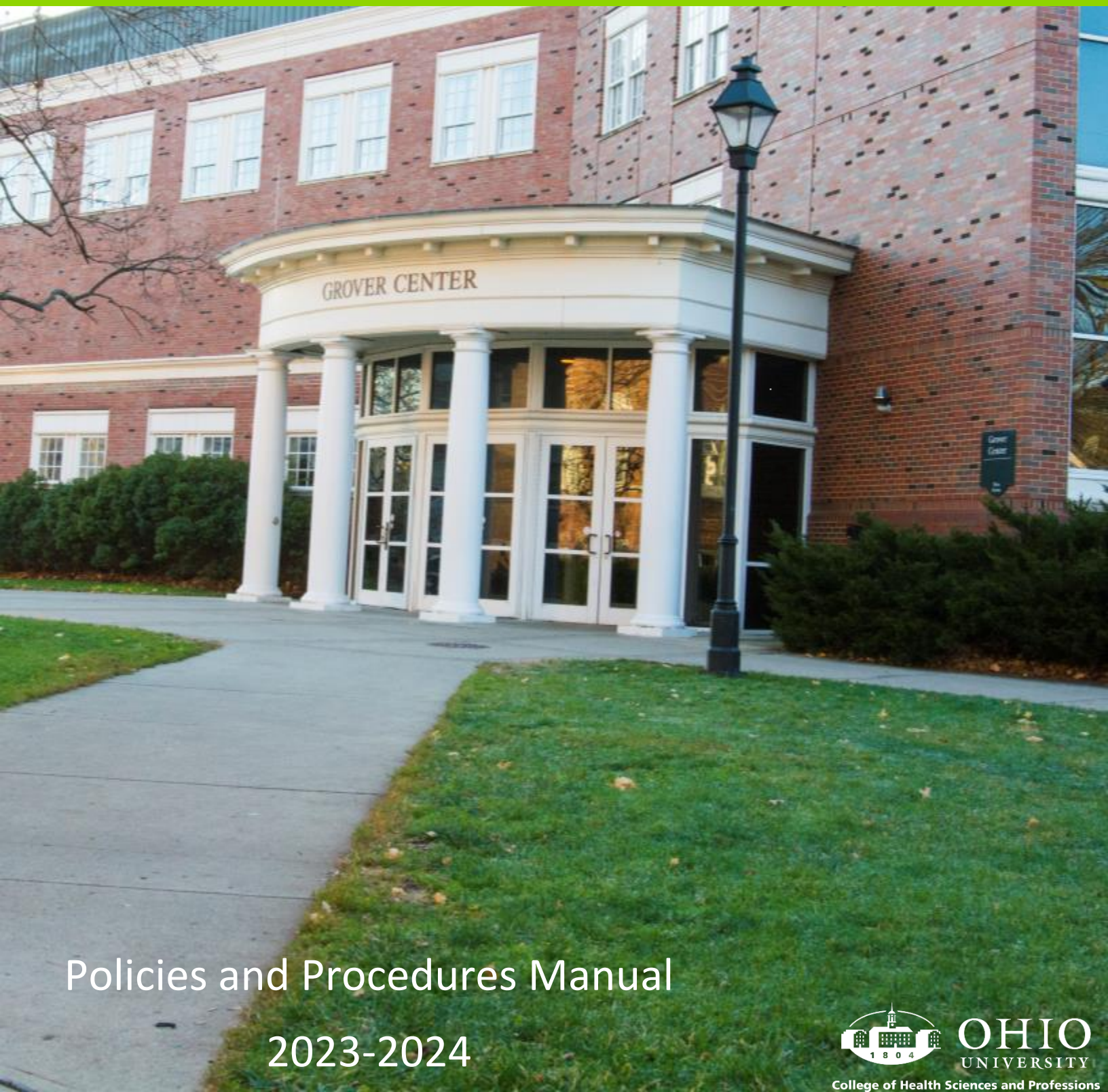


# Ohio University

Division of Athletic Training

Professional Athletic Training Program (MSAT)



Policies and Procedures Manual

2023-2024



**OHIO**  
UNIVERSITY

College of Health Sciences and Professions

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#### **IMPORTANT**

ALL ACADEMIC COMMUNICATION VIA EMAIL  
MUST BE SENT TO AND FROM YOUR  
OHIO UNIVERSITY EMAIL ADDRESS

# Program Mission

## Mission Statement

The Ohio University Professional Master of Science in Athletic Training Program centralizes our students' intellectual, professional, and personal development through mentored education and service to the campus and community. The program uses current research to instill in students the importance of evidence-based clinical practice. There is an emphasis on medically underserved and emerging practice settings.

