to evaluate Final Proficiency Evaluations (FPE) and Mastery Evaluations (ME) with the students assigned to them each semester.

1. Students must present their clinical textbook to the ACI, showing signatures and dates of completion for proficiencies evaluated in all completed athletic training clinical courses.
2. FPE and ME can only be completed for **signed** clinical proficiencies. The earned grade must be 4 or higher (scale 0 – 5).
3. Each ATS must complete a minimum number of FPE and ME each semester as listed below:

Year	Semester	Final Proficiency Evaluations	Mastery Evaluation
1	Fall	10	0
1	Spring	10	0
2	Fall	10	4
2	Spring	20	8

3	Fall	20	8
3	Spring	10	0

4. Always use the original injury date on the form, not the date you are filling out the form.
5. For the MPE, please attach a photo copy of the injury report (name blackened out).
6. If real situations are not encountered, the ACI shall create a mock injury situation.
7. All students are required to keep an up-to-date record of all completed proficiencies (use *Competency Proficiency List*). You may also consult your records kept in the Clinical Coordinator's office.
8. FPE and MPE will be turned according to the following example schedule:

Year	Semester	Dates	Frequency of Submission (Mandatory)
1	Fall	Oct 1 – Dec 7	1 FPE/week
1	Spring	Jan 15- April 30	1 FPE every other week
2	Fall	Sept 1- Dec 7	1 FPE/week 1 MPE at 1 st of each month
2	Spring	Jan 15 – April 30	2 FPE/week 1 MPE every other week
3	Fall	Sept 1- Dec 7	2 FPE/week 1 MPE every other week
3	Spring	Jan 15- March 31	1 FPE/week

9. Failure to complete and submitted completed FPE & MPE will result in an infraction (reduction of clinical course grade).
10. Graduation Requirements:
 - All proficiencies must be signed and dated in the clinical textbook by the clinical professor.
 - All Final Proficiency Evaluations (FPE) and Mastery Evaluations assessments (MS and FPE) must be completed.
 - Endorsement of program completion from the Program Director (required to register for the NATABOC examination) will not be submitted until all learning over time clinical education proficiencies are completed.

CLINICAL PROFICIENCIES FINAL PROFICIENCY EVALUATIONS

Students must complete a series of 80 Final Proficiency evaluations throughout their three years within the Athletic Training Education Program. The athletic training student will complete a final proficiency evaluation according to the semester assigned by the Clinical Coordinator. All final proficiencies are completed after the cognitive, psychomotor, and affective has been evaluated within the didactic, laboratory, and clinical laboratory setting. The ATS will be evaluated by an Approved Clinical Instructor through a real-world situation or a scenario role play. Refer to the section “[Guideline Instructions](#)” for specific instructions on the completion of the evaluations.

The following is a condensed listing of the Final Proficiencies:

	Final Proficiencies	Semester/Level
P1	ADMINISTRATIVE POLICY AND PROCEDURES	F/1
P2	ATHLETIC TRAINING SUPPLIES	F/1
P3	AT CLINICAL EQUIPMENT – SMALL	F/1
P4	AT CLINICAL EQUIPMENT – MAJOR	F/1
P5	INJURY RECORD KEEPING	F/1
P6	ANKLE TAPING, WRAPPING, & BRACING	S/1
P7	RICE & SUPPORT	F/1
P8	OPEN WOUNDS	F/1
P9	PROTECTIVE EQUIPMENT	F/1
P10	DEVELOPING FLEXIBILITY	F/1
P11	KNEE TAPING, WRAPPING, & BRACING	S/1
P12	THIGH & LOWER LEG TAPING, WRAPPING, PADDING	S/1
P13	FOOT CARE, TAPING, WRAPPING, PADDING	S/1
P14	HIP & ABDOMEN TAPING, WRAPPING, BRACING	S/1
P15	SHOULDER TAPING, WRAPPING, BRACING	S/1
P16	ELBOW-TO -WRIST TAPING, WRAPPING, BRACING	S/1
P17	HAND & FINGER TAPING AND WRAPPING	S/1
P18	ANTHROPOMETRIC MEASUREMENTS & SCREENING PROCEDURES	F/1
P19	HEAD & NECK PADDING & BRACING	F/2
P20	IMPLEMENT EMERGENCY PLAN	F/2
P21	CARDIOPULMONARY RESUSCITATION	F/2
P22	CHOKING, HEMORRHAGING & SHOCK	F/2
P23	EMERGENCY TRANSPORTATION	F/2
P24	BLOOD BORNE PATHOGENS	S/1
P25	ENVIRONMENTAL INJURY/ ILLNESS	F/2

P26	ANAPHYLAXIS & ASTHMA ATTACKS	F/2
P27	POISON CONTROL CENTER	F/2
P28	STRENGTH TRAINING	S/1
P29	PALPATION	S/2
P30	WHIRLPOOL	F/2
P31	MOIST HEAT PACK	F/2
P32	PARAFFIN BATH	S/2
P33	ULTRASOUND	S/2
P34	CRYOTHERAPY	S/2
P35	CRYOKINETICS	S/2
P36	CRYOSTRETCH	S/2
P37	INTERMITTENT COMPRESSION DEVICES	S/2
P38	ELECTRICAL STIMULATION	S/2
P39	TRACTION	S/2
P40	ADMINISTER ORAL -PRACTICAL EXAM 1	
P41	REHABILITATION OVERVIEW	S/2
P42	REHABILITATION ADHERENCE & MOTIVATION TECHNIQUES	F/3
P43	ROM & FLEXIBILITY EXERCISES	S/2
P44	NEUROMUSCULAR CONTROL & COORDINATION EXERCISES	F/3
P45	CARDIO RESPIRATORY ENDURANCE	S/2
P46	MUSCULAR SPEED EXERCISES	S/2
P47	DAILY ADJUSTABLE PROGRESSIVE EXERCISES	F/3
P48	ISOMETRIC RESISTANCE EXERCISE	S/2
P49	ISOTONIC STRENGTH - TRAINING DEVICES	S/2
P50	ISOKINETIC DYNAMOMETERS	F/3
P51	PHYSICAL PERFORMANCE MEASUREMENTS	F/3
P52	PLYOMETRICS	S/2
P53	MUSCULAR ENDURANCE	S/2
P54	AGILITY EXERCISES	S/2
P55	ACTIVITY - SPECIFIC SKILL	S/2
P56	JOINT MOBILIZATION	F/3
P57	THERAPEUTIC MASSAGE	F/3
P58	AQUATIC THERAPY	F/3
P59	NUTRITION	F/3
P60	EATING DISORDERS	F/3
P61	GENERAL MEDICAL ASSESSMENT	F/3
P62	MANAGEMENT OF SIMPLE DERMATOLOGICAL CONDITIONS	F/3

