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Contact Information

Athletic Training Faculty

Kristine Ensign, PhD, AT
Lecturer
Director, Professional AT Program
Office Phone: 740.593.9497
Cell Phone: 612.749.3129
ensign@ohio.edu

Chad Starkey, PhD, AT, FNATA
Professor
Coordinator, Division of Athletic Training
Director, Post-Professional AT Program
Office Phone: 740.593.1217
Cell Phone: 740.707.4582
starkeyc@ohio.edu

Dustin Grooms, PhD, AT
Assistant Professor
Office Phone: 740.593.0130
groomsd@ohio.edu

Laura Harris, PhD, AT
Associate Clinical Professor
Dublin Campus
Office Phone: 614.593.5644
harris12@ohio.edu

Michele Kabay, PhD, AT
Assistant Clinical Professor
AT Clinical Director
Office Phone: Kabay@ohio.edu

Jeff Russell, PhD, AT
Assistant Professor
Office Phone: 740.593.4648
Jeff.russell@ohio.edu

Janet Simon, PhD, AT
Assistant Professor
Office Phone: 740.597.1876
simonj1@ohio.edu

Sports Medicine Department Clinical Staff

John Bowman, Med, AT
Director of Sports Medicine Services
Office Phone: 740.593.2866
bowmanj@ohio.edu

Annika Bailey, MS, AT
Staff Athletic Trainer
Office Phone: 740.593.1206
ludewig@ohio.edu

Ryan Bohn, MS, AT
Staff Athletic Trainer
Office Phone: 740.593.0547
bohn@ohio.edu

Kelly Hockenberger, MS, AT
Staff Athletic Trainer
Office Phone: 740.593.7786
hockenbk@ohio.edu

Chris Miller, MS, AT
Staff Athletic Trainer
Office Phone: 740.593.1195
millerc8@ohio.edu

IMPORTANT
All academic communication via email MUST be sent to and from your Ohio University email address
## Contact Information

<table>
<thead>
<tr>
<th>Graduate Assistant ATs</th>
<th>Clinical Placement</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneventano, Jennifer</td>
<td>Meigs High School</td>
<td><a href="mailto:jb974316@ohio.edu">jb974316@ohio.edu</a></td>
</tr>
<tr>
<td>Biello, Nicholas</td>
<td>Federal Hocking High School</td>
<td><a href="mailto:nb311116@ohio.edu">nb311116@ohio.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
<td>Brazalovich, Philip</td>
<td>ICA Baseball</td>
<td><a href="mailto:pb932716@ohio.edu">pb932716@ohio.edu</a></td>
</tr>
<tr>
<td>Bryan, Alexandra</td>
<td>SHAPE Clinic</td>
<td><a href="mailto:ab016415@ohio.edu">ab016415@ohio.edu</a></td>
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<tr>
<td>Buckley, Sean</td>
<td>Hocking College</td>
<td><a href="mailto:sb543171@ohio.edu">sb543171@ohio.edu</a></td>
</tr>
<tr>
<td>Carter, Kenlynn</td>
<td>ICA Football</td>
<td><a href="mailto:kc765151@ohio.edu">kc765151@ohio.edu</a></td>
</tr>
<tr>
<td>Compton, Sammi</td>
<td>Thomas Worthington High School</td>
<td><a href="mailto:sc184417@ohio.edu">sc184417@ohio.edu</a></td>
</tr>
<tr>
<td>Dattilo, Aaron</td>
<td>Columbus Crew</td>
<td><a href="mailto:ad210115@ohio.edu">ad210115@ohio.edu</a></td>
</tr>
<tr>
<td>Doblik, Lauren</td>
<td>Hilliard Bradley High School</td>
<td><a href="mailto:ld077916@ohio.edu">ld077916@ohio.edu</a></td>
</tr>
<tr>
<td>Fink, Alivia</td>
<td>ICA Field Hockey</td>
<td><a href="mailto:af706817@ohio.edu">af706817@ohio.edu</a></td>
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<tr>
<td>Haggerty, Adam</td>
<td>Lancaster High School</td>
<td><a href="mailto:adam.haggerty.atc@gmail.com">adam.haggerty.atc@gmail.com</a></td>
</tr>
<tr>
<td>Handley, Tara</td>
<td>Athens High School</td>
<td><a href="mailto:th178115@ohio.edu">th178115@ohio.edu</a></td>
</tr>
<tr>
<td>Hayes, Reece</td>
<td>Club Ice Hockey</td>
<td><a href="mailto:rh752316@ohio.edu">rh752316@ohio.edu</a></td>
</tr>
<tr>
<td>Herron, Annabelle</td>
<td>Nelsonville-York High School</td>
<td><a href="mailto:ah957616@ohio.edu">ah957616@ohio.edu</a></td>
</tr>
<tr>
<td>Holmes, Victoria</td>
<td>Alexander High School</td>
<td><a href="mailto:vh389516@ohio.edu">vh389516@ohio.edu</a></td>
</tr>
<tr>
<td>Hooton, Darby</td>
<td>SHAPE Clinic</td>
<td><a href="mailto:dh617017@ohio.edu">dh617017@ohio.edu</a></td>
</tr>
<tr>
<td>Hurford, Neil</td>
<td>Grove City High School</td>
<td><a href="mailto:nh643816@ohio.edu">nh643816@ohio.edu</a></td>
</tr>
<tr>
<td>Lorence, Mallory</td>
<td>Marietta College</td>
<td><a href="mailto:ml157317@ohio.edu">ml157317@ohio.edu</a></td>
</tr>
<tr>
<td>LoRusso, Michael</td>
<td>Southern High School</td>
<td><a href="mailto:ml355617@ohio.edu">ml355617@ohio.edu</a></td>
</tr>
<tr>
<td>Manfresca, Emily</td>
<td>Trimble High School</td>
<td><a href="mailto:em688611@ohio.edu">em688611@ohio.edu</a></td>
</tr>
<tr>
<td>McCarron, Gillian</td>
<td>ICA Softball</td>
<td><a href="mailto:gm32417@ohio.edu">gm32417@ohio.edu</a></td>
</tr>
<tr>
<td>Meyers, Chelsey</td>
<td>ICA - Wrestling</td>
<td><a href="mailto:cm465015@ohio.edu">cm465015@ohio.edu</a></td>
</tr>
<tr>
<td>Munson, Emily</td>
<td>Miller High School</td>
<td><a href="mailto:em660517@ohio.edu">em660517@ohio.edu</a></td>
</tr>
<tr>
<td>Nance, Sarah</td>
<td>Vinton County High School</td>
<td><a href="mailto:sn373916@ohio.edu">sn373916@ohio.edu</a></td>
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<tr>
<td>Ngor, Aaron</td>
<td>SHAPE Clinic</td>
<td><a href="mailto:an705316@ohio.edu">an705316@ohio.edu</a></td>
</tr>
<tr>
<td>Parcell, Brandon</td>
<td>ICA - Football</td>
<td><a href="mailto:bp682115@ohio.edu">bp682115@ohio.edu</a></td>
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<tr>
<td>Poirier, Alessandra</td>
<td>Central Crossing High School</td>
<td><a href="mailto:ap549515@ohio.edu">ap549515@ohio.edu</a></td>
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<tr>
<td>Powell, Kylie</td>
<td>Pickerington Central High School</td>
<td><a href="mailto:kp650215@ohio.edu">kp650215@ohio.edu</a></td>
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<tr>
<td>Preston, Ryan</td>
<td>Crooksville High School</td>
<td><a href="mailto:rp283116@ohio.edu">rp283116@ohio.edu</a></td>
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<tr>
<td>Price, Alyssa</td>
<td>ICA-Soccer</td>
<td><a href="mailto:ap271716@ohio.edu">ap271716@ohio.edu</a></td>
</tr>
<tr>
<td>Rivas, Veronica</td>
<td>Wahama High School</td>
<td><a href="mailto:vr151817@ohio.edu">vr151817@ohio.edu</a></td>
</tr>
<tr>
<td>Sares, Elizabeth</td>
<td>Club Sports</td>
<td><a href="mailto:es106716@ohio.edu">es106716@ohio.edu</a></td>
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<tr>
<td>Spataro, Michelle</td>
<td>Marietta College</td>
<td><a href="mailto:mks08515@ohio.edu">mks08515@ohio.edu</a></td>
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<tr>
<td>Thompson, Kyle</td>
<td>Lancaster High School</td>
<td><a href="mailto:kkt04516@ohio.edu">kkt04516@ohio.edu</a></td>
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<tr>
<td>Trzyna, Victoria</td>
<td>Wellston High School</td>
<td><a href="mailto:vtt668515@ohio.edu">vtt668515@ohio.edu</a></td>
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<tr>
<td>Wene, Anthony</td>
<td>Gahanna Lincoln High School</td>
<td><a href="mailto:aw136912@ohio.edu">aw136912@ohio.edu</a></td>
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<tr>
<td>Yeh, Hannah</td>
<td>ICA Track &amp; Field</td>
<td><a href="mailto:hy950016@ohio.edu">hy950016@ohio.edu</a></td>
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<tr>
<td>Zarnick, Courtney</td>
<td>N/A</td>
<td><a href="mailto:cz240816@ohio.edu">cz240816@ohio.edu</a></td>
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</tbody>
</table>
Program Mission

Mission Statement
The Ohio University Athletic Training Program centralizes our students’ intellectual, professional, and personal development through mentored education and service to the campus and community. With research as the foundation, the program instills evidence-based clinical practice with an emphasis on medically underserved and emerging practice settings.