## Program Learning Outcomes

At the completion of the Professional Master of Science in Athletic Training (MSAT) Program students will be able to:

1. Students will be able to integrate evidence-based medicine into patient-centered care
2. Student will be able to critically analyze the results of a medical history and physical exam in order to develop an accurate diagnosis and effective intervention plan.
3. Students will be able to interpret the results of diagnostic tests in order to deliver an effective intervention plan.
4. Student will be able to assess the challenges of providing AT services to a medically underserved population.
5. Student will be able to execute strategies to overcome the obstacles associated with delivering effective health care to a medically underserved population.
6. Students will be able to demonstrate professional standards that align with the NATA Code of Ethics and the foundational behaviors of professional practice.
7. Students will be able to communicate with patients and other healthcare professionals.
8. Students will be able to foster healthcare team collaboration to provide patient-centered care.
9. Students will be able to demonstrate principles of lifelong learning and ongoing professional development.
10. Students will be able to engage in interprofessional education and collaborative practice

## Ohio University Nondiscrimination Policy

Ohio University does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, ethnicity, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. The following person has been designated to handle inquiries regarding the University's non-discrimination policies, to receive discrimination/ harassment complaints from members of the University community, and to monitor the institution's compliance with state and federal non-discrimination laws and regulations:

Kerri Griffin, J.D.  
Director and Title IX Coordinator,  
University Equity and Civil Rights Compliance  
Office of the Executive Vice President and Provost  
Ohio University  
Lindley Hall 006  
Athens, Ohio 45701  
Voice: 740.593.9140  
Fax: 740.593.9168  
[equity@ohio.edu](mailto:equity@ohio.edu)

For more information about Ohio University's policies prohibiting discrimination and harassment, and for a description of Ohio University's grievance procedures, please visit the webpage for the Office of Equity and Civil Rights Compliance at <http://www.ohio.edu/equity-civil-rights/>

**Ohio University is an equal access/equal opportunity affirmative action university.**

## Program Nondiscrimination Policy

The Professional MSAT Program at Ohio University is committed promoting diversity within the profession of athletic training and to providing equal educational opportunities for all students without regard to race, color, religion, age, national origin, ethnicity, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Educational opportunities include Program didactic, clinical, and supplemental experiences.

## Program Admissions

Students interested in the Professional MSAT Program at Ohio University must meet the admission requirements and complete the following admission process:

### Admission Requirements

- Students must have current proof of immunizations for communicable and other diseases. See Immunization requirement.
- Ohio law mandates criminal records checks for all prospective employees in positions where the individual will be caring for older adults or children. Additionally, a mandatory criminal record check and toxicology screening for all clinical students are standard criteria in affiliation agreements with clinical sites. Therefore, all students are required to obtain a criminal background check and toxicology screening prior to each academic year.

### Applying

Requirements to be considered for *conditional* admission:

1. Bachelor's degree from a regionally accredited institution or equivalent
2. Preferred cumulative GPA of 3.0
3. Prerequisite GPA of 3.0 based upon the program prerequisite topics
  - a. Biology
  - b. Physics
  - c. Chemistry
  - d. Psychology
  - e. Nutrition
  - f. Human Anatomy with a lab
  - g. Human Physiology
  - h. Exercise Physiology
4. GRE only required if cumulative and/or prerequisite GPAs not met. Preferred GRE score of 290 with a preferred writing score of 3.0
5. International students must complete the Test of English as a Foreign Language (TOEFL) (iBT – 70 Composite, Writing 17, all other Section Scores of 15)
6. Two letters of recommendation

### Application Timeline

Applications are reviewed on a rolling basis beginning September 15<sup>th</sup>. Applications are considered on a space-available basis. The admissions process ends when the cohort is filled (maximum 25 students per cohort). Orientation begins each year around August 1. First semester classes begin with the commencement of fall semester.