P63	MANAGEMENT OF COMMON SYNDROMES & DISEASES	F/3
P64	MANAGEMENT OF COMMON VIRAL & RESP. TRACT CONDITIONS & DISORDERS	F/3
P65	MANAGEMENT OF COMMON CARDIOVASCULAR & GI TRACK CONDITIONS & DISORDERS	F/3
P66	MANAGEMENT OF COMMON GENITOURINARY, GYNECOLOGICAL, & SEXUALLY TREATED CONDITIONS, DISORDERS, & DISEASES	F/3
P67	INTERPRET CURRENT LITERATURE	F/3
P68	PROFESSIONAL PRESENTATION	F/3
P69	PRESENTING YOURSELF TO THE JOB MARKET	F/3
P70	MEDICATION RESOURCES	F/3
P71	MEDICATION POLICIES & PROCEDURES	S/3
P72	SUBSTANCE ABUSE	S/3
P73	PSYCHOSOCIAL INTERVENTION	S/3
P74	HEALTH CARE COMMUNICATION	S/3
P75	ADMINISTRATIVE PLANS	S/3
P76	FACILITY DESIGN	S/3
P77	UPDATE POLICIES & PROCEDURES MANUAL	
P78	PREPARTICIPATION MEDICAL - PHYSICAL EXAMINATIONS	S/3
P79	BOC CERTIFICATION EXAM - PRACTICAL	S/3
P80	BOC CERTIFICATION EXAM - WRITTEN	S/3

**CLINICAL PROFICIENCIES
MASTERY PROFICIENCY EVALUATIONS**

Mastery Proficiency Evaluations evaluate the athletic training student’s ability to critical think and apply all of their cognitive, psychomotor, and affective skills in a thorough evaluation of the patient. The student may not complete a Mastery Proficiency evaluation until they have completed their clinical proficiency evaluations of each skill required for each mastery. Refer to the “[Guidelines](#)” section of the handbook for instructions on completing the evaluation form.

The following is a condensed list of all Mastery Proficiency Evaluations that must be completed by the athletic training student:

Mastery Proficiency Evaluations	
M1	POSTURAL ASSESSMENT
M2	NEUROLOGICAL ASSESSMENT
M3	ASSESSING ROM
M4	FOOT INJURY MANAGEMENT
M5	ANKLE INJURY MANAGEMENT
M6	LOWER LEG INJURY MANAGEMENT
M7	KNEE INJURY MANAGEMENT
M8	THIGH INJURY MANAGEMENT
M9	HIP & PELVIC INJURY MANAGEMENT
M10	SHOULDER INJURY MANAGEMENT
M11	ARM & ELBOW INJURY MANAGEMENT
M12	WRIST & HAND INJURY MANAGEMENT
M13	THORAX & LUMBAR SPINE INJURY MANAGEMENT
M14	CERVICAL SPINE INJURY MANAGEMENT
M15	THORAX & ABDOMINAL INJURY MANAGEMENT
M16	HEAD & FACE INJURY MANAGEMENT
M17	EYE
M18	EAR
M19	NOSE
M20	JAW, MOUTH, AND TEETH

CLINICAL EDUCATION - STUDENT LEARNING OBJECTIVES

College/University Setting:

1. Understand the role and responsibilities of an ATC in the College/University setting.
2. Development and initiation of professional communication with their approved clinical instructor (ACI), coach, athletes and parents.
3. Exposure to a diverse population of athletes and sports.
4. Understand the demands and needs of a collegiate athlete for prevention of injury.
5. Initiation of pre-participation physical exams.
6. Development of educational strategies for injury prevention.
7. Actively involved in daily healthcare of the injured athlete.
8. Proficient in the skills related to injury prevention, assessment, and rehabilitation.
9. Proficient in practice and competition preparation and break-down, injury treatments, and taping/bandaging/bracing.
10. Understanding of the progression of an athlete to return to play.
11. Biomechanical evaluation in the prevention and assessment of athletic injury.
12. Understanding of the role of the athletic training student (ATS) as a First Responder.
13. Understanding of the need for a policy and procedures manual as well as an athletic department emergency management plan.
14. Understanding of the necessity for daily maintenance of the athletic training room facilities.
15. Maintain electronic and paper administrative record keeping including SOAP notes, treatment log, equipment check-out, physician referral, and coach reports.
16. Understand the role of insurance coverage and filing as an administrative duty of the ATC.
17. Knowledge of healthcare referral system (team physician, Health Services, Counseling & Career Center, community resources)

High School Setting:

1. Understand the role and responsibilities of the ATC in the High School setting.
2. Development and initiation of professional communication with their ACI, athletic director, coach, athlete, and parents.
3. Understand the importance of professional communication with the parent in this setting and the issues related to dealing with minors in the high school setting.
4. Recognize the biomechanical differences and injury prevalence in adolescents.
5. Understand the need for health care education in the high school setting.
6. Understanding of the ATS role as a First Responder.
7. Exposure to a diverse population of athletes, sports, and injuries present within the high school setting.
8. Knowledge of the healthcare referral system (school nurse, counseling center, team physician).
9. Understanding the need for properly documented policy and procedures as well as an athletic department emergency management plan.
10. Active involvement in the daily healthcare of the athlete including a demonstration of a proficiency in the skills of injury prevention, assessment and rehabilitation.

11. Understand the necessity for daily maintenance of the athletic training room facility.
12. Maintenance of administrative record keeping including SOAP notes, treatment log, equipment check-out, physician referral, parent notes and coaching reports.
13. Exposure to a variety of facilities and types of equipment in the high school setting.
14. Recognize how a lack of equipment and space can influence the roles and responsibilities of the ATC.
15. Understand the role of insurance coverage and filing in the referral and health care of the athlete.

ALLIED HEALTH ~ CLINICAL EDUCATION OBJECTIVES

Overall Goals & Objectives:

1. Development and initiation of professional communication with the medical and allied health community including understanding medical terminology and dictation.
2. Understand the role of each medical and allied healthcare professional in the overall healthcare of the injured patient.
3. Understand the relationship of the ATC with various medical professionals.
4. Proficiency in the skills related to prevention, assessment, recognition, management and treatment of both athletic and non-athletic injuries.
5. Understand the importance of administrative procedures and the maintenance of medical records including patient scheduling and admittance, insurance billing and coding, patient charting (evaluation and progress notes, SOAP notes), insurance billing and coding, HIPAA, OSHA procedures and filing.
6. Understand the importance of referral within the medical community.

Rehabilitation Services:

1. Exposure to the variety of rehabilitation medical professionals (PT, OT, PTA, OTA, ATC, etc) as well as an understanding of the role of each to the healthcare of a patient.
2. Reinforce the role of a thorough evaluation in the determination of a rehabilitation protocol.
3. Exposure to a wide variety of objective measurements commonly used in the evaluation process including goniometer and circumferential measurements, manual muscle testing, isokinetic strength testing, etc.
4. Understand the purpose and need for re-evaluation, alteration, and progression of a rehabilitation program.
5. Exposure of the ATC to a diverse patient population (work hardening, pediatric, athletic, elderly, diabetic, neurological, ethnicity, etc).
6. Exposure to a wide variety of therapeutic modalities.
7. Exposure to aquatic therapy including an understanding of patient health conditions that may dictate this type of therapy, tools that can be used in the pool, as well as patient/clinician interaction in this setting.
8. Introduction to and use of a variety of exercise rehabilitation equipment and supplies.