Tag Line
Preparing exceptional athletic trainers through mentorship, service, and research

Program Goals & Objectives
The Program’s goals and objectives are to:
1. Mentor and prepare students for evidence-based clinical practice.
   A. Demonstrate the ability to incorporating EBP concepts into patient care decisions.
   B. Use critical-thinking skills in conducting physical examinations and be able to develop appropriate intervention plans, and make proper referrals when necessary.

2. Actively involve students in providing health care services to medically underserved populations.
   A. Identify the challenges of providing AT services to a medically underserved population and execute strategies to overcome these obstacles.

3. Foster students’ intellectual development through research focused education.

4. Instill the Foundational Behaviors of Professional Practice
   A. Professionally communicate with patients, parents, coaches, and other health care professionals.
   B. Abide by high professional standards and the AT profession’s code of ethics
Program Admissions

Students enter Ohio University as pre-majors in athletic training. The first year introduces students to the athletic training profession through coursework and clinical observation. Students are allowed to apply into the program at the end of their first year as a pre-major. Admission decision is based on academic performance, affective characteristics, professional references, and clinical observation conduct. The number of students admitted into the program is determined on a space-available basis. Not all students that apply to the Program will be admitted; due to Program size, number of applicants, etc qualified applicants may be turned down. Final admission decision is the Program Director's responsibility.

Pre-Major Applicant Admission Process

1. Complete pre-athletic training courses with no less than a “C” in any 1000-level AT course.
2. Maintain a minimum cumulative GPA of 2.5.
3. Eligible for BIOS 1700 & 1705 by their sophomore year.
4. Earn ~30 credit hours by the end of spring semester.
5. Documentation of athletic training clinical observations in AT 1002 and completion of clinical observation objectives.
6. Must meet the Americans with Disabilities Act (ADA) technical standards for the program.

Application Process

1. Students must submit their Program application by the specified due date. The application will be distributed during the spring semester in AT 1002. The application includes an essay, two letters of recommendation, and current DARS.
3. Students must hold current CPR/AED certification, in accordance to BOC standards, prior to their first clinical experience.
4. An on-campus interview may be conducted with the athletic training faculty to make admission decisions.

Transfer Student Admission Process

The program may accept transfer students from other institutions. The decision is based on the applicant’s academic performance, letters of recommendation, and an on-campus interview and current program enrollment.

Application Process

1. Apply to, and be accepted by Ohio University.
2. After successful admittance into the University, complete and submit the Transfer Student Application found on the program website, which includes an essay and three letters of recommendation.
3. Students must hold current CPR/AED certification, in accordance with BOC standards, prior to their first clinical experience.
5. Submit syllabi for athletic training-related coursework completed to date. In some cases, syllabi for other science-related coursework may be needed in order to ensure proper transfer of credits.
6. Transfer students must meet the Americans with Disabilities Act (ADA) technical standards for admission found in this document.
## Academic Program

The course of study below should be followed. Deviations from the sequence must be approved by the academic advisor.

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<td>BIOS 3010 Human Anatomy</td>
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<td>PHYS 2002 Intro to Physics &amp; Lab</td>
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<td>BIOS 3015 Human Anatomy Lab</td>
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<td>PSY 1110 or 2110 Statistics</td>
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<td>PHYS 2001 Intro to Physics &amp; Lab</td>
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<td>AT 3100 Orthopedic Appliances</td>
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<td>AT 3300 Evidence-Based Practice</td>
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<td>AT 4921 Senior Practicum</td>
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<td>EXPH 4160 Resistance Training</td>
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<tr>
<td></td>
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<td>Tier II</td>
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<tr>
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<td><strong>Total</strong></td>
<td><strong>9-18</strong></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</tbody>
</table>
The graphic above depicts the components responsible for the synthesis of knowledge into competent professional clinical practice.
Ohio University Students are expected to conduct themselves in a professional manner at all times. Honesty and respect towards fellow students, student-athletes, coaches, preceptors, licensed athletic trainers, physicians, athletic department personnel, officials, and faculty must be demonstrated at all times. Unprofessional conduct will not be tolerated. Violation of the Athletic Training Code of Conduct will result in disciplinary action. Students must follow the policies and procedures described in this document and abide by the Ohio Athletic Training Practice Act, the NATA Code of Ethics (regardless of membership status), the BOC’s Standards of Professional Practice, and adhere to the College and University’s Code of Conduct.

Students must download, read, and save the following documents, which are considered a part of this manual:

- Ohio University Student Code of Conduct
  
  - [http://www.ohio.edu/judiciaries/conduct_policy.cfm](http://www.ohio.edu/judiciaries/conduct_policy.cfm)

- Ohio Practice Act
  
  - [http://otptat.ohio.gov](http://otptat.ohio.gov)

- NATA Code of Ethics
  
  - [http://www.nata.org/codeofethics](http://www.nata.org/codeofethics)

- BOC Standards of Professional Practice
  

Failure to Comply with the Policies and Procedures

Failure to comply with the Code of Conduct and/or the Policies described in this document will result in one of the following disciplinary actions at the discretion of the Program Director and/or University Legal Council. These infractions will become part of your permanent record.

**Level I**: Minor transgressions of the Program’s policies. A policy violation form will be completed and returned to the program director and the clinical coordinator. Appropriate points will be deducted from AT practicum courses for each Level I policy violation. Violations which occur at clinical placements may result in temporary suspension from that placement. Examples of infractions: Tardiness to clinical assignments, inappropriate clinical attire, inappropriate classroom behavior, failure to complete minimum weekly clinical engagement hour requirement, etc.

Three Level I policy violations in a single semester or a cumulative total of six over the duration of the program will result in a student being placed on probationary status for the rest of the semester and the next academic semester (does not include summer semester). A behavioral contract will be signed by the student, program director, and clinical coordinator. If a student receives a Level I policy violation while on probation the student may be dismissed from the program.

**Level II**: Failure to achieve a passing grade (letter grade of C) in AT classes and misconduct that does not rise to a Level III violation at a clinical site (i.e. social media contact with patients, social media posting which violates HIPAA, class disruption) will result in a Level II policy violation. Level II policy violations may result in immediate probationary status for the rest of the semester and the next academic semester (does not include summer semester).

If a student receives a Level I or Level II policy violation while on probation the student may be dismissed from the program.

**Level III**: Violation of the Standards for Professional Practice or Ohio State Practice Act, severe ethical breaches, or compromising patient health and well-being will result in a Level III policy violation. Level III policy violations will result in dismissal from the program or referral to student judiciaries or professional authorities when applicable.
**Interpersonal Relationships**

Per the Ohio Athletic Training Practice Act and Ohio University policy, athletic trainers, including athletic training students, must avoid placing themselves in a romantic, sexual, or social relationship with individuals who supervise them or who they provide care for, including faculty, administrators, coaches, athletes, and patients.

**High Schools**

Athletic training students shall not be involved in a sexual or social relationship with students, coaches, parents, preceptors, teachers, or administrators at his or her assigned high school. Violation of this policy shall result in the immediate removal from the site, possible suspension of program, possible expulsion from Ohio University, and possible criminal action if the high school student is not of the age of consent. At the discretion of Ohio University Legal Council, a complaint may be filed with the Ohio Occupational Therapy, Physical Therapy, and Athletic Training Board.

**Intercollegiate Athletics and Club Sports**

Relationships, including inappropriate or excessive socialization, between undergraduate students assigned to Ohio University Intercollegiate Athletics or Club Sports and Ohio University Intercollegiate or Club Sports student-athletes are strongly discouraged. At no time shall a student be involved in a consensual relationship with an athlete whose medical care he or she is responsible for.

If a student becomes involved in a relationship with an Ohio University student-athlete, the athletic training student must immediately inform the head AT/preceptor and the Clinical Coordinator. If a determination is made that the relationship may compromise the health care of the student-athlete, the student may be reassigned to safeguard the student-athlete. This decision is made at the discretion of the head AT/preceptor and the Clinical Coordinator.

If there is sufficient credible evidence that this policy has been violated, the student will be removed from the clinical site and dismissed from the Program. If warranted, a complaint will be filed with the Ohio Occupational Therapy, Physical Therapy, and Athletic Training Board.

**Relationships with Graduate Assistant (GA) Athletic Trainers**

Relationships, including inappropriate or excessive socialization, between GA athletic trainers and students who the GA supervises and/or evaluates are prohibited. If a GA becomes involved in a relationship with a student, the GA must immediately inform the Clinical Coordinator, regardless if there is not currently a supervisory relationship. This will prevent the student from being assigned to the GA.