### Application Procedure – Non-OHIO Undergraduates

To be considered for admission into the Professional MSAT Program the successful candidate will complete or meet the following procedures or criteria:

1. Apply online at [www.atcas.liasoncas.com](http://www.atcas.liasoncas.com)



2. Upload the following onto ATCAS:
  - A. Official transcripts from all institutions attended that include prerequisite courses
  - B. Resume
  - C. Personal statement of professional goals
  - D. 50 hours of observation with an AT or healthcare provider is recommended but not required
  - E. Two letters of recommendation
3. If minimum requirements are met, apply online at [www.ohio.edu/graduate/apply](http://www.ohio.edu/graduate/apply)
  - A. Send GRE scores to the graduate college (if required). Ohio University's Graduate Record Examination (GRE) code is: 1593
  - B. Submit the OHIO application fee of \$50 (\$55 for international students) to the graduate college.
4. Interview with OHIO MSAT admission committee
5. Students offered admissions will need to complete the required items listed in the Conditional Admittance section of the Policy and Procedures Manual

### Application Procedure – OHIO Undergraduates

To be considered for admission into the Professional MSAT Program the successful candidate will complete or meet the following procedures or criteria:

1. Apply online at [www.ohio.edu/graduate/apply](http://www.ohio.edu/graduate/apply)
2. Upload the following documents:
  - A. Official transcripts from all institutions attended that include prerequisite courses
  - B. Resume
  - C. Personal statement of professional goals
  - D. Two letters of recommendation
  - E. Submit GRE scores to the graduate college (if required).
    1. Ohio University's Graduate Record Examination (GRE) code is: 1593
  - F. Submit the OHIO application fee of \$50 (\$55 for international students) to the graduate college.
3. Interview with OHIO MSAT admission committee

Students offered admissions will need to complete the required items listed in the Conditional Admittance section of the Policy and Procedures Manual

### Application Procedure – OHIO Early Assurance Program Students

To be considered for admission into the Professional MSAT Program the successful candidate will complete or meet the following procedures or criteria:

1. Submit the following documents to the Program Director no later than January 15<sup>th</sup>:
  - A. DARS dated after January 1st
  - B. Verification of 50 hours of observation under the direct supervision of an AT
  - C. Letter from AT faculty verifying student has met all expectations of the EAP
  - D. Submit the OHIO application to the graduate college; fees are waived

Students will need to complete the required items listed in the Conditional Admittance section of the Policy and Procedures Manual

### Application Procedure – OHIO Accelerated Graduate Protocol Students

To be considered for admission into the Professional MSAT Program the successful candidate will complete or meet the following procedures or criteria:

1. Must be an Exercise Physiology – Pre-Athletic Training major
2. Completion of at least 88 credit hours including AT 1001, AT 2920, and BIOS 3450, BIOS 3455, EXPH 4140, and EXPH 4145.
3. Has a 3.2 overall or 3.0 overall GPA with 3.5 in the most recent 30 hours; no grades lower than a C in PSY 1010, NUTR 1000, PHYS 2001, CHEM 1210 or 1510, BIOS 3010/3015, BIOS 3450, and EXPH 4140/4145.

4. Apply online at [www.ohio.edu/graduate/apply](http://www.ohio.edu/graduate/apply) no later than January 15<sup>th</sup>.
5. Upload the following the following documents:
  - A. Official transcripts from all institutions attended that include prerequisite courses
  - B. Resume
  - C. Personal statement of professional goals
  - D. Two letters of recommendation
6. Interview with OHIO MSAT admission committee

Students offered admissions will need to complete the required items listed in the Conditional Admittance section of the Policy and Procedures Manual.

## Conditional Admittance Procedure

Prior to being granted full, unconditional admittance to the Ohio University Professional MSAT Program, the following screenings must be complete and meet the requirements as indicated by the Program.