9. Introduction to a variety of alternative rehabilitation techniques including massage therapy, augmented soft tissue mobilization, trigger point therapy, myofascial release, muscle energy techniques, joint mobilization, etc.
10. Evaluation and implementation of a wide variety of physician assigned rehabilitation protocols. This should include a comparison of protocols available for specific types of injury.

Emergency Department:

1. Observation of the working relationship and professional communication between various departments and health care professionals in the emergency room.
2. Understand the importance of triage.
3. Exposure to a variety of emergency injuries and illnesses including trauma and general medical among a diverse patient population.
4. Introduction to different diagnostic tools including X-ray, MRI, CT scan, Bone Spec Scan, etc.
5. Understand the need for appropriate referral and follow-up care of patient post-evaluation.
6. Observation of treatment procedures for life-threatening emergencies.

Ambulance-Emergency Service:

1. Understand the role of EMS personnel as first responders to emergency situations.
2. Understand the importance of triage, assessment, and initial treatment in the care of the injured patient.
3. Understand the importance of the relationship between the ATC and EMS provider with emergency on-the-field care of the athlete.
4. Exposure to commonly used skills and procedures performed by the EMS personnel including spine boarding, scene control, first aid, CPR and AED use, splinting, etc.
5. Observation and introduction to common medical devices and measurement and assessment tools that are transported within the ambulance.

Physician Clinic and Operating Room:

1. Exposure to various specialties of medical and allied health professionals (General, Orthopedic, ENT, Abdominal, Psychiatrist, Physicians Assistant, Register Nurse, X-ray technician, Phlebotomist, etc).
2. Gain an appreciation for the value of various medical specialists and the importance of referral.
3. Understand the techniques and procedures used in the complete evaluation and diagnosis of an injury/illness.
4. Exposure to a variety different diagnostic tools including X-ray, Bone Scan, MRI, CT, EMG, EKG, etc.
5. Understanding of the role of the ATC as a physician extender.
6. Observation of various types of surgical procedures including orthopedic, abdominal, total joint, etc.

7. Understand the need for proper procedures and protocol in surgery as well as the type of supplies and support staff needed.
8. Introduction to a variety of prophylactic bracing and devices commonly used in the treatment and protection of injuries (cast application and removal, brace fitting, immobilization devices, crutch fitting and instruction).
9. Understand the importance of patient instruction and a home care program.
10. Understand the reason for post-surgical follow-up and rehabilitation protocols.

CLINICAL ROTATION SELECTION PROCEDURES

1. Athletic training students will be given the opportunity to work with a variety of clinical instructors during their clinical experiences as a student in the ONU ATEP.
2. The Clinical Education Coordinator is responsible for the scheduling of student rotations. All students will be exposed to the following: Lower Extremity, Upper Extremity, Equipment Intensive, and a General Medical clinical experience.
3. All students will have the equal opportunity to work with male athletes, female athletes, team sports and individual sports.
4. Every effort will be made to be sure that all athletic training students receive the same opportunities for professional experience.

CLINICAL EDUCATION RETENTION GUIDELINES

In order to remain active in clinical education within the ATEP at ONU, all students are required to satisfy the following **General Retention Criteria**:

1. Remain a student in satisfactory standing with the ATEP and ONU. ([ATEP Retention Policy](#))
2. Submit and maintain current health documentation within the Clinical Coordinator's files (ATEP file). This includes but is not limited to the following current documents:
 - Adult, child, and infant CPR/AED certification
 - First Aid Certification (copy of front and back of card)
 - Annual physical (verification only)
 - Vaccination record (verification only)
 - Annual TB two-step test results (verification only)
 - OSHA training (complete blood borne pathogen test annually)
 - HBV Record or Waiver (verification only)
 - Background Check (upon admittance into program)
 - Professional Liability Insurance (annually)
3. Submission of the following clinical education documentation:
 - Clinical Hour Log
 - Final Proficiency Evaluations
 - Mastery Proficiency Evaluations
 - Clinical Field Experience Evaluations
 - Initial Rotation Contract
 - Midterm
 - Final

Failure to maintain the above guidelines may result in disciplinary action according to established guidelines of the ATEP until the student performs remedial work and attains the standards outlined above (see [Infraction Policy](#)).

CLINICAL PROGRESSION

Semester/Year	Clinical Course	Pre-Requisites	Requirements/Expectations
Fall #1	EXSS 280	Admission to ATEP Remains in good academic standing Current First Aid/CPR/AED Maintains Health Records OSHA training Enrolled in Fall Sophomore courses	Two 6-week Rotations (100 Clinical Hours) 10 FPE Attend Assigned Lecture Series Complete 2 ACI Evaluations and 2 goal sheets
Spring #1	EXSS 281	Completion of EXSS 280 Remains in good academic standing Completion of 10 FPE Current First Aid/CPR/AED Maintains Health Records OSHA training Enrolled in Spring Sophomore courses	Two 6-week Rotations (100 Clinical Hours) 10 FPE Attend Assigned Lecture Series Complete 2 ACI Evaluations and 2 goal sheets
Fall #2	EXSS 380	Completion of EXSS 281 Remains in good academic standing Completion of 20 FPE Current First Aid/CPR/AED Maintains Health Records OSHA training Enrolled in Fall Junior courses	One 11 week Field Experience (minimum 150 Clinical Hours) 10 FPE, 4 MPE Attend Assigned Lecture Series Complete ACI Evaluation
Spring #2	EXSS 381	Completion of EXSS 380 Remains in good academic standing Completion of 30 FPE, 4 MPE Current First Aid/CPR/AED Maintains Health Records OSHA training Enrolled in Spring Junior courses	One 11 week Field Experience (minimum 150 Clinical Hours) 20 FPE, 8 MPE Attend Assigned Lecture Series Complete ACI Evaluation

CLINICAL PROGRESSION

Semester/Year	Clinical Course	Pre-Requisites	Requirements/Expectations
Fall #3	EXSS 480	Completion of EXSS 381 Remains in good academic standing Completion of 20 FPE, 8ME Current First Aid/CPR/AED Maintains Health Records OSHA training Enrolled in Fall Senior courses	One 11-week Rotations, Head AT student of a team. (min. of 150 Clinical Hours) 20 FPE, 8ME Attend Assigned Lecture Series Complete 2 ACI Evaluations and 2 goal sheets
Spring #4	EXSS 281	Completion of EXSS 381 Remains in good academic standing Completion of 20 FPE, Current First Aid/CPR/AED Maintains Health Records OSHA training Enrolled in Spring Senior courses	One 11-week Rotations, Head AT student of a team. (min. of 150 Clinical Hours) 20 FPE, Attend Assigned Lecture Series Complete 2 ACI Evaluations and 2 goal sheets

Note: 1 Clinical week consists of minimum of 15 contact hours

ATHLETIC TRAINING STUDENT HEALTH POLICY

Physical and mental health is an asset to the athletic training practice and cannot be overlooked. In addition to the regulations required of all university students, athletic training students have additional health regulations to protect themselves and the athlete. The athletic training faculty will give reasonable assistance to students who have health problems or become ill while in class or clinical situations. Athletic training students must submit proper health forms (College Entrance Physical) to the Student Health Service and the Athletic Training Staff and will be excluded from clinical classes until such are on file.