If sufficient evidence is made that a GA has violated this policy and not informed the Clinical Coordinator, he or she will be removed from the clinical site and dismissed from the Program.
Progressing Through the Program

The major is a selective and intense three year professional preparation program that synthesizes classroom, laboratory, and clinical education. Athletic training courses must be successfully taken in sequence. Students are required to successfully complete a minimum of two and a half years of clinical education.

Scheduling

The Degree Audit Reporting System (DARS) forms are available from your Student Portal or academic advisor. Students with double majors may receive more than one DARS; multiple minors should also show on the DARS. After referring to the Program curriculum, consult the online course offerings to see which classes are offered each semester. Do not assume that all classes are offered every term. Communicate with your advisor and pay particular attention to the prerequisites for the classes to prevent a delay in graduation. A professor has no obligation to “permission slip” a student into a course. Prerequisites will be strictly enforced for AT courses.

Instructors are not expected to add anyone who has not met University and Program requirements. Students are expected to coordinate your class schedules with your clinical assignment. No course should end after 2:00pm without the prior approval of the Program Director. Following registration, submit the final copy of your schedule to the Program Director.

Academic Standards

Once admitted into the Program, students must maintain a minimum cumulative 2.5 GPA each term and must pass all AT classes with a grade of “C” or better.

- If you fail to maintain the minimum of a 2.5 GPA you will be placed on program probation. While on probation you may have limited clinical opportunities at the discretion of the Program Director.
  - A one-semester grace period will be granted to remedy the academic deficit. Failure to resolve the academic issue will result in suspension from the program. Students who are suspended from the program must reapply for program admission at a later date.
- Failure to receive a “C” in an AT course will require that you retake the course the next time it is offered; this may delay your graduation for up to one academic year.
- A passing grade in a prerequisite course must be achieved prior to enrollment in a more advanced course.
- Sophomore & Junior Practicum: If you fail to receive a ”C” or better in a practicum course (AT 2921, 2922, 3921, or 3922), you will be suspended from the Program, this may delay your graduation. You may not enroll in the next Practicum course in the sequence, until this deficiency is remedied.
- Senior: AT 4921 is a summative clinical experience. Students must earn a ’C’ or better. Max repeat for Senior Practicum is 4 credit hours (2 semesters).
AT 4921 Exception

AT 4921 Senior Practicum can be taken either fall or spring semester during the student’s “senior” year in the program. Students who are non-traditional may opt to combine senior practicum with AT 4910 Internship course. A non-traditional student, for the purposes of the athletic training program, is defined as a student who is considered a senior (determined by credit hour standards per the university) by the time they complete AT 3921. If a student is considered a senior after AT 3921 and will be able to complete all other required AT course work by the end of the spring term, they can combine both AT 4910 and AT 4921 in the summer term and graduate at the end of the term. AT 4921 must be taken either during the fall or spring semester for all other students. AT 4921 and AT 4910 cannot be combined during the fall and spring semesters. This exception must be approved by the program director permission will be required to register for summer AT 4921.

In order to combine these two classes, the student will complete required AT 4921 materials during their AT 4910 internship. This includes but is not limited to CIPs and any research papers assigned to AT 4921. Failure to meet the standards of AT 4921 will result in a failing grade in AT 4921 and require the course to be completed again.

It is important to note that graduating in August comes with post-graduate and employment consequences. Students interested in attending graduate school will in most cases have to wait to start until spring semester or the following academic year. Additionally, because of the degree conferral timeline, students will not meet BOC requirements until mid-September at the earliest. This will possible delay employment opportunities as most traditional athletic training positions begin in August.
Additional Program Expenses

Participation in the program includes expenses that are not incurred by the general Ohio University student population. The program makes every attempt to decrease associated expenses; the following is a summary of these program-specific costs:

**Fees**
- CPR/AED Certification: cost varies
- $75 (OH) NATA Student Membership; or
- $120 ATrack Membership

**Transportation**
Students will be required to complete at least two off-campus clinical rotations, 1 semester each academic year. Students are responsible for their transportation arrangements and costs. To offset these expenses, students may have the option of carpooling with other students or their preceptors. Students are responsible for ensuring and coordinating their transportation to their clinical sites.

**Clothing**
Students may be provided with appropriate game attire, but should anticipate the need to purchase other articles of professional clothing at personal cost. Clothing must be neutral, Ohio University, or the clinical site's logo attire.

**Vaccinations & Tests**
The required Hepatitis B, negative TB Skin Test (PPD test), MMR, adult tetanus vaccination (Tdap, Td or dT) may be covered by your personal or school health insurance and can be performed at OHIO's Campus Care.

**Student Professional Liability Insurance**
Students are required to purchase professional liability insurance prior to the start of your clinical internship (AT 4910). Healthcare Providers Service Organization (HPSO) provides students professional liability insurance at a rate of ~$38.00 per year. Rates will vary depending on several factors including; state of residency, additional certifications/licenses, etc.
Institutional and professional scholarships are available to students who wish to apply. These are sponsored either by the Athletics Department, the University, the College, or the School. Scholarships specific to the School of Applied Health Sciences and Wellness can be obtained by completing the FAFSA in January prior to the start of the school year and turning all relevant/requested information to Ohio University's Financial Aid Office. More information can be found at: ohio.edu/financialaid/

There are also NATA, GLATA, MAC, and OATA scholarships. Students have to be nominated by the athletic training faculty or staff for many of these, and student membership in the organization is often required.

Specific Athletic Training Scholarship Information

Charles “Skip” Vosler Athletic Training Leadership Award: This award, endowed in 2005, recognizes the contributions of Charles “Skip” Vosler and his assistants. From 1971 to 1997, Vosler served as Ohio University’s head athletic trainer and shaped the nationally recognized athletic training major. The award recognizes an outstanding athletic training student who has demonstrated excellence in the classroom and leadership as a student athletic trainer while maintaining high ethical and professional standards. Must hold NATA membership and have a minimum GPA of 3.3.

Robert W. Sutton Athletic Training Scholarship: Established in recognition and memory of Robert W. Sutton, who earned a master’s degree with a concentration in athletic training from Ohio University in 1980, and to honor his dedication to helping others as an athletic trainer. Awarded to an undergraduate athletic training major who has demonstrated academic merit, a strong desire to enter the athletic training profession upon graduation, and exceptional ability to learn hands-on athletic training techniques. Must have minimum GPA of 3.0.

Paul G. Miller Scholarship: The Paul G. Miller Scholarship is to be awarded to full-time, degree-seeking students enrolled in or accepted for admission to the University and the Athletic Training Program; with a cumulative GPA of at least 3.25. Financial need will be considered for this scholarship.

James G. Burkhouse Memorial Scholarship: Established by Dale Burkhouse, a graduate of Ohio University’s athletic training program in honor of his father, James G. Burkhouse. Awarded to a junior athletic training student who has demonstrated excellence in academic and clinical experience. Must have a minimum GPA of 3.0.

Jim and Suzi Wycoff Athletic Trainers Scholarship: This scholarship is in Memory of Ray and Jeanne Lacey Wycoff and is awarded to a full-time undergraduate athletic training student.

Dr. Phillip J. Woodworth Endowment for an Athletic Trainer: This scholarship is awarded to a student athletic trainer who works with intercollegiate athletics.

AI Hart Award: Presented to student athletic trainers who demonstrate excellent academic achievement and athletic training skills.
Program Meetings

In-service meetings are presented to the program to provide insight into various aspects of the broad field of sports medicine. These will be announced in advance and generally scheduled for the evening and/or weekend. In-services are mandatory.

Traditionally, there is a program meeting scheduled for the evening before classes begin each fall semester. Other meetings will be scheduled as needed. Program meetings are mandatory.

If you miss an in-service or Program meeting you must submit proof of emergency to the Program Director in writing within 24 hours of the event. If you miss a Program meeting for an unexcused reason, a Policy Violation form will be completed to document the offense and kept in your permanent student file. You will not be allowed to begin your clinicals until you have received and reviewed the information presented at the required meetings.
Additional Expectations

Classroom Attendance and Behavior
Instructors develop their own attendance policies that are communicated through the course syllabus. The Program expects proper and prompt attendance for all scheduled courses. You represent the Division of Athletic Training in all of your courses. We expect that you always demonstrate professional integrity, respect, and behavior at all times.

Academic examinations are handed back to students for the purpose of reflective learning. It is an egregious act of misconduct for students to redistribute exams to other peers or share test information. Any suspected acts will be referred to Ohio University Judiciary.

Classroom Technology Policy
The use of cell phones (i.e., texting, playing games, Facebook, etc.) during class lecture and laboratory is strictly prohibited. Students may not record lectures (video or audio) without the instructor’s permission.

The use of computers/tablets is permitted during class at the discretion of the instructor. The viewing of non-academic sites during class or lab time is prohibited.

Violation of this policy can result in dismissal from the class, an unexcused absence, and/or a policy violation, at the discretion of the instructor.

Social Media
Students are expected to continue to maintain patient confidentiality even in the spirit of self-expression through social media. Inappropriate use of social media involving your responsibilities or privileges as an Athletic Training Student will not be tolerated.