### 1. Self-Disclosures (Appendix A)

Because athletic trainers are entrusted with the care of children and other vulnerable members of society, clinical sites that are affiliated with the Program require that students providing care at said sites are fit to participate in the care of vulnerable patients. To that end, candidates who have been offered conditional admission to Ohio University's MSAT Program will be provide a copy of a self-disclosure statement. This document is intended to be for your personal reflection; the Program does not require a completed copy. Instead, the self-disclosure statement is used by the Program to advise candidates on their likelihood of clearing a criminal background check. Candidates and students who answer "yes" to any of the statements included on the self-disclosure, are unlikely to meet the requirements as dictated by the Program and/or its affiliated clinical sites, and will be unable to complete the curriculum, and thereby unable to graduate. Thus, the MSAT Program at Ohio University, feels it is our moral and ethical obligation to advise candidates of their potential for clinical placement prior to candidates securing housing and paying tuition. Candidates who continue to pursue unconditional admission and complete the background check process, despite the Program's advisement, do so knowing they are fully responsible for all costs that are incurred with the admissions process. There will be no refunds.

### 2. Program Deposit

**The Program requires a non-refundable \$250 deposit. The deposit is applied to the student's tuition for the first semester of the program. The deposit is forfeited if a student decides to withdraw after the deposit has been received.**

### 3. Criminal Background Check

Because athletic trainers are entrusted with the care of children and other vulnerable members of society, clinical sites that are affiliated with the Program require that students providing care at said sites are fit to participate in the care of vulnerable patients. To that end, students are required to obtain background checks through Certiphi within the eight weeks prior to matriculation.

Failure to consent to and/or complete a background check that is clear of any infractions through Certiphi will result in failure to meet the conditions set forth by OHIO MSAT Program. All results of the background check are reported to the Program through Certiphi. Felony convictions will result in offers of conditional admission being rescinded, thereby denying admission to the candidate. All charges and arrests as well as misdemeanor convictions will be evaluated on a case-by-case basis.

#### 4. Toxicology Screen

As part of the OHIO MSAT's established admissions conditions, students are required to complete a urine drug screen within the eight weeks prior to matriculation. All testing must be conducted at Certiphi approved sites. In preparation for a drug screen, students should bring a photo ID. A list of required toxicologies is provided in the table below.

<b>Toxicology Screen</b> (Drug Test)	Laboratory evidence of a urine drug screen which includes the following toxicologies: amphetamines, cocaine metabolites, marijuana metabolites, opiates, phencyclidine, barbiturates, benzodiazepines, methadone, propoxyphene, and MDMA/Ecstasy is required. The lab report must be dated within eight weeks of matriculation.
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##### Positive Tests

Positive tests are reported to the Program by Certiphi's Medical Review Officer (MRO). A urine sample is determined to be positive when it (1) contains one or more of the substances listed in the table above, (2) is an improper temperature, (3) is diluted, and/or (4) is a non-biological or inappropriate sample. Certiphi will notify the candidate via email once the drug test results are available. In the event an admissions candidate tests positive, Certiphi's MRO will call the impacted candidate. If an admissions candidate tests positive for a prescription medication for which he/she/ze has a current and valid prescription, verification of prescription will be requested **following** the test results. It is advisable that a candidate on prescription medication be proactive and obtain proof from his/her/zir physician prior to the drug test as this will expedite the process once the MRO calls.

In cases of a positive that are not supported by a physician's prescription (e.g., identified substance without prescription, improper temperature, dilute, or non-biological sample), a secondary confirmatory test will be conducted at a Certiphi site at the student's expense. The confirmatory test must be completed within 24 hours of the reported initial positive. A positive confirmatory test prior to program matriculation will be determined by the MRO as a positive sample or failure to submit to a confirmatory test within the specified time frame. In these cases, the results will be interpreted as an inability to meet the established health and technical standards required for admission. Consequently, offers of conditional admission will be rescinded, thereby denying admission to the candidate.