The extra items to be included on health records of athletic training students are as follows:

1. Two-step tuberculin skin test. If the T.B. skin test is positive, a chest x-ray must be done. A yearly T.B. test is required and written results given to the Program Director. The student may check with the Student Health Service for a T.B. test at no cost or a reduced rate.
2. All other immunizations must be up to date. These include tetanus, measles, mumps, rubella (MMR), and oral polio vaccine (OPV).
3. Athletic training students are required to be vaccinated with the Hepatitis B vaccine (HBV): a sum of three injections in a six month period. A waiver must be signed if a student chooses not to procure the vaccines.

All health records must be completed by the beginning of the sophomore year and be on file with the Program Director.

TUBERCULOSIS

What is Tuberculosis?

Tuberculosis (TB) is a disease that is spread from person to person through the air. TB usually affects the lungs. The germs are put into the air when a person with TB of the lung coughs, sneezes or laughs or sings. TB can also affect other parts of the body, such as the brain, the kidneys, or the spine.

What are the symptoms of TB?

General symptoms may include feeling weak or sick, weight loss, fever and/or night sweats. Symptoms of TB of the lungs may include cough, chest pain, and/or coughing up blood. Other symptoms depend on the particular part of the body that is affected.

Where Can I Get a TB Skin Test?

You can get a TB skin test from your doctor or local health department.

How is the Skin Test Given?

A small needle is used to put some testing material, called tuberculin, just under the skin. This is usually done on the inside of the arm. The person getting the test must return in 48 to 72 hours to see if there is a reaction to the test. If there is a reaction, the size of the reaction is measured.

ATEP TB Requirements

An annual two-step tuberculosis (TB) test is required by all athletic training students, faculty and staff. Verification of an annual negative TB test will be kept in each student's file and is required for retention in the program. The two-step TB test is available at any local health department or through your family physician.

- ❖ Kankakee Health Department
2390 West Station Street
Kankakee, IL 60901
Phone: (815) 937-3560 | TTY: 815-937-8520
Fax: (815) 937-3568
E-Mail: info@kankakeehealth.org
Cost: \$10.00

<http://www.kankakeehealth.org/ccd/tb-control/index.htm>

HEPATITIS B VACCINATION REQUIREMENT

Each student must sign a consent or waiver form for the hepatitis B vaccination, although the student is highly encouraged to participate in the vaccination. If consent is granted, the student begins the three step vaccination series through the Kankakee Health Department (KHD) or at another location. Each student is responsible for any cost incurred for the vaccination. The signed consent or waiver form as well as verification of the three step vaccination will be maintained in the Clinical Coordinator's office. Completion of the HBV consent/waiver form is required for retention in the program.

Hepatitis B Virus Information

What is Hepatitis B?

Hepatitis B is a viral infection that infects the liver and causes inflammation. It is one of the fastest spreading sexually transmitted diseases in the U.S., infecting 300,000 Americans each year. Most individuals infected with the virus are adolescents and young adults.

Ninety percent of the people with hepatitis B recover. In up to 10 percent of the cases people infected with hepatitis b develops chronic hepatitis b and is infected for life. Chronic hepatitis can be fairly harmless, or it may be progressive and lead to cirrhosis, liver cancer, and death. Chances of developing liver cancer are 200 times higher if you are a chronic carrier. Damage to the liver cannot be reversed. People who are chronic carriers of the virus can transmit it to others.

There is no cure for hepatitis B but a vaccine is available to prevent infection.

How does it occur?

Hepatitis B is very infectious. When the virus enters the bloodstream it begins to invade the liver cells, disrupting normal liver function. The disease can be spread through the use of contaminated syringes, needles, or unspecialized instruments including needles for steroid injections and body piercing. Hepatitis B can also be transmitted if you are exposed to infected blood through cuts, open sores, or mucous membranes (mouth or vagina) and through semen, vaginal secretion and rarely saliva.

What are the symptoms?

Symptoms of hepatitis B may appear as long as 4 weeks to 6 months after infection with the virus. Many people develop a chronic or ongoing form of the disease with only vague symptoms even though liver damage may be occurring.

Early symptoms of viral hepatitis include:

- Low grade fever
- Itching hives
- Foul breath and bitter taste in the mouth
- Fatigue
- Nausea, vomiting, & diarrhea
- General body aches
- Loss of appetite
- Altered sense of smell
- Pain or tenderness just below the ribs on the right side

How is it treated?

There is no cure for hepatitis B. Rest and a high protein diet is usually recommended to help repair damaged cells and a high carbohydrate diet to protect the liver. Your health care provider will manage symptoms as they occur.

What can be done to prevent the spread of hepatitis B if I am infected?

Hepatitis B is highly contagious for 4 to 6 weeks before symptoms appear and continues to be contagious for a short time afterward. Your provider will want to see you for a follow-up exam. Then he or she will perform blood tests to determine if hepatitis B is still contagious.

How can I protect myself?

A safe, effective vaccine is available for hepatitis B and strongly recommended for all health care providers. If you have not already been vaccinated against hepatitis B, the vaccine is available at the Kankakee Public Health Department.

BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN

The Athletic Training Education Program at Olivet Nazarene University recognizes the potential for exposure of the athletic training students to communicable diseases. In order to minimize these risks of exposure, the following OSHA-based Blood Borne Pathogen Exposure Control Plan has been designed. This plan is designed to protect student athletic trainers, supervising certified athletic trainers, athletes, and athletic personnel from unintentional exposure to communicable diseases. While this is a basic control plan, please be advised that ***students are additionally obligated to attend in-service training and to adhere to the Blood Borne Pathogen Exposure Control Plan at each assigned clinical site.***

OSHA Training

Athletic training students will be required to complete an annual in-service workshop regarding infection control conducted by the certified athletic training faculty and staff. Additional training may be required at the clinical affiliate sites. The training sessions will include but not be limited to the following:

1. The purposes and objectives of the Occupational Safety and Health Administration (OSHA) and how they apply to athletic training programs.
2. The epidemiology, signs, symptoms, and modes of transmission of communicable diseases.
3. The Athletic Training Education Program's exposure control plan.
4. The types and locations of protective equipment and the proper techniques to use, handle, remove, and dispose of this equipment.
5. The proper procedures students must follow after a potential exposure. This includes post-exposure evaluations, documentation of the incident, and the proper chain of command used to investigate the occupational exposure.
6. The proper signs, labels, and color-coding required for bio-hazardous materials including information on regulated disposal and storage of all materials.

Standard Operating Procedures

The following operating procedures are intended to assist the supervising certified athletic training faculty and staff at ONU and affiliate clinical sites in making decisions concerning the use of personal protective equipment. No single standard operating procedure can encompass all emergency situations. ***If there is ever a doubt, the student athletic trainer must elect to use maximal rather than minimal personal protective equipment.***

Gloves

1. Athletic training students will wear disposable latex gloves during patient care when there is a potential for contact with blood, body fluids, non-intact skin, or other infectious materials. Gloves will be provided for each student and must be carried at all times. Students are required to notify the Clinical Coordinator and their clinical instructor if they are allergic to latex and accommodations will be made.
2. Disposable gloves will not be re-used and must be properly disposed of in a hazardous materials container or receptacle. If a glove is ripped or torn, remove the glove and replace it with a new one.