Please keep in mind everything that you decide to share through social media is public. Although social media is a component of your private life, keep in mind that you are still representing our Program, the University, and the profession of athletic training. Many people within our field have access to these online networks and maybe viewed by other professionals and potential employers.

If any distasteful means or inappropriate behaviors are displayed or shared through your social media you are subject to disciplinary action or expulsion from the Program at the discretion of the Program Director.

Email Communication
All email communication with faculty, staff, preceptors etc. must be done through students’ OHIO email accounts. All email communication should be done in a professional manner.
Clinical Education

The clinical education course sequence is designed to provide students with the opportunity to synthesize and apply what is learned in the classroom and laboratory on a patient population. Through both observation and participation, students will have the opportunity to experience and participate in the practice of athletic training. To different degrees, students will be involved in injury prevention, management, and rehabilitation of orthopedic injuries including exposure to general medical conditions and emergency care with the clinical sites you are assigned. Students will have the opportunity to provide health care services for practice and game situations and may have the opportunity to travel to away events under the direct supervision of a preceptor.

As a Pre-Athletic Training major, you will be oriented to the profession and the role that an AT holds within the health care framework. You will be exposed to the daily procedures of the athletic training facility and assist with some athletic training tasks. These experiences form the basis for your remaining three years. This first year is considered an “observation year” as part of the program requirements.

After being admitted into the program, students are required to accumulate clinical experiences in a variety of clinical settings under direct supervision of a preceptor over a minimum of 2 and a half academic years. Students are responsible for keeping an accurate record of your experiences. Clinical experiences will be logged into ATrack. ATrack is required in order to keep record of your clinical work for each practicum course. Evaluations, student information/profile, including completed trainings and certificates, or related clinical documents will be kept on this system. Clinical experience time and case logs must be verified by your preceptor, totaled, and submitted by the first Practicum meeting of each month or by the designated time provided by the Clinical Coordinator. Any new additions or requirements for ATrack will be made known to the student and can be made at any time during the academic year. All requirements provided must be met in order to successfully pass practicum.

Clinical Assignments

Clinical education assignments will be made in advance to permit students to plan course schedules and, when appropriate, plan early returns over winter, spring, and summer breaks. Assignments are the responsibility of the Clinical Coordinator in consultation with the Professional Program Director. All clinical assignments are tentative and subject to change at any time. All 2nd year students will be required to complete a summer/fall preseason or winter intersession clinical experience (unless already completed during 1st year in the program). While enrolled in the Program, students will have a practicum placement and continue to be engaged in clinical education. Students must be registered in a practicum class in order to be engaged in a clinical experience.

Clinical rotations are designed to provide students with experience within a variety of different settings and patients. Clinical experiences must include, but are not limited to: Individual and team sports, patients of different sexes, adult and adolescent ages, and non-sports based patient populations. All students are required to obtain the majority of all clinical experiences under the direct supervision of preceptor who is an AT. Students will obtain these experiences through rotations within intercollegiate athletics, high schools, physician's offices, hospitals, clinics, club sports, and non-traditional settings. Students will complete a minimum of two rotations in a high school. Students will be off campus at least once a semester every academic year.
Preseason
All 2nd year students will be **required** to complete a summer/fall preseason or winter intersession clinical experience (unless already completed during 1st year in the program). Students will be assigned a preseason or intersession with advanced notice. Students are to ensure their availability during the entire preseason/intersession assignment as this is a Program requirement. Students are expected to complete an immersive preseason. Preseason hours will not count toward semester hour requirement. Assignments will be graded and recorded with their practicum class. Summer/fall preseason clinical work assignments with be included with the Fall semester practicum grades. Winter intersession clinical work assignments will be included with the Spring semester practicum grades.

Students will be responsible for coordinating their housing and transportation during the preseason/intersession period. Currently, only Ohio University ICA football provides preseason students with housing.

Clinical Experience Hours
Students are expected to engage in appropriate levels of clinical engagement. As such the following expectations will be held:

All students must be engaged each week of clinical education. **Within an academic semester (Weeks 1 through 15) students are expected to complete a minimum of 200 hours with a maximum of 400 hours.**

The academic semester consists of the 15-week period of classes. Clinical engagement is not required during final exam week. Students must have at least one day off per 7-day period. A week is defined as Sunday through Saturday.

If a student's clinical placement will not allow for the student to achieve the minimum number of hours, the student must identify and contact another preceptor (approved preceptors are on the contact list in this manual) to see if they can complete additional hours at their site. If a student believes they will be short hours for the semester, they should contact preceptors no later than week 11 of the semester. Preceptors are not required to accommodate any requests.

**Failure to complete the minimum hours over the course of the academic semester may result in a failure of the associated AT practicum class and as a result the student will not be able to take requisite courses, delaying graduation.**

CPR/AED Certification
Current CPR/AED certification, in accordance with BOC standards, is required for all students participating in clinical education. The certification must remain current while participating in clinicals. Students must possess and are responsible for maintaining a copy of their certification. Any change or new certifications must be provided to the Clinical Coordinator.
Clinical Education

Athletic Training Clinical Site Policies
The following is provided by the AT program, to supplement the established policies at your clinical site.

1. A preceptor will directly supervise all students, at all times.
2. Maintain accurate treatment logs and other medical documentation.
3. Complete assigned tasks in an appropriate and timely manner.
4. Maintain HIPAA and FERPA standards, respecting the right of confidentiality of the patients and their medical conditions.
5. Use the proper channels to communicate with your preceptor. Provide prompt notification for any schedule changes or tardiness etc.
6. Using OSHA guidelines, practice standard precautions and maintain excellent sanitary conditions.
7. Obtain approval for all treatments from preceptor. Never leave a patient unattended during a treatment. Clinical skills must be taught by the Preceptor or learned in the academic classes prior to application in the clinic.
8. Students are required to attend scheduled clinical education assignments as per preceptor’s discretion, this is including, but not limited to, holiday breaks, vacations etc. The student and the preceptor will discuss the schedule accordingly. Outside activities shall not interfere with the student’s clinical schedule. Clinical education assignments are part of your academic practicum class.

Emergency Action Plans
Students will receive a preseason site orientation given by the preceptor. The orientation will familiarize the student with the established Policies & Procedures and emergency action plans for each facility you are assigned, prior to or at the start of the rotation. Emergency action plans are venue-specific and describe conditions and circumstances that create challenges not usually seen in standard emergency responses. In the event of an emergency, follow the procedures designated by your athletic training facility and/or venue. You should also carry a list of emergency phone numbers and contacts to assist in any emergency.

Bloodborne Pathogen Training
All students are required to complete blood-borne pathogen training each year prior to potential risk of exposure (ie. clinicals). Students will be completing this training through the CHSP online system. The Clinical Coordinator will provide the information to the student to complete the training. Training must be completed by the designated timeline/prior to the start of fall semester clinicals. Failure to complete the training will result in a grade penalty in the practicum class and withholding the student from attending their clinicals. See appendix B for a detailed post-exposure plan.

Student Travel
Supervision requirements established by the Commission on Accreditation of Athletic Training Education (CAATE), the Board of Certification (BOC), the Ohio Athletic Training Practice Act, and Ohio University’s Athletic Training Program tightly stipulate continuous supervision requirements for students engaged in clinical education. Students are prohibited from traveling with a team unless accompanied by an AT.
Communicable Diseases
As a student you may be exposed to various communicable diseases during your clinical assignments. If you contract one of these diseases, regardless of the source, contact your preceptor and Clinical Coordinator and request permission to not attend your clinical experience until the symptoms are reduced. You must verify your illness with a physician's note. Communicable diseases include but are not limited to:

- Influenza
- Mononucleosis
- Strep Throat
- Common Cold
- Conjunctivitis
- Bronchitis

Although you may be excused from your clinical assignment, you may still be required to complete clinical experience duties/assignments once you recover from your illness to compensate for the time missed. Please discuss with your Preceptor if you will need to make up missed time and confirm with the Clinical Coordinator.

Confidentiality
All individuals will adhere to the following policy regarding confidentiality. Anyone failing to adhere to this policy will be subject to disciplinary action deemed appropriate by the Division of Athletic Training and the Clinical Coordinator. Students have an obligation to all patients, coaches, preceptors, and Ohio University to maintain confidentiality with any patient information they acquire while at their clinical site. Medical information is considered confidential. This includes (but is not limited to) any information about a patient’s medical condition, the management and rehabilitation of any medical conditions, or any information you acquire in the locker rooms, athletic training facilities, physician offices, or any information that is not considered to be public knowledge. No information should be discussed or shared on any social media site or with anyone not directly relating the responsibility of the patient’s care. To comply with HIPPA regulations, you must also not exchange information over email, text, etc., unless you are using a specifically encrypted means of communication. Discussing a general patient’s condition or care within the academic classroom is an acceptable means, as long as you do not discuss any identifying factors related to the patient.