#### 5. Immunization Record and Health Screening

Participation in an educational program preparing students to become healthcare practitioners may expose students and their patients to diseases. For the safety of students and patients, all students admitted to the MSAT Program must have up-to-date vaccinations and immunity. Students must be fully immunized for the following: hepatitis B, rubeola (measles), mumps, rubella, tetanus/diphtheria/pertussis, and chicken pox. Students must also have an annual influenza vaccination and tuberculosis screening. Full details on the procedures and requirements for each of these is provided in the table below. Prior to matriculation and as a condition of admissions, candidates must upload a completed copy of their immunization record to MyRecordTracker (except for the annual flu shot, which must be completed and documented with MyRecordTracker no later than November 1). While enrolled, it is the student's responsibility to be fully current and immunized on all items detailed below. Failure to do so will result in the student being removed from all patient contact until the situation is remedied. Inability to complete clinical assignments may delay or prohibit graduation.

	<b>INSTRUCTIONS</b>
<b>Annual Verification of Health Status</b>	Annual verification of health status. The approved form (available for download on MyRecordTracker) must be completed by an MD, DO, PA, or NP. The completed form must be uploaded into MyRecordTracker.
<b>Annual Influenza</b>	Each student must provide documented proof of an annual influenza vaccination by <b>November 1</b> each year. If there is a medical contraindication, a medical waiver signed by a healthcare provider will be accepted by the MSAT Program. Medical waivers are included on the Annual Influenza Vaccination Verification Form, which can be downloaded from MyRecordTracker. Please note, that some clinical sites do not recognize religious waivers.
<b>HepB (Hepatitis B)</b>	<p>Provide dates of three doses of Hepatitis B vaccine.</p> <p>Laboratory evidence of immunity (i.e., HepB Surface Antibody, Quantitative) is required. Accompanying laboratory report must be submitted. The lab report (1) must be dated within the past 12 months.</p> <p>In the event of a negative or equivocal titer, students must repeat the HepB series and re-titer on a medically acceptable schedule. Pending a second negative / equivocal titer, the student will be considered a non-responder and will not be expected to undergo additional procedures to establish immunity.</p>
<b>MMR</b> (Measles - Mumps - Rubella)	<p>Provide dates of two doses of MMR (measles (rubeola), mumps, rubella) vaccines, given on or after the first birthday. If given as separate vaccines, please indicate each date administered.</p> <p>Laboratory evidence of immunity (i.e., Rubeola IgG Titer, Mumps IgG Titer, Rubella IgG Titer) is required. Accompanying laboratory report must be submitted. The lab report (1) must be dated within the past 12 months.</p> <p>In the event of a negative or equivocal titer upon initial testing, students must submit to the MMR vaccination series or booster on a medically acceptable schedule. (i.e., vaccination doses should be four weeks apart). Repeat serologic test is not necessary.</p> <p>If a new vaccination series is required, a student may attend their clinical site as long as they remain on schedule. Failure to remain on the recommended vaccination schedule may result in removal from the clinical site which may result in a course failure.</p>
<b>Tdap</b> (Tetanus/diphtheria/acellular pertussis)  <b>Td – if Tdap &gt;10 yrs</b> (Tetanus/diphtheria)	Provide the date of one Tdap (Tetanus toxoid/diphtheria toxoid/acellular pertussis) vaccine (trade name Adacel® or Boostrix®). Tdap can be given regardless of interval since previous Td (Tetanus/diphtheria). Following administration of a one-time Tdap, a Td will be required every 10 years.