3. Gloves must be changed between patients in a multiple injury incident.
4. Avoid handling personal items such as pens while wearing gloves.
5. Contaminated gloves must be removed immediately to avoid cross contamination. Hands must be sanitized immediately before putting on clean gloves.

Masks and Eye Protection

1. Facial protection will be provided for each student to use in situations where splash contact is likely to occur (e.g., arterial bleeding or large amounts of body fluid). Eye protection and masks will always be worn together.

Gowns

1. Gowns will be provided for each student and worn to protect the clothing of the student athletic trainer when large amounts of contaminants are present.
2. Protective equipment will be used according to the level of exposure components (e.g., gloves, gowns, surgical caps, jump-suit, and shoe covers). Minor cuts may not require as much protection as a massive bleeder.
3. Athletic training students are encouraged to have extra clothing available in the event that their clothing becomes contaminated. Contaminated clothing will be placed in properly marked bio-hazardous containers and laundered as required by athletic training protocol.

Sharps Container and Contaminated Needles

1. Gloves are to be worn when handling any sharps materials.
2. Contaminated needles, scalpels, or other sharp objects will be placed in the sharps container immediately after use. Keep the sharps container upright at all times and do not reach into the container at any time.
3. Contaminated needles will not be re-capped, bent, or broken. If there is an extenuating circumstance where the needle needs to be recapped, notify your supervising certified athletic trainer immediately. Your supervisor will take over the procedure by using a one-handed or mechanical technique if they deem re-capping necessary. At no time are students to re-cap a needle.
4. Contaminated gloves or wound dressings are not to be disposed of in the sharps container. These items are to be placed in properly labeled bio-hazardous waste receptacles (e.g., bags, covered containers).

Infectious Materials Considerations

Respiratory and Cardiac Emergencies

1. Disposable one-way face shields will be provided to every student by their supervising certified athletic trainer. It is to be carried by the student at all times during clinical assignments.
2. Disposable one-way face shields and gloves will be the minimum required protective equipment used by the student while providing care during respiratory and cardiac emergencies. Direct mouth-to-mouth contact is neither recommended nor required.

Injury Scene Operations

1. Blood and bodily fluids will be considered potentially infectious. Isolation procedures will be used for all patient contact.
2. Students should limit air borne exposure through splashing and spraying of potentially infectious materials.
3. When communicable disease exposure is probable and to limit the risk of exposure, the minimum number of personnel will be used to complete the task.
4. Students will sanitize their hands after removing protective equipment, patient care, and sanitizing equipment.
5. Eating, drinking, handling contact lenses or applying lip balm while in the athletic training room or at the scene of an athletic emergency is strictly prohibited.
6. Operators will properly remove and store their protective equipment before starting and operating their vehicle (e.g., van, car, golf cart).
7. Upon arriving at the receiving emergency medical facility, all contaminated materials will be placed in the appropriate containers. If equipment cannot be left or is not disposable, it is to be placed in a leak-proof container and taken to the athletic training room for decontamination.
8. Upon returning to the athletic training room, all contaminated protective equipment will be either replaced or sanitized as required by athletic training room protocol.
9. Disinfection will be performed with either an approved broad-spectrum cleaning agent or with a 10% bleach solution (mixed for no longer than 24 hours).

UNIVERSAL PRECAUTIONS

Definitions

- **Blood-borne Pathogens** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)
- **Contaminated** - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- **Contaminated Sharps** - any contaminated object that can penetrate the skin.
- **Potentially infectious materials** - Exposure to infectious diseases during treatment of patients through exposure to blood or other potentially infectious body fluids (OPIM). OPIM include human body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood.
- **Universal Precautions** - An approach to infectious control.
- **OSHA** - Occupational Safety and Health Agency, a government agency responsible for creating guidelines for safety in working environments.

Universal Precautions

As a member of the Olivet Nazarene University Athletic Training Education Program, you are expected to practice Universal Precautions under strict guidelines set forth by OSHA. Every precaution must be taken to ensure the health and safety of yourself and your patients. Supplies available to you as a student at each of the clinical education settings include gloves, mask, and a gown. Please notify the Clinical Coordinator if you have an allergy to latex. You are required to

follow the following guidelines while during all clinical assignments while enrolled in the Olivet Nazarene University ATEP:

1. The Athletic Training Student shall wear:
 - Personal Protective Equipment such as gloves when providing treatment for patients if exposure to blood or OPIM is anticipated, (e.g., wounds or non-intact skin are present that might open up during treatment)
 - Masks, Eye Protection, and Face Shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated
2. Spill-Kits are available and located in both athletic training room's at ONU
3. Use proper absorbent material to absorb the spill, then place used towels in a red plastic leak-proof bag or a bag label "biohazard"
4. Flood spill area with a freshly-prepared bleach solution or a hospital grade EPA approved tuberculocidal disinfectant
5. Place used absorbent material in the red biohazard bag
6. Remove soiled gloves by turning them inside out, placing one within the other
7. Place the red biohazard bag in the appropriate infectious waste container
8. Immediately wash hand with soap in running water

Disinfecting Procedures

All equipment and working surfaces shall be cleaned and decontaminated after contact with blood or any other potentially infectious materials. When disinfecting surfaces, use a disinfectant that contains a chemical germicide registered with the Environmental Protection Agency or a 10% household bleach solution. Thoroughly disinfect all surfaces with a clean towel or paper towel.

Any towel or other material that is contaminated with blood or other potentially infectious material will be considered as HIV/HBV infected and handled as little as possible. Contaminated laundry shall be placed and transported in labeled, red biohazard bags for transport. Contaminated laundry shall be placed in a biohazard bag and placed in the laundry basket so that we may find it easily and decontaminate the laundry properly.

Cleaning Spills

1. Use Universal Precautions!
2. Use the spill kits
3. Dispose of any sharps present in a sharps container.
4. Contain the spill. If the spill is small, use an absorbing pad (like a paper towel or gauze) to absorb the spill. If the spill is large, use absorbing powder (like cornstarch) to absorb the spill.
5. Dispose the absorbed material and place in a labeled biohazard waste container.
6. Decontaminate using a disinfectant over the entire spill area.
7. Remove soiled protective equipment and place in a labeled biohazard waste container.

Daily Disinfectant/Cleaning Procedures

1. Cleaning all surfaces (*e.g.* Tables, Counters, Cycle seat)
 - Coat surface with disinfectant spray (Wizzer).
 - Wipe surface with a clean, dry towel.
 - Tables and all high use surfaces should be cleaned after each treatment or use.
2. Whirlpool Cleaning
 - Drain whirlpool
 - Spray sides, bottom & agitator with disinfectant spray
 - Scrub side, floor, and agitator with scrub brush
 - Thoroughly rinse inside of whirlpool with cold water
 - Dry inside of whirlpool with a clean towel
3. Instruments
 - Wash hands before handling instruments
 - Place instrument in specified metal containers with Envirocide solution for 10 min
 - Rinse instruments with warm water
 - Dry instrument and return to storage place
 - Wash hands

EXPOSURE POLICY

Post-exposure Evaluation and Follow-up

1. Any athletic training student exposed to potentially infectious material will cease work immediately and sanitize themselves as required by athletic training room protocol. Ask your supervising certified athletic trainer for assistance.
2. Any athletic training student exposed to potentially infectious material will immediately report the exposure to their supervising certified athletic trainer. The supervising certified athletic trainer will document the incident on their infectious disease exposure report form and submit a copy to the Program Director. This report must include contact information of the host and recipient.
3. The student will then be referred to Riverside Hospital for exposure follow-up within forty-eight (48) hours of the exposure incident. Confidential determinations of HIV and HBV will be made by an attending physician and with the consent of the host and recipient. Post-exposure counseling is recommended.
4. All records will be filed at the Riverside Hospital and held strictly confidential.