As a health care provider, you will be held to a higher standard and will be trusted with confidential information to act with integrity regarding these matters. The professional rapport you establish with athletes, coaches, physicians, patients, athletic training students, and ATs can be jeopardized by lack of discretion or disclosure of privileged information. See Appendix C for HIPAA Privacy Training.

Relationship to the Student Body, General Public, and Media
You may experience a time where you will be questioned regarding the health or playing status of an athlete. Such information is confidential and is not to be made available to the public. Patient’s family members (including parents) or friends, or any outside source (even if they claim to be a medical professional), other than the assigned medical personnel directly responsible for the patient involved (ie; AT, Team Physician, or EMS). Be courteous and tactful, but DO NOT DISCUSS the health status of any athlete with anyone. Immediately refer these questions to the AT.

Drug Testing Policies
In accordance with Ohio University’s Intercollegiate Athletics (ICA) Department, all athletic department staff, including athletic training students, may be subject to random drug screening. See Appendix D for ICA Drug Testing Policies.
Clinical Education

Dress Code
Students are expected to adhere to the appropriate clinical dress code at all scheduled times while in any of the Ohio University Athletic Training Program clinical settings. Students must maintain a neat and professional appearance in attire and grooming. Be reminded that when wearing the Ohio University Logo you not only represent the athletic training faculty and staff, but also the Program and University, therefore, should act accordingly. If you do not adhere to the dress code, you will be sent home to change and your preceptor will submit a Policy Violation Form to the Clinical Coordinator. If a student is sent home, they are expected to return in a timely manner.

Clinical Education Attire
The following program policies apply:

1. Pants or shorts (no shorter than mid-thigh) should be an appropriate length and be consistent with a professional image. Khaki, blue, and black colors are recommended. JEANS OR LEGGINGS ARE NOT ALLOWED AT ANY TIME.

2. Toe covering shoes must be worn at all times. Sandals, flip-flops or open-toed shoes are not acceptable (in accordance with OSHA Standards). It is not advised that high heels be worn during your clinicals. Snow boots, galoshes, and platform heels are prohibited.

3. Hats with the Ohio University logo or school logo to which you are assigned are acceptable at outdoor practices, but are not to be worn in the athletic training facility.

4. No logos of other professional, collegiate, or high school teams are to be worn while at your clinical site. Writing should either be the Ohio University, Athletic Training, or your assigned site’s logo. Neutral colors are considered most professionally appropriate.

5. Clothing and shoes must be neat, clean, and professional (i.e., no holes, wrinkles, frays).

6. Maintain proper attire at all times while representing the Ohio University’s Athletic Training Program, this includes tucking in shirts and physical appearance should be clean, neat and professional. A belt is recommended.

7. Do not wear your Ohio University Athletic Training attire in places or situations that would be professionally inappropriate.

8. With the exception of outdoor preseason events, gym shorts, sweat pants, wind pants etc. are prohibited.

9. Athletic Training Students are functioning as healthcare professional and must continue to present themselves in a clean and sanitary condition in order to conduct undisruptive patient care. Athletic Training Students must not be offensive in odor, including but not limited to wearing excess amount of colognes/perfumes, body odor etc.

Jewelry/Hair Styles Etc.

1. Excessive face, neck, wrist, skin, and finger jewelry/piercings are not conducive to a safe working environment, nor does it exhibit a professional appearance. Long hair should be pulled back appropriately as not to interfere with the patient’s care or other clinical tasks. All hair, including facial, should be clean and neatly groomed.

2. Students assigned to an intercollegiate setting are subject to the athletic department or individual team policies on dress and hair (including facial hair).

3. Fingernails must also be kept trimmed and clean. Long nails are not conducive in maintaining sanitary conditions while providing healthcare services.

4. If tattoos are visible, they must not be offensive or derogatory in nature. At the discretion of the Preceptor, Athletic Director, or Clinical Coordinator, you may be asked to cover you tattoos.
## Clinical Education

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Clinical Education

Attendance

Absence from a Clinical Assignment

Clinical education is a class (housed in the AT practicum courses). If a clinical experience is missed for any unexcused reason, the preceptor will submit a Policy Violation Form to the Clinical Coordinator and will result in a Level I policy violation. Family emergencies will be handled on a case by case basis. If this situation should arise it is the student’s responsibility to inform your preceptor and the Clinical Coordinator as soon as possible.

For anticipated absences from a clinical assignment, you must complete a Request for Leave of Absence form. This form must be submitted to and approved by their preceptor and then submitted to the Clinical Coordinator for approval a minimum of one week before the scheduled absence. Both approved and declined requests will be kept in the student’s academic file. Failure to follow the appropriate procedures/timeline will result in filing a Level I policy violation. In the event that a request for leave of absence is denied, and the student is absent, the student will receive a Level I policy violation.

Tardiness

You are expected to report on time to the events of your assigned clinical site. If class attendance is required during regularly scheduled practice times you must report immediately after class is finished. If you are late to a clinical experience for any unexcused reason the preceptor can submit a Policy Violation Form to the Clinical Coordinator and result in a Level I policy violation (Appendix E). Please communicate any anticipated changes in schedule or tardiness to the Preceptor immediately.

Religious Holiday Policy

Upon request, students will be excused from their clinical education in observance of a religious holiday, but may be required to make up the time missed. Students must complete a Request for Leave of Absence form a minimum of one week before the scheduled absence. This form must be submitted to their preceptor and then submitted to the Clinical Coordinator for approval. All requests will be kept in the student’s academic file.

Extracurricular Activities Policy

Outside employment, club sports, intramural activities, sorority/fraternity activities, etc. are not prohibited, but cannot interfere with your clinical experiences. Special arrangements and/or special scheduling considerations will not be made for any extracurricular activities. Students are permitted to participate in intercollegiate athletics, with an appropriate agreement between the student, coach, and Program Director.

Inclement Weather

As an athletic training student you will be exposed to various weather conditions during your clinical experiences. The following extreme weather conditions may result in the cancellation or postponement of practices and/or games:

- Mandatory Ohio University or school closings due to inclement weather.
- Rain storms in which thunder and lightning are present.
- Environmental conditions which present an immediate unsafe condition such as tornado warnings.
Internship

The purpose of the clinical internship is to integrate the knowledge and skills from classroom and clinical education and apply it in a potential career setting. This experience will assist in developing autonomy, refining professional behaviors, and gaining the confidence required for professional practice. An off-campus internship site must be selected. Internships should be completed during the fall of your senior year, depending on your remaining academic requirements. If you are not able to complete the internship during the fall, there is a summer course offering. Students must be in good Program standing (i.e., no probationary or suspension status).

Internship Requirements:

• Internships must be at minimum 8 weeks in length. A week is considered to be engagement at the clinical site for at least four days of the week. Failure to complete at least four days will result in the week not counting.

• Internships must be completed with a preceptor who is a licensed healthcare provider.

• 1 credit hour = 20 hours of experience, this formula should be used to calculate the correct number of credit hours to register for AT 4910

• 9 credit hour internship = 180 hours (~22 hours/week)

• Students must be enrolled in AT 4910 during the term in which they are completing the actual internship experience. This is College-based Clinical Affairs Policy.

• The internship must be completed by the last day of the term and all assignments turned in the day before final grades are due.

• A Clinical Affiliation Agreement must be signed and on file prior to the start of any clinical internship experience.

• Student must be enrolled in AT 4910 prior to the start of their internship and must have submitted all supporting documentation required by the Program or clinical internship site (i.e., HSPO insurance, HIPAA and BBP training if expired or about to expire, etc.).

• AT 3922 Practicum IV and AT 3300 Evidence-based practice in AT must be successfully completed (‘C’ or better) in order to enroll for clinical internship.

• Students should have a clinical internship placement finalized and contract in place prior to the end of the spring semester in order to complete the internship in the summer. Students not meeting this deadline by the end of the spring semester date, will be required to take their internship during a different term.

The general objectives of the internship are:

• Develop independent thinking and decision-making skills

• Expand clinical knowledge and hands-on patient care skills

• Refine the interpersonal skills and attitudes necessary for effective patient care interaction and communication

• Promote the continued development of self-evaluation and clinical problem-solving skills

• Facilitate clarification of career objectives

• Facilitate the transition from the role of student to health care provider
**Internship**

**Process for securing a clinical internship:**

1. Obtain academic clearance for the internship from the Program Director (see Clinical Internship Clearance Form).

2. The student must develop a set of professional/personal goals and objectives that you plan to gain from your internship experience. (Completed on the Internship Clearance Form).

3. Review and search for potential sites (Spring-sophomore through Fall-junior years).
   a. At least 2 sites must be selected no later than April 1st (Spring Sophomore Year). A final site must be selected by October 1st (Fall Junior Year). This will allow time to coordinate setting up a contract/ensuring the student has a site confirmed for their internship.
      i. If a site is not selected by the provided deadlines, the students will receive a grade penalty in the practicum course and may be advised to postpone their internship start date.
   b. Sites must be approved by the Clinical Coordinator prior to correspondence with the sites.
   c. Contact approved site(s) about clinical internship opportunities. Initial contact must be made in writing (email) to document evidence of the interaction.
      i. **The Clinical Coordinator must be cc'ed on all email correspondence.**
   d. The offer and acceptance of a clinical internship position must be in writing (for verification).