<p><b>Tuberculosis (TB) Skin Testing (TST)</b></p>	<p>One-Step TB Skin Testing (TST) is required of all students prior to matriculation and prior to the second clinical year. The intradermal PPD test must be placed and read within 48-72 hours by a licensed physician, physician assistant, nurse practitioner, or registered nurse. For students who may find it difficult to return for the intradermal PPD reading within 48-72 hours, you may request a blood draw instead.</p> <p><b>Positive TST:</b> The following documentation must be submitted along with the TST results: (1) chest x-ray results, or (2) results of either a QuantiFERON- Gold (QFT-G) or T-Spot TB Blood Test.</p> <p><b>Positive Past History of Positive TST:</b> If a student has tested positive previously, he/she will be required to submit to a QFT-G or T-Spot blood test in place of a TST.</p> <p><b>Active TB Found:</b> Student must begin medical treatment and antibiotics dictated by a physician. Student will be removed from patient contact until treating physician deems it safe (i.e., typically when antibiotics become effective).</p>
<p><b>Varicella (chickenpox)</b></p>	<p>Documentation of disease history is NOT sufficient. Provide dates of two doses of varicella vaccine.</p> <p>Laboratory evidence of immunity (i.e., VZV IgG Titer) is required. Accompanying laboratory report must be submitted. The lab report (1) must be dated within the past 12 months and.</p> <p>In the event of a negative or equivocal titer, students must repeat the vaccination series / booster (i.e., vaccination doses should be four weeks apart). Repeat serologic test is not necessary.</p> <p>If a new vaccination series is required, a student may attend their clinical site as long as they remain on schedule. Failure to remain on the recommended vaccination schedule may result in removal from the clinical site which may result in a course failure.</p>
<p><b>COVID-19 (SARS-COV-2)</b></p>	<p>Upload COVID-19 immunization verification of completion of the immunization series (2 doses for Pfizer and Moderna vaccines and 1 dose for Johnson &amp; Johnson vaccine) and any booster shots completed.</p> <p>The COVID-19 vaccination is strongly recommended for the program. Obtaining the COVID-19 vaccination helps to prevent serious illness, hospitalization, and death from the virus. Unique to COVID-19 is the length of isolation and quarantine time should a student be exposed or test positive to COVID-19. This significantly impacts clinical education and learning opportunities. Should a student elect not to obtain the COVID-19 vaccine clinical placements cannot be guaranteed should a clinical site require the vaccination. If a student cannot meet the requirements of a practicum, they will not be able to complete the course and graduation may be delayed. Vaccines accepted are those that are authorized for use in the United States by the U.S. FDA and recommended by the CDC's Advisory Committee on</p>

## 6. Technical Standards

Students must submit a signed technical standards form (Appendix B). By signing this form you are stating you are able to maintain the mental, physical, communicative, and other standards of the Program. Failure or refusal to sign this form will result in withdrawal of admission offer.

## Required Procedures Prior to First Day of Classes

Prior to the first day of classes of each academic year, the following modules and certifications must be completed and on file with the Program. These requirements must remain current throughout a student's enrollment in the Professional MSAT Program.

### **1. HIPAA Module**

Annual HIPAA training is required for all athletic training students. Students must submit a certificate of completion to the Program no later than the first day at their assigned clinical site. Students will be sent an email informing them of access to the module. Certificate of completion should be uploaded to MyRecordTracker.

### **2. Bloodborne Pathogen Module**

Annual bloodborne pathogen training is required for all athletic training students. Students must submit a certificate of completion to the Program no later than the first day at their assigned clinical site. Students will be sent an email informing them of access to the module. Certificate of completion should be uploaded to MyRecordTracker.

### **3. Basic Life Support Certification for Healthcare Providers**

Current ECC, in accordance with BOC standards, is required for all students enrolled in the MSAT Program at Ohio University. The certification must (1) be on file with the Program and (2) must remain current while enrolled in the Program. Students must possess and are responsible for maintaining a copy of their certifications. Any change or new certifications must be provided to the Program. The program provides all students with ECC during program orientation.

### **4. Student Professional Liability Insurance**

Students are required to provide proof of professional liability insurance prior to the first day of classes for each academic year. 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 uploaded to MyRecordTracker and emailed to the Clinical Director. Proof of current coverage must be on file throughout your enrollment in the Program. 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](mailto:service@hpso.com)

[www.hpso.com](http://www.hpso.com)

## Required Procedures Prior to Second Year

Prior to beginning the fall AT 5910 Clinical Immersion, the following must be completed. These requirements must remain current through a student's enrollment in the Professional MSAT Program.

### 1. Mandatory Program Meeting

During the last week of July, all second-year students must attend a virtual program meeting to discuss expectations of Fall courses and the Fall immersion. This meeting will be scheduled by the end of June.

### 2. HIPAA Module

Annual HIPAA training is required for all athletic training students. Students must submit a certificate of completion to the Program no later than the start of their fall immersive the second year. Students will be sent an email informing them of access to the module. Certificate of completion should be uploaded to MyRecordTracker.