**ONU ATEP
Communicable Disease Policy**

In an effort to protect the health and well being of athletic training faculty, staff, students and athletes the following communicable disease policy has been set in place.

If you present with any of the following symptoms due to sickness you are not to participate in any clinical rotation or have contact with others. These symptoms include but are not limited to:

- Temperature of 100.5° and or chills
- Swollen throat glands (visual pustules in throat)
- Sore throat lasting longer than 3 days
- Nausea, vomiting, diarrhea
- Crusting discharge from eye that is red and irritated
- Cough with green, yellow or white flem
- Nasal discharge of green, white or yellow
- Severe muscle aches or severe fatigue

Any students that presents with the above symptoms are to contact the health services office at 5256 first, to be seen by the school nurse or practitioner. If you have a question about any symptoms that you have you should be seen by the health services. After evaluation and findings the student is to contact their ACI prior to missing any clinical rotation. If the health service office is not available students should contact the Clinical Coordinator to schedule an appointment with one of the medical doctors within the ATEP. All ACI's must be notified if the student is sick a minimum of 3 hours prior to the start of the rotation. Students that miss any clinical rotations must have verification of a medical health care professional evaluation.

Blood Born Pathogen Control Plan and Communicable Disease Policy

Student Signature

Date

SEXUAL MISCONDUCT POLICY

Olivet Nazarene University affirms its commitment to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Behaviors which inappropriately assert personal characteristics (i.e., gender or physical attributes) as relevant to staff, faculty or student performance are damaging to this environment and are a violation of law and University policy. Sexual misconduct in any form will not be tolerated and will be dealt with promptly by the University. The University reserves the right to refuse employment or re-employment, and to dismiss or suspend from employment any staff or faculty who violates this policy. The University reserves the right to suspend or dismiss any student who violates this policy. Please refer to the University's policy concerning sexual harassment as printed in the [Public Safety Handbook](#).

FIELD EXPERIENCE EVALUATIONS

Athletic training students (ATS) will be formally evaluated using the “Student Evaluation Survey” by their supervising approved clinical instructor (ACI) at the midpoint and end of their assigned rotation. Statistics from these evaluations are organized and evaluated through the computer program within the Clinical Coordinator’s office. Each Sophomore will be required one evaluation for each of their clinical rotations and Juniors and Seniors will be evaluated two times during their rotation (a mid and end of rotation eval.)

Field experience evaluations evaluate the ATS technical skills and professional behavior as well as offer suggestions for future improvement and goal setting based on the progression and level of the ATS. Completion of these evaluations is mandatory for progression within the Athletic Training Education Program (ATEP). ACI’s are encouraged to provide daily feedback to the ATS as well as weekly goal setting and reflection.

An ACI response of “5” or “4” is evident that student effectiveness is occurring. If a student receives a score of three or lower on any component within a designated area, the evaluating ACI/CI is asked to give an explanation for the score.

A meeting will be scheduled by the ATEP administration with that student to discuss any deficiencies listed in the ACI/CI’s evaluation. Improvement on all student deficiencies is expected before their next evaluation. Students who consistently receive unsatisfactory evaluations will risk probation and possible expulsion. ATEP administration will make any final decision of probation or expulsion.

APPROVED CLINICAL INSTRUCTOR EVALUATION

Approved clinical instructors (ACIs) and clinical instructors (CIs) will be formally evaluated using the “ACI/CI Evaluation” by the student assigned at the midpoint and end of the clinical rotation. All athletic training students are required to complete each evaluation for progression within the ATEP (See Clinical Progression Requirements). Each evaluation is confidential. Statistics from these evaluations are organized and evaluated through the computer program within the Clinical Coordinator’s office.

The ACI/CI evaluation evaluates the supervisor’s technical skills and professional characteristics as well as the facility and work environments effectiveness as an educational setting. The information from these evaluations aids in the improvement, addition, and elimination of clinical instructors and affiliate locations. The ACI/CI will receive a formal evaluation with the Clinical Coordinator at the end of the academic year in which all student comments and suggestions will be discussed.

GENERAL MEDICAL INTERACTIONS

The athletic training education program is required to assure opportunities for athletic training students to become familiar with the roles and responsibilities of various medical and other health care personnel as they relate to the profession of athletic training.

These following interactions are mandatory for all ATS:

- ATEP Medical Director Interaction
 - ONU Sports Medicine Clinic
 - Orthopedic Associates of Kankakee, S.C.
- General Medical Rotations
- Surgical Rotation

**RECORD YOUR OBSERVATION BY COMPLETING THE FORM
ONU ALLIED HEALTH OBSERVATION & SUBMITTING IT TO THE CLINICAL
EDUCATION COORDINATOR**

ONU SPORTS MEDICINE CLINICS: MEDICAL DIRECTOR

Each student will be scheduled to interact with the ATEP Medical Director. **Dr. Carey Ellis** conducts a weekly clinic on the campus of ONU.

A schedule of the required rotation will also be posted each semester in both athletic training rooms. The guidelines are as follows:

1. Location:
 - August – November (Gibson-Ide Athletic Training Room)
 - December – March (McHie Arena Athletic Training Room)
 - April – May (Gibson-Ide Athletic Training Room)
2. Time: 6:00 PM
Please arrive by 5:45 PM; cancellations will be posted.
3. Day: Monday
4. Procedures: Interact with the physician during an injury consultation. If the patient/student athlete is from your team, please be prepared to present an assessment synopsis.
 - Patient information (age, sport, position)
 - Area of the body
 - Date and mechanism of injury
 - Subjective information
 - Objective assessment (observation, palpation and special tests)
 - Initial findings, treatment and plan
 - If it is a follow-up, present a progress report

GENERAL MEDICAL ROTATIONS

- **Orthopedic Associates of Kankakee, S.C.**
- **Provena Healthcare**
- **Riverside Healthcare**
- **Community General Practitioners**

Each athletic training student is required while in the ATEP, to complete a 1-2 week medical clinic rotation with a physician observing patient evaluation and diagnosis as well as diagnostic procedures including X-ray, MRI, Bone Spec Scan, CT Scan, etc.

The following medical clinic rotation opportunities are available to each athletic training student:

- Orthopedic
- Neurology
- Abdominal
- Oral and Maxillofacial

SURGICAL ROTATION

- **Orthopedic Associates of Kankakee, S.C.**
- **Provena St. Mary's Hospital**
- **Riverside Healthcare**

Each student is required to observe three (3) surgeries while in the ATEP. These three surgical interactions must occur during the second and third year in the ATEP. Surgical schedules will be posted weekly within the McHie Athletic Training Room as well as by e-mail with information regarding time, location, surgeon, and the procedure to be performed. Students are responsible for personal research and study to prepare for this experience.