4. Once the Clinical Coordinator has approved the site and the site has accepted the student, the required site information must be emailed to the Clinical Coordinator: site supervisor name, credentials, phone number, email, fax number, address, and finalized start/end dates of the internship.

5. The Clinical Coordinator and Clinical Affairs Office will send the site supervisor/facility the affiliation internship site agreement and a signed copy must be on file prior to the start of internship.

6. Register for 9-18 credit hours of AT 4910. See the Clinical Coordinator to obtain a permission slip. Students must be enrolled in AT 4910 during the term in which they are completing the actual internship experience.

7. Credits registered for the course must align with the actual contact hours completed at the clinical site. (9 credit hours = 180 contact hours completed (over a minimum of 8 weeks)). Students will not be allowed to register for more/less credits than actual hours completed.

8. Provide documentation of professional liability insurance (HPSO) prior to the start of your internship.

9. Provide documentation of current CPR/AED certification in accordance with BOC standards.

10. The student will be notified in writing from the Clinical Coordinator when all items are completed and the internship is approved to commence. The student cannot begin their internship unless they have received written clearance from the Clinical Coordinator.

**Misc. Expenses**

Any expenses required by the clinical venue will be the responsibility of the student to pay, ie clinical apparel, required training, student online system portal for clinical site (Cleveland Clinic), etc.

- There are several states that charge the University additional fees for students completing internships within their jurisdiction. These sites will not be able to be used.
Internship

Affiliation Agreements
The Division of Clinical Affairs within the College of Health Sciences & Professions is required to negotiate a formal written agreement with each internship site. Once the contract has been signed, it is an ongoing agreement until the designated contract expiration date, unless one party wishes to terminate prior to the contract end date. The agreement must be in place prior to the start of the internship. A copy of the agreement is available upon request.

Student Responsibilities
While you are completing your clinical internship, you are responsible for completing assignments, as per the course syllabus (AT 4910) turned into the Clinical Coordinator by the assigned deadlines. These assignments include but are not limited to: Typhon requirements, case and time logs, posted weekly journal entries, an evaluation of your clinical internship site, self-evaluation, case study, and student final evaluation completed by the preceptor. See course syllabus for exact/updated details.

On site supervision
An employee of the internship site will be designated to supervise the internship experience. The supervisor and student will both benefit from establishing a professional relationship characterized by openness and mutual respect. In the event that problems exist between the student and the internship supervisor, the Clinical Coordinator must be notified before failure becomes a probability so that discussions can be initiated regarding solutions and alternatives.

Personal Conduct and Ethical Behavior
Each internship site will have standard operating procedures related to personal conduct and behavior. Students are responsible for adhering to established policies and procedures of the clinical internship site, including the Ohio University Athletic Training Program, and the Ohio University Student Handbook while at the clinical internship site.

Termination of Internship
If circumstances warrant, the internship site supervisor and/or the Clinical Coordinator may terminate the experience and/or affiliation at any time. Depending on the nature of termination, the student will either receive an incomplete or failing grade for AT 4910.

Student Professional Liability Insurance
Students are required to purchase professional liability insurance prior to the start of your clinical internship. For example, Healthcare Providers Service Organization (HPSO) provides athletic training students professional liability insurance at a rate of ~$38.00 per year for Ohio AT student residents. Rates will vary and will depend on several factors, including your state of residency, if you hold any additional certifications/licenses, etc. Once you have obtained coverage, a PDF copy, including your zip code of the address you used when purchasing your HSPO insurance, must be immediately emailed to the Clinical Coordinator. Proof of coverage must be on file prior to the start of the clinical internship. Internship sites will be provided policy information upon request.

Contact Information:
Healthcare Providers Service Organization (HPSO)
159 E. County Line Road
Hatboro, PA 19040-1218
Phone: 1-800-982-9491
service@hpso.com
www.hpso.com
Grievances

The Ombudsman’s Office is a resource for informally resolving grievances and other issues of conflict and serves in many capacities, including acting as mediators, facilitating discussion, advising you on how to write an effective letter, and helping to bring your concern to appropriate authorities.

Student grievances regarding grades are addressed by the “Grade Appeals” policy listed in the “Academic Policies” section of this handbook. If you need assistance in understanding the grade appeals process or in preparing a grade appeal, contact the Office of the Ombudsman, 501 Baker Center. The office will be able to be of greatest assistance if you make contact early in the process.

Student grievances regarding on-campus employment are addressed by the Student Employment policy (20.110) of the Ohio University Policy and Procedures Manual. For information on this grievance procedure, contact the Office of Student Financial Aid and Scholarships, Chubb Hall 020, 740.593.4141.

Written, signed complaints by students filed with the offices of the President, the Provost and/or the Vice President for Student Affairs are anonymously recorded in a student complaint log that is maintained in the office of the Vice President for Student Affairs in accordance with the North Central Association of Colleges and Schools Commission on Institutions of Higher Education.

Grade Appeals

This section is taken directly from the Faculty Handbook (Section IV Academic Activities) Revised September 2012.

- “The instructor assigned to a class has full responsibility for grading, subject to the appeal process described in this section. In unusual circumstances (e.g., death, incapacity, or indefinite inaccessibility of the instructor) the departmental chairperson is responsible for the final grade, subject to appeal by the student to the dean as described in this section.”

- “A student appealing a grade must make a concerted effort to resolve the matter with the instructor of the course. Failing such a resolution, the student may appeal the grade to the department chair or school director. The chair/director must attempt a resolution acceptable to both the student and the instructor but does not have the authority to change the grade. The department chair or director may enlist departmental grievance procedures to assist in resolving the grade appeal at the departmental level. If the resolution at the departmental level is unsuccessful within the semester following submission of the grade and the student wishes to appeal, the chair/director shall forward the appeal to the dean of the college for action. If the chair/director is the instructor, the student appeals directly to the dean.”

- “In cases not involving academic misconduct, the burden of proof for a grade change is on the student. If the dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. If the dean concludes that sufficient grounds do exist for an appeal, the dean shall appoint a faculty committee of five members to consider the case. If a majority on the committee decide that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal. In appeal cases in which the dean is the instructor, the role of the dean will be assumed by the Provost. In those appeal cases involving courses taught by faculty from more than one college, the Dean of University College will review the appeal and, if necessary, appoint the appeals committee.”

- “In cases of academic misconduct both the student and teacher must document their allegations and refutations in writing, including and supporting material (e.g. copies of the student’s work, copies of other materials used but not referenced in the student’s work, etc.) relevant to the case. Such written evidence will be reviewed in accordance with the grade appeal process followed by the college or unit.”
Ohio University's Professional Athletic Training Program is a rigorous and intense program that places specific physical, cognitive, and emotional demands on its students. An objective of this program is to prepare graduates to enter a variety of employment settings and to provide care to a wide spectrum of individuals engaged in physical activity. The technical standards established by the program identify the essential qualities considered necessary for students to meet the academic, clinical, and job-related demands. All students admitted to the program must meet the following abilities and expectations. In the event that a student is unable to fulfill these technical standards, with or without reasonable accommodation, admission into the program will not be granted.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC examination. It is the student’s responsibility to note ongoing compliance with the technical standards.

Candidates for selection to the program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to record physical examination results and a treatment plan clearly and accurately.
5. The capacity to maintain composure and continue to function well during periods of high stress.
6. The perseverance, diligence, and commitment to complete the program as outlined and sequenced.
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.
10. Negative Tuberculosis skin test (PPD).

Candidates for selection into the program will be required to verify that they understand and meet these standards or that they believe that with certain accommodations, they can meet the standards. Situations may arise where a student’s ability to meet the technical standards must be reassessed (e.g., following significant injury or illness). The Office of Institutional Equity will evaluate a student who states that she/he could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

I have read and understand the technical standards of the Professional Athletic Training Program.
Appendix B: Exposure Incident Information

Exposure Incident Checklist

Employee:
- First Aid – wash exposed area with water or soap and water
- Report the Incident to Your Supervisor – immediately or as soon as possible
- Seek Medical Attention – the Occupational Health Clinic or other licensed healthcare professional
- Complete Incident Report Forms – working with your supervisor

Supervisor:
- Complete Incident Report Forms – working with the employee
  - Ohio University Incident Report Form
  - BBP Exposure Incident Worksheet (on next page)
  - Needlestick Report Form – if applicable
- Submit Incident Report Forms:
  - To Workers Compensation Office within 1 working day
  - To the OHC or the employee’s licensed health care professional
- Inform EHS (593-1666) and the OHC (593-4747) of the exposure incident
- Source Material – work with EHS and the Occupational Health Clinic, within the confines of applicable regulations to:
  - Identify the source material
  - Identify the source individual

Occupational Health Clinic
- Provide Medical Evaluation to Employee – if applicable
- Provide Relevant Medical Information to the Employees’ Healthcare Professional – if applicable
  - All medical records, which are relevant to treatment of the exposed employee (i.e. the record of HBV vaccination).
  - Any information available about the source material in the exposure incident, for which the university has proper consent to share.
- Source Material – working with the supervisor and EHS
  - Obtain any necessary consent from the source individual for testing
  - Maintain documentation of consent or non-consent
  - Arrange or perform any testing of source material or source individuals and ensure laboratory testing is performed by an accredited laboratory
  - Disclose testing results to the employee and their healthcare professional, as allowed by law.
- Provide a copy of the health care professional’s Written Opinion to the employee.