### 3. Bloodborne Pathogen Module

Annual bloodborne pathogen training is required for all athletic training students. Students must submit a certificate of completion to the Program no later than the start of their fall immersive the second year. Students will be sent an email informing them of access to the module. Certificate of completion should be uploaded to MyRecordTracker.

### 4. Criminal Background Check Prior to Second Clinical Year

Because athletic trainers are entrusted with the care of children and other vulnerable members of society, clinical sites that are affiliated with the Program require that students providing care at said sites are fit to participate in the care of vulnerable patients. Within eight weeks of beginning the first clinical immersive experience of the second year, each student will be required to submit to another background check. Additional background checks may be necessary throughout the Program per individual clinical site requirements. Refusal to complete or consent to a background check will prohibit the student from beginning clinical rotations, and thus at minimum will delay graduation and at most result in program dismissal. If the background check discovers unreported misdemeanor or felony charges, misdemeanor or felony arrests, or misdemeanor convictions, a student will be found in violation of the disclosure policy and will be eligible for dismissal from the Program. Any felony convictions will result in immediate dismissal, thereby prohibiting graduation.

### 5. Immunizations

Students must update necessary immunizations in MyRecordTracker. Students are required to obtain a TB skin testing prior to the second year and have all other immunization required by the program kept current.

### 6. Toxicology Screen Prior to Second Clinical Year

Within eight weeks prior to the beginning of the second year, students are required to complete another urine drug screen. All testing must be conducted at Certiphi approved sites, which are available at [www.applicationstation.com](http://www.applicationstation.com) (program code is required). In preparation for a drug screen, students should bring a photo ID. A list of required toxicologies are provided in the table below.

<b>Toxicology Screen</b> (Drug Test)	Laboratory evidence of a urine drug screen which includes the following toxicologies: amphetamines, cocaine metabolites, marijuana metabolites, opiates, phencyclidine, barbiturates, benzodiazepines, methadone, propoxyphene, and MDMA/Ecstasy is required. The lab report must be dated within eight weeks of matriculation and within eight weeks of the beginning of the clinical year.
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The OHIO Professional MSAT may require additional drug screens at any time necessary to meet the compliance requirements of a clinical site and "for cause." "For cause" testing is at the discretion of the Professional MSAT Program

Director or his/her/zir designee (e.g., Athletic Training faculty, preceptor, site supervisor) when concerns are raised regarding the performance, behavior, or actions of an athletic training student which (1) indicates a reasonable suspicion for impairment with drugs and/or alcohol, or (2) indicates a potential threat to patient and community safety. Once testing is ordered, it should be completed within 24 hours. Failure to complete testing in a timely manner may result in suspension from educational activities or other disciplinary action.

Testing “for cause” will be done under the direct supervision of testing sites identified by Certiphi and all costs will be the responsibility of the student. A list of testing laboratories can be located on [www.applicationstation.com](http://www.applicationstation.com) or by calling Application Station Support at 1-888-291-1369 x 2006.

### **Positive Tests**

Positive tests are reported by Certiphi’s Medical Review Officer (MRO) when a sample is determined to (1) contain one or more of the substances listed in the table above, (2) be an improper temperature, (3) be diluted, and/or (4) be a non-biological or inappropriate sample. Certiphi will notify the candidate via email once the drug test results are available. In the event a student tests positive, Certiphi’s Medical Review Officer (MRO) will call the impacted student. If the submitted sample tests positive for a prescription medication for which the student has a current and valid prescription, verification of prescription will be requested **following** the test results. It is advisable that a student on prescription medication be proactive and obtain proof from his/her/zir physician prior to the drug test as this will expedite the process once the MRO calls.

In cases of a positive that are not supported by a physician’s prescription (e.g., identified substance without prescription, improper temperature, dilute, or non-biological sample), a secondary confirmatory test will be conducted at the student’s expense. Immediate suspension from all educational activities will be imposed pending the results of the confirmatory test, which must be completed within 24 hours of the reported initial positive.

A positive confirmatory test will be determined by the MRO; positive tests include a positive sample or failure to submit to a confirmatory test within the specified time frame. A positive result on the confirmatory test will result in an indefinite suspension. Upon suspension a student will be encouraged to investigate the Program’s Leave of Absence policy (LOA) and seek the necessary treatment to ensure his/her/zir health and safety.