The athletic training student is required to view a large variety of surgical procedures. The following surgical observation opportunities are available to each athletic training student:

- Oral and Maxillofacial
- Otorhinolaryngology
- Neurology (Spine)
- Cardiology/Thoracic
- Abdominal
- Orthopedic

EMERGENCY MEDICINE ROTATIONS

- **Provena St. Mary's Hospital**
- **Riverside Healthcare**

Each athletic training student is required to complete a rotation within the following settings:

- EMS/Paramedic Ride-a-long
- Emergency Room

ALLIED HEALTH LECTURE SERIES

The ATEP Allied Health Lecture Series has been developed to incorporate planned exposure to medical professionals in the community. These medical professionals shall be associated with Orthopaedic Associates of Kankakee, Riverside HealthCare, and Provena St. Mary's Hospital. Sponsored lectures will take place throughout the semester covering the NATA Educational Competencies (orthopedics, general medical conditions, emergency medicine, nutrition, etc.). The lectures will take place on- or off-campus and may be included as part of a required course. Attendance is required unless prior arrangements have been made with the Program Director.

PORTFOLIO

A student program portfolio will be kept on file in the Program's Director's office for each athletic training student. Your personal folder will be kept confidential and contain a collection of material that will be distributed to you prior to your graduation. Each folder is yours to view at any time. The following items will be maintained in your folder:

1. Program Application
 - a. Technical Standards
 - b. Acceptance Letter
2. Health Care Forms
 - a. Annual TB test
 - b. Hepatitis B vaccination
 - c. Current physical
 - d. Completed OSHA documents
3. Clinical Education
 - a. Hours Time Sheets
 - b. Final Proficiencies
 - c. Mastery Evaluations
4. Written Material
 - a. Written Examination results
 - b. Projects/Case Studies
 - c. Research Papers
 - d. Power Point Presentations
 - e. Clinical Modules
 - f. Internship Notebook
 - g. Resume
5. Practical Examination results
 - a. Written documentation

- b. CD-ROM documentation
6. Curriculum
- a. Progression sheets
 - b. Graduation Checks
7. Performance Evaluation Forms

ONU COUNSELING AND CAREER CENTER

The ONU Counseling and Career Center present to all our seniors a workshop regarding resume preparation, job searches, and interview skills. Educational competencies within EXSS 481 and EXSS 495 also supplement this workshop. For an appointment to review your resume and to answer other career questions, please contact:

Mary Anderson, Director
ONU Counseling and Career Center
815-939-5243
E-Mail: MAnderso@olivet.edu
Website: <http://ccservices.olivet.edu/>

APPENDIX

**Olivet Nazarene University
Athletic Training Education Program
Student Athletic Trainer
2016 Tuberculin Skin Test Update**

All athletic training students are required to submit this tuberculin form every year prior to beginning their clinical rotations. This completed form must be on file in the Program Coordinator's files at least two weeks prior to the Fall clinical assignment.

Name: _____ SID # _____ / _____ / _____
(Please type)

Immunization: Record the date of action preceding the status of the disease. Student must demonstrate immunity for the following:

TUBERCULOSIS

_____ Tuberculin skin test (Mantoux-PPD injected intradermally)/2 step Mantoux:

Step 1: (6/99 or after) _____ Result _____

Step 2: (6/99 or after) _____ Result _____

_____ OR Chest X-ray done for clinical record of TB:

Result _____

_____ OR Documented severe or markedly positive reaction test

Signature (Medical Personnel)

Date

(Print Name/Title)

(Phone)

(Street Address)

(City)

(State)

(Zip Code)

TB Annual Reviewal.doc

Clinical Supervision Policy
Student Agreement

Each clinical site that a student is assigned to must have a supervisor present at all times. The following is taken from the CAATE standard and guideline for clinical supervision:

- J1.** The athletic training curriculum must include provision for clinical experiences under the direct supervision of a qualified ACI or CI (see Section B) in an appropriate clinical setting.
 - J1.1** ACI or CI must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.
 - J1.2** The ACI or CI must consistently and physically interact with the athletic training student at the site of the clinical experience.

ATEP Student

I, _____ as a **student** of the Athletic Training Education Program at Olivet Nazarene University, understand the above Clinical Supervision Policy for any ACI or CI. I agree to inform the ATEP administration if improper supervision occurs at the clinical site that I am at.

Student Signature

Date

ATEP Student Traveling Policy

I have read, understand and agree to abide by the policies set by the ONU ATEP when traveling with an athletic team ppg. 39-41.

Student Signature

Date

**Olivet Nazarene University
Athletic Training Educational Program**

Behavioral Standards – Letter of Agreement

The following ATEP behavioral standards are required of all students enrolled in the program:

Standard 1: BE RESPECTFUL AND COURTEOUS TO OTHERS

- Demonstrate respect to everyone that you come into contact with
- Listen before you talk
- Communicate directly and honestly in all situations
- Recognize and appreciate individual differences

Supportive Scripture

1 Samuel 30.11-15

Acts 20.31,36-38 giving of yourself and reap the rewards.

Matthew 7.12 do to others as you would have them do to you.

Standard 2: BE A POSITIVE INFLUENCE AND ROLE MODEL

- Consider others before yourself
- Be positive in word and deed
- Demonstrate by example
- Display interpersonal behavior and appearance, which reflects well on the program, University and the individual
- Be a trustworthy individual

Supportive Scripture

Matthew 5.13

Proverb 3.5-6

Standard 3: BE A T.E.A.M. PLAYER (Together Everyone Achieves More)

- Demonstrate good judgment in all areas of your life
- Be a problem solver (search for solutions)
- Demonstrate the T.E.A.M concept
- Take initiative and be proactive (anticipate when things will need to be done)

Supportive Scripture

Nehemiah 4.16

Exodus 21.1ff

Standard 4: DEMONSTRATE PROFESSIONALISM

- Be a responsible and dependable individual
- Always wanting and willing to learn more
- Committed to providing a learning environment that facilitates and fosters learning
- Treat the Athletic Training Room and equipment with respect
- Demonstrate an understanding and follow the Athletic Training Education Program policy and procedures

Supportive Scripture

Proverbs 12.3 real success comes only when you do what is right.

Genesis 43.9 accepting responsibility is difficult, but it builds character and confidence.

Proverbs 12.1, 10.8, 23.12,21.11

Proverbs 13.14

I, _____, have received the Olivet Nazarene University Athletic Training Education Program Behavioral Standards and understand that these standards are expected of me at all times. These standards will be included as part of my evaluation.