EHS
- Provide necessary paperwork to the health care professional, if it is not the OHC.
  - A copy of the federal regulation 29CFR1910.1030, with emphasis on paragraph F.
  - Copies of the forms found in this appendix.
- Work with the supervisor and the Occupational Health Clinic to:
  - Document the incident
  - Provide necessary information to the healthcare provider
- Identify the source material
Appendix B: Exposure Incident Information

Bloodborne Pathogens – Exposure Incident Worksheet

Supplemental Evaluation of Incident – Attached to the Incident Report Form and send to Workers Compensation at 121A HRTC.

Please print legibly

Employee’s Name_________________________________________Date__________________

Location of Exposure Incident_____________________________________________________

List any procedures being used and any equipment or devices being used at the time of the exposure incident:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What potentially infectious material were you exposed to?
____________________________________________________________________________
____________________________________________________________________________

What was the route of exposure, e.g. mucosal contact, contact with skin, percutaneous, etc.?
____________________________________________________________________________
____________________________________________________________________________

Describe any personal protective equipment, devices, or systems in use at the time of exposure incident:
____________________________________________________________________________
____________________________________________________________________________

Did the personal protective equipment fail? _________ If “yes”, how? _____________________
____________________________________________________________________________
____________________________________________________________________________

Identify the source of the potentially infectious material
____________________________________________________________________________

Other pertinent information _______________________________________________________
____________________________________________________________________________
Appendix B: Exposure Incident Information

Instructions For The Evaluating Medical Professional

______________________________, an employee of Ohio University, may have suffered an exposure incident as defined in the OSHA Bloodborne Pathogens Standard. In accordance with the standard’s provision for post-exposure medical evaluation and follow-up, this employee is seeking your evaluation. The following items are included with this form to assist you in your evaluation:

2. A copy of the Exposure Incident Report. Note, this report describes the exposed employee’s duties related to the incident and documents the route of exposure.
3. All medical records concerning the exposed employee including vaccination status, any previous blood tests for the employee or source individual can be requested from Ohio University Occupational Health Clinic (740-593-4747).

After completing the medical evaluation:

1. Inform the employee regarding medical evaluation results, and indicate any appropriate follow-up you deem necessary.
2. Complete the attached written opinion form and send a copy to:

   Occupational Health
   EHS
   University Service Center
   Ohio University
   Athens, OH45701-2979

   CONFIDENTIAL: MEDICAL RECORDS

The copies you send will be maintained as part of the employee’s confidential medical record as defined in the Bloodborne Pathogens Standard. **No other medical information is to be sent to Ohio University.**
Appendix B: Exposure Incident Information

Written Opinion: Post-Exposure Medical Evaluation

After evaluating _____________________________, employee of Ohio University, please assure the following information has been furnished to the employee, and provide your initials besides the following statements:

The Hepatitis B vaccine is /is not recommended for this employee. (circle one)

The employee has /has not received the Hepatitis B vaccine. (circle one)

_________ (initial) The employee has been informed of the results of these medical evaluations.

_________ (initial) The employee has been informed about any medical conditions resulting from the exposure incident of exposure to blood or other potentially infectious materials that require further evaluation and treatment.

All other findings or diagnoses will remain confidential and will not be included in this report.

Thank you for your evaluation of this employee.

________________________ Healthcare Professional’s signature

________________________ Healthcare Professional’s name printed

________________________ Date

The Occupational Health Clinic will provide a copy of this written report to the employee.

Mail this report to:
Occupational Health
EHS
University Service Center
Ohio University
Athens, OH45701-2979

CONFIDENTIAL: MEDICAL RECORDS
Appendix C: HIPAA Privacy Training

This training will introduce you to HIPAA and teach you how to assume your responsibilities as part of a Health Insurance Portability and Accountability Act (HIPAA) compliant organization. Patients have certain rights to privacy and confidentiality – it is your responsibility to help safeguard these rights. Although in many states patients already had certain privacy rights recognized under state law, HIPAA unifies and standardizes these rights and pairs the patients’ rights with responsibilities on the organization’s part to safeguard those rights. In every case if the state law is more stringent, the state law must be followed.

Protected Health Information – PHI
By definition, protected health information includes any information that relates to the health of the individual and can be used to identify the individual. HIPAA is a comprehensive law addressing many components of the business of healthcare. The law was initially developed in 1996 to enable individuals to carry health insurance during the time between their separation from one employer and new employment with a different one, hence the word “portability.” Related provisions were added to it to simplify the business of healthcare delivery and payment, and to guard against fraud and abuse in the healthcare industry. This is the “accountability” portion of the name. This portion of the law is known broadly as “Administrative Simplification.”

The patient has the right to:

- Be informed of organization privacy practices
  - Our organization must gather an outline of our policies into a document called the Notice of Privacy Practices (NPP). Patients are entitled to receive copy of the NPP at their first appointment after April 14, 2003 or within 24 hours if their first contact was electronic (email, fax, telephone etc.) We must make a good faith effort to get a written acknowledgement of their receiving the document or must make a record to that effort.
- Have their own information kept confidential and secure
  - Our organization must take reasonable efforts to keep patients' health information from being distributed to unauthorized persons. This requirement will be more fully explained later.
- Get a copy of their record
  - Patients can ask for, and receive, a copy of their health record. This request should be in writing and the organization has the right to charge a reasonable fee and, in some specific cases, to refuse this request.
- Ask to amend their record
  - Patients can file a written request to correct or amend their health record.
- Ask for special consideration in communication
  - Patients can request, for example, that they not be called at home or not be sent written reminders of appointment.
- Restrict access
  - Patients can request that, except in emergency situations, no one see specific portions of their record without specific authorization.

The patient does not have the right to:

- Keep their health information from being used for treatment, payment, or operations. This ‘consent’ is implied by being treated and cannot be terminated.
- Change or force amendments in the health record. Patients have the right to request amendments, but the organization has the right to refuse to make amendments – as long as the refusal is reasonable.

Each staff member/student must:

- Recognize when he or she is dealing with PHI.
- Be aware of his or her surroundings when he or she is discussing PHI.
- Learn to understand and uphold the rights of the patient.
- Know the identity of the person who is requesting access to PHI – and understand the basis for allowing or denying that request.

Your new responsibilities require a shift in your way of thinking. The following tips may help you protect your patients’ rights:

- First assume that any information you are about to say, read or send is PHI and then evaluate what you plan to do, based on that assumption.
- It is important to be aware of the presence of PHI in your daily work so that, for example, you don’t inadvertently let PHI slip in elevator conversations or allow a glimpse of sensitive documentation in the lunchroom.
- Before disclosing health information to friends or relatives, always check if that is appropriate. It is important to confirm identity of the people before making any disclosure of PHI.
Appendix D: Drug Testing/Education Policy

STUDENT-ATHLETE: DRUG POLICY

Ohio University athletics administrators and coaching staffs expressly condemn the use of banned substances and the abuse of alcohol, as their use may endanger the safety and health of the student-athlete. In an effort to address the problem of substance abuse, ICA has instituted support and educational programs for its student-athletes.

The Assistant AD for Sports Medicine directs the Departmental Substance Abuse Policy.

Program Purpose

The purpose of the ICA drug program is twofold: (a) to prevent the use of banned substances by members of all university athletic teams, and (b) to detect and then to support, educate and rehabilitate those student-athletes who have engaged in the use of banned substances.

Program Implementation

At the beginning of the academic year, the Substance Abuse Policy is presented to all student-athletes. At this time, each student-athlete is asked to sign a form acknowledging that he/she understands the expectations of ICA in this regard.

Ohio Athletics Drug Testing & Education Policy

The Athletics Department will continue its efforts to develop programs to educate student-athletes about potential problems of addiction, identify student-athletes who require assistance, and refer students to effective treatment resources. Part of this effort is ICA’s internal drug-testing program. While it is understood that the testing program is not a final solution for the risks inherent in drug or alcohol abuse, it is a step toward preventing the development of problem behavior. Drug testing provides a health and safety benefit to all student-athletes by deterring banned drug use and supporting student-athletes in their efforts to compete fairly.

In addition to ICA’s program, the NCAA conducts its own drug testing program. The NCAA Drug-Testing Program was created to protect the health and safety of student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances. For more information on the NCAA drug testing program, please refer to ncaa.org or contact the Assistant Athletic Director for Sports Medicine.
Voluntary Disclosure / Safe Harbor

Through the Safe Harbor Program a student-athlete may refer himself or herself once for voluntary evaluation and counseling. A student-athlete is not eligible for Safe Harbor after he or she has been informed of an impending test or after having received notification of a positive institutional test or NCAA drug test.