Athletic Training Student

Date

Program Director, ATEP

Date

Olivet Nazarene University

Athletic Training Education Program

Code of Conduct – Letter of Agreement

1. Students are expected to represent Olivet Nazarene University, the Athletic Training Education Program and the Athletic Department in a professional, responsible and respectful manner at all times.
2. Students are expected to schedule personal activities and other outside job requirements around their athletic training assignment. The Athletic Training Education Program is considered an academic choice and a professional preparation program, and therefore should be a priority outside of academic courses.
3. Each student athletic trainer will be given a team/clinical assignment each semester. An assignment to a team requires attendance at practices and home games (away games are an option for upper classmen) and requires a minimum of 10 hours per week.
4. Students unable to attend a practice, competition or scheduled clinic coverage are expected to find a replacement and to notify their Clinical Instructor of attendance conflicts **at least 24 hours in advance**.
5. Unexcused tardiness and absenteeism will not be tolerated. If unavoidable circumstances arise, notifying your Clinical Instructor in the form of a phone call is required and expected. If no notification is received, disciplinary action will be taken according to established policies.
6. Students are expected to attend all meetings requested by the faculty/staff of the Athletic Training Education Program. These meetings are **mandatory** unless otherwise stated or excused by the Program Director.
7. Students are expected to adhere to the established dress code.
8. Policies and procedures for the Athletic Department and Athletic Training Education Program are to be reviewed and followed by each athletic training student.
9. Students are expected to enforce all rules of the athletic training room(s) with their athletes/teams.
10. Maintain a clean, orderly athletic training room, work area, and practice area. Keep in mind this is a health care facility.
11. Universal Precautions as established by department policy and OSHA regulations will be followed for the treatment of open wounds and exposure to bodily fluids.
12. Student athletic trainers will keep an accurate record of all experience hours.

13. Confidentiality of all medical records and matters regarding athlete care will be maintained at all times (see ATEP Policies - Confidentiality). You will at no time discuss or reveal the nature or content of this information with anyone outside of appropriate medical staff (team physicians, staff ATC's, nurses, emergency personnel).
14. All treatment decisions, injury follow-up and physician referrals will be discussed with your Clinical Instructor daily.
15. As an athletic training student, you are considered an extension of the medical profession and as such your behavior and attitude must reflect that. You are expected to respect all coaches, athletes, physicians, administrators and other medical professionals regardless of your own personal feelings or opinions.
16. Discretion must be upheld when in a social situation with athletes and teams.
17. As an athletic training student, you are expected to follow the Ethical Principles outlined by the National Athletic Trainers' Association for all athletic trainers. (see National Athletic Trainers' Association-Code of Ethics)

I have read and understand the above code of conduct and understand the consequences of violating this code.

Athletic Training Student

Date

Olivet Nazarene University
Athletic Training Education Program
DISCIPLINE POLICY AGREEMENT

A code of ethical behavior and conduct has been developed to insure the professional behavior of athletic training students. The following suspension and expulsion criteria will be used to monitor unprofessional behavior and misconduct infractions of athletic training students. The following criteria will be used when considerations are made for program acceptance, team/travel assignments, and suspension or expulsion from the Athletic Training Education Program (ATEP).

Minor Infraction (minimum of 1 point each)

- Violating the ATEP Code of Ethics.
- Arriving to assignment late or leaving early without making prior arrangements with the supervising Athletic Trainer.
- Improper dress in athletic training room and/or in clinical assignments.
- Not completing designated tasks in assigned sport or activity.
- Failure to do fair share of work in the athletic training room (set-up/breakdown, record keeping, treatments, rehabilitation, sanitation of facilities and equipment, hydration).
- Failure to submit required documents at the request of the Program Director or Clinical Coordinator (excused absence form, hours log sheets, internship contract, medical documentation, clinical check lists, and certifications).
- Misuse of Athletic Training equipment or facilities.
- Failure to attend an advising appointment (with advisor, Program Director, Clinical Coordinator, or Clinical Instructor), majors' meeting, or in-service training.

Major Infraction (minimum of 2 points each)

- Use of tobacco, alcohol, illegal drugs, or other banned/illegal substances while representing the Athletic Training Education Program or visibly bearing the ONU Athletic Training logo or its likeness while in an establishment or gathering serving alcohol.
- Missing a contest, practice, or clinical assignment without permission from the supervising Athletic Trainer.
- Unprofessional conduct while representing the ONU Athletic Training Education Program.
- Theft or dishonesty, falsification of records, plagiarism, or academic dishonesty.

The following consequences are for the accumulation of infractions as an Athletic Training student:

- 1 point Verbal warning
- 2 points Written warning into file
- 3 points Suspended from all clinical experiences for three weeks
- 4 points Suspended from all clinical experiences for four weeks
- 5 points Suspended from all clinical experiences for five weeks
- 6 points Suspended from all clinical experiences for six weeks
- 7 points Expelled from the ONU Athletic Training Education Program

Any ATEP faculty member or clinical instructor can file infraction reports with the Program Director. Points are recorded for misconduct, inappropriate behavior, or unprofessional conduct while in the ATEP. Increased number of infraction points will be applied according to the severity of the infraction. The Program Director will review cumulative code infractions at the end of each academic semester and at the time of each infraction. The student will receive a written notification of the infraction(s) and the applicable sanction(s). This notification will be placed in the ATEP file and copied to their supervising Athletic Trainer.

Because of an increased visibility in the intercollegiate, clinical, and high school settings, athletic training students are highly recognized and identified. This demands higher levels of professional conduct because the student is also held accountable for the codes of conduct at their specific facility (ONU Athletic Department and affiliate sites). Affiliate sites may impose additional and more stringent sanctions for code-of-conduct violations. The ATEP will strictly support these sanctions.

I, _____, have received the Olivet Nazarene University Athletic Training Education Program Discipline Policy, understand that I am to adhere to this policy at all times, and that there are infractions imposed for violating this policy.

Athletic Training Student

Date

Program Director, ATEP

Date

**ONU ATEP
Probation Policy Acceptance**

Student Probation

A student may be placed on a probation status for one semester due to the following reasons:

- Overall GPA drops below a 2.5 at the end of the semester
- Accumulation of 4 points due to accumulation of infractions
- Student shows excessive lack of desire to be part of the ATEP (scores below acceptable on two clinical evaluations)
- Fails to complete required information to maintain retention
- Fails to complete the necessary academic requirements for progression within the ATEP

A student will have one semester while on probation to clear up any matter that caused the probation. If after the probation semester the student does not rectify the situation he/she will be removed from the program. Students will have the ability to appeal any decisions by the Program Director concerning removal from the ATEP. Clinical experience assignment during the probation period will be at the discretion of the Program Director and Clinical Coordinator.

The following student will be placed on probation:

The following will be set in place to assist the student

I understand the social and academic responsibilities that exist within the Athletic Training Education Program. I understand the reason for my probationary period and the ramifications if I do not rectify the situation.

I have had a chance to discuss and ask any questions concerning the stipulations that exist during the probationary period. I understand and accept the requirements that will be expected of me during this probationary time.

Athletic Training Student

Date

Program Director

Date

Olivet Nazarene University
Athletic Training Education Program
2016 – 2017 Student Handbook

Acknowledgment of Athletic Training Education Program

I, _____, have been given the Olivet Nazarene University ATEP 2016 – 2017 Student Handbook. All policies and procedures were presented to me and I was given the opportunity to ask questions for verification of these policies. By signing this form I agree to abide by such policies and procedures.

Signature _____ Date _____
(Athletic Training Student)

Signature _____ Date _____
(Program Director, ATEP)

Please submit this completed form by August 24, 2016.