The institution will work with the student-athlete to prepare a Safe Harbor treatment plan which may include confidential drug testing. If the student-athlete tests positive upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the prescribed treatment plan. (The Athletics Director or designee may suspend the student-athlete from play or practice) A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random Impermissible Substance testing by the institution. Student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Athletics Director or their designee, the Assistant Athletic Director for Sports Medicine, and the Head Coach will be informed of the students-athletes request for participation in the Safe Harbor Program. The Assistant Coach(es) may be notified at the discretion of the Head Coach. Other University employees may be informed only to the extent necessary for the implementation of this policy.
Appendix D: Drug Testing/Education Policy

Ohio Athletics Drug Testing Procedures

I. Selection of Individuals to Test
   a. Random: All student-athletes, cheerleaders, and student managers are subject to year-round drug testing and may be randomly selected at any time. Each individual shall sign the Student Drug Testing Notification form prior to his or her initial practice.
   b. Staff Selection: Head Coach/Administrative Staff member may request a student-athlete, cheerleader, or student manager may be specifically selected for testing at any time, given reasonable cause/suspicion. Request must be approved by the supervising AD and the Assistant AD for Sports Medicine.

II. Collection
   a. Evidence of a drug substance will be determined from an analysis of the participant's urine specimen collected by a Certified Athletic Trainer.
   b. Those persons selected for each weekly test will not be notified until the time immediately prior to the collection.
   c. Each person selected must provide at least 30 ml of urine.
   d. A Staff Athletic Trainer will monitor the collection of the specimen, which will then be identified only by a confidential number.
   e. If the initial specimen is incomplete, the individual will not be released until the completion of 30ml of urine has been received. An onsite drug test kit is used to screen. The student-athlete must wait with the staff athletic trainer until the test is confirmed.
   f. In the event of a positive test the student-athlete has the right to have the test confirmed or waive the confirmation and acknowledge positive screen as final results.
   g. For laboratory analysis, the student-athlete must pour contents into the drug test lab vial. The staff athletic trainer will complete paperwork and seal vial. The bagged vial will be replaced into box and shipped Federal Express from University mailroom.

III. Analysis
   a. The laboratory will provide a written analysis to the Assistant Athletic Director for Sports Medicine.
   b. If the specimen vials arrive at the laboratory with the security seal disturbed, the specimen will be discarded and a new specimen will be collected.
   c. All information relative to analysis will be kept confidential and documented without direct identification of the student-athlete.
Appendix D: Drug Testing/Education Policy

IV. Notification of Selection for Random Testing
   a. There will be two (2) randomly-selected testing dates per academic year (one testing per semester).
   b. All drug testing (specimen collection) will be unannounced and usually conducted prior to or immediately after a practice session. No specimen collection will be conducted prior to or after competition.
   c. Random selection will be based on the number of student-athletes per team:
      i. Less than 40 squad members = 1 student-athlete selected every testing period.
      ii. Over 40 squad members = 2 student-athletes selected every testing period.
   d. Student-athletes must provide proper identification (Ohio University ID or driver's license) at the time specimen is collected.

V. Notification of Test Results
   a. The laboratory will use only one vial for the initial analysis.
   b. The laboratory will send all results to the Assistant Athletic Director for Sports Medicine.
   c. If a test indicates a positive result, the Assistant AD will notify the Athletics Director, Sport Supervisor (if not AD), Head Coach and the student-athlete.

Actions as a Result of an ICA Positive Test

First positive/Random Selection:
*Student-Athlete will be required to complete a university-approved counseling and evaluation session and may be required to participate in an educational program. Payment for such programs will be the responsibility of the student-athlete.

*Student-Athlete will be retested approximately 30 days. Date will be determined by Assistant AD for Sports Medicine in consultation with counseling program recommendation. If student-athlete is positive but has shown a marked reduction then the test is considered as improvement and not an additional positive. The student-athlete will continue to be re-tested until they test negative.

If the student-athlete is negative, they are released from the testing program. If positive with similar or increasing levels, this will be considered a second positive with sanctions indicated below.
Appendix D: Drug Testing/Education Policy

Second Positive/Random Selection:
*Student-athlete will be sanctioned as a Level 1- University identified Code B Offense.  Student-athlete will be suspended from 10-25% of athletic contests.  The percent of suspension will be based on the number of NCAA permissible regular season contests.  It will be approved by the Executive Senior Associate Athletics Director and the Head Coach.  Competition suspension will carry over to the following season if necessary.
*The student-athlete will be required to complete a university-approved counseling and evaluation session and may be required to participate in an educational program.  Payment for such programs will be the responsibility of the student-athlete.

*The student-athlete will be tested approximately 30 days.  Date will be determined by Assistant AD for Sports Medicine in consultation with counseling program recommendation.  If the student-athlete is negative, they are released from the testing program.  If the student-athlete is positive but has shown a marked reduction then the test is considered as improvement and not an additional positive.  The student-athlete will continue to be re-tested until they test negative.

*The student-athlete will be placed on probation for a period of one calendar year.  A subsequent Level 1- University identified Code B Offense during the probationary period may result in loss of athletics privileges.  The Executive Senior Associate AD and Head Coach will review each case based on the facts presented.  If parties are unable to agree, the decision of the AD will prevail.

Third Positive/Random Selection:
*The student-athlete will be sanctioned as a Level 1- University identified Code B Offense.  Athlete will be suspended from 50-100% of athletic contests.  The percent of suspension will be based on the number of NCAA permissible regular season contests.  It will be approved by the Executive Senior Associate Athletics Director and the Head Coach.  Athletics suspension will carry over to the next competitive season if necessary.

*The student-athlete will be required to complete a university-approved counseling and evaluation session and may be required to participate in an educational program.  Payment for such programs will be the responsibility of the student-athlete.

*The student-athlete will be retested approximately 30 days.  Date will be determined by Assistant AD for Sports Medicine in consultation with counseling program recommendation.  If the student-athlete is negative, they are released from the testing program.  If the student-athlete is positive but has shown a marked reduction then the test is considered as improvement and not an additional positive.  The student-athlete will continue to be re-tested until they test negative.

Fourth Positive/Random Selection:
*Immediate dismissal from the team and a loss of athletics aid.
Appendix D: Drug Testing/Education Policy

First and Second positive/Staff Selection:
*The student-athlete will be required to complete a university-approved counseling and evaluation session and may be required to participate in an educational program. Payment for such programs will be the responsibility of the student-athlete.

*The student-athlete will be retested approximately 30 days. Date will be determined by Assistant AD for Sports Medicine in consultation with counseling program recommendation. If the student-athlete is negative, they are released from the testing program.

Third positive/Staff Selection:
*Will follow same sanctions as second positive for Random Selection.

Fourth positive for Staff Selection will follow same actions as third positive for Random Selection.

NCAA Drug Testing
Student-athletes are required annually to read and sign the NCAA Drug Testing Consent Form. This form is administered at the annual pre-participation physical examination and kept in the Compliance Office. The NCAA conducts two separate drug testing programs. The NCAA drug tests student-athletes at the NCAA Championships for each sport, Bowl Games for Football. Additionally, the NCAA will conduct drug testing on Ohio University’s campus at least once per year. Eighteen football players will be selected and eight from one other ICA sport. The NCAA will notify the Assistant AD for Sports Medicine 48 hours prior to the drug test on campus. Once the Assistant AD receives the drug test list, he will contact the 26 student-athletes. The student-athletes will be asked to meet with the Assistant AD for Sports Medicine (or designee) the day before the test. Most often, the drug test will be conducted in the Rohr Room, Convocation Center in the early morning hours. Student-athletes must bring a picture ID (school ID or driver’s license).
Appendix E: Policy Violation Form

Policy Violation Form- Clinical Education

Student Name: ________________________________________________________

Preceptor: _________________________ Clinical Site: ________________________

Today’s Date: _________________ Date of Infraction: ________________

Description of Infraction:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Has this been violation been discussed with the student? _____Yes _____No

Has a plan been established to remedy the behavior? _____Yes _____No

If yes please describe plan:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Preceptor Signature (Electronic verified by email)

Please return and EMAIL this form to:
Michele Kabay, PhD, AT - Director of Clinical Education
E173 Grover Center, Phone: 740.593.0935, Fax: 740.593.0289 - Email: kabay@ohio.edu

To Be Completed by the Director of Clinical Education

Action Taken:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Director of Clinical Education Signature  Program Director’s Signature  Student’s Signature
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Appendix F: Request for Leave of Absence form

Request for Leave of Absence

This form is intended for EXCUSED ABSENCES ONLY from your clinical assignment.

Type information into blank spaces provided. Then print form and submit to your Preceptor AND to the Clinical Coordinator AT LEAST one week prior to dates requesting off for approval.

Athletic Training Student:

Name: __________________

Today’s Date: _________

Date(s) Requesting Off: _________

Reason: ____________

Preceptor:

☐ Approved          ☐ Disapproved

Signature: ________________ Date: _______

Clinical Coordinator:

☐ Approved          ☐ Disapproved

Signature: ________________ Date: _______