## **7. Student Professional Liability Insurance**

Students are required to provide proof of professional liability insurance prior to the first day of classes for each academic year. 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 HPSO insurance, must be immediately emailed to the Clinical Director. Proof of current coverage must be on file throughout your enrollment in the Program. 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](mailto:service@hpso.com)

[www.hpso.com](http://www.hpso.com)



# Program Orientation

All students will attend program orientation. Program orientation will begin on or about August 1<sup>st</sup>. Students will be notified by May 15<sup>th</sup> the official dates of orientation. The first half of orientation will focus on administrative tasks and important program information. The second half of orientation students will practice specific skills in preparation for the start of clinical experiences. These skills are part of AT 5921 Practicum I.

## Objectives of Orientation

- Introduce students to Ohio University
- Provide students an overview of program policy and procedures
- Prepare students for their clinical experiences

## Tentative Orientation Schedule

### Week 1

- Overview of Policy and Procedures
- Campus tour
- Student ID
- Student insurance
- Prepare for critical feedback
- ATrack training
- Sexual harassment and misconduct training
- Mandatory reporter training
- Taping and wrapping review
- CPR/AED review
- First aid review
- Clinical education day

### Week 2

- Clinical site orientation

## Professional MSAT Curriculum Model

	Fall Semester		Spring Semester	
<b>Year 1</b>	AT 5000 Therapeutic Interventions (3) AT 5010 Diagnosis & Care of LE Pathologies (5) AT 5011 LE Gross Anatomy (1) AT 5140 Medical Conditions in AT (2) AT 5921 Practicum I (2)  Total Credits = 13		AT 5110 Diagnosis & Care of UE Pathologies (5) AT 5111 UE Gross Anatomy (1) AT 5130 Diagnosis & Care of Head & C-Spine (2) AT 5300 Manual Therapy in Rehabilitation (3) AT 5150 Clinical Reasoning I (2) AT 5922 Practicum II (2)  Total Credits = 15	
<b>Year 2</b>	Weeks 1 through 8	Weeks 9 through 16	Weeks 1 through 8	Weeks 9 through 16
	AT 5910 Clinical Immersion (4) <sup>1,2</sup>	AT 5230 Spine and Posture (3) AT 5923 Practicum III (1)	AT 5910 Clinical Immersion (4) <sup>1</sup>	AT 5100 Orthopedic Appliance (2)
	<i>Delivered online and in-person throughout semester</i> AT 5240 Administration of AT (3) AT 5250 Clinical Reasoning II (2) <sup>3</sup> AT 5341 Clinical Research in AT I (1)  Total Credits = 14		<i>Delivered online and in-person throughout semester</i> AT 5924 Practicum IV (2) <sup>3</sup> AT 5310 Pharmacology in AT (3) AT 5330 Clinical Reasoning III (2) <sup>3</sup> AT 5342 Clinical Research in AT II (2)  Total Credits = 15	

<sup>1</sup> The Clinical Immersion course will end at the 8<sup>th</sup> week of the semester.

<sup>2</sup> The Fall Clinical Immersion must include a pre-season component which begins prior to week 1.

<sup>3</sup> These courses will be online during the Clinical Immersion course and in-person the second half of the semester.

### Academic Calendar

The Ohio University Academic Calendar can be found at: [Official Academic Calendar](#)

### Graduate Catalog

The Ohio University Graduate Catalog can be found at: [Ohio University Graduate Catalog](#)

## Academic Standards

Once admitted into the Program, students must maintain a minimum cumulative 3.0 GPA each term and must pass all AT classes with a grade of 'C' or better.

- Each student must be registered for the subsequent semester courses by week 14 of the current semester.
- If a student fails to maintain the minimum cumulative GPA of 3.0, that student is placed on program probation. While on probation, a student is allowed limited clinical opportunities at the discretion of the Program Director.
- A passing grade in a prerequisite course must be achieved prior to enrollment in a more advanced course
- Practicum: If a student fails to receive a 'C' or better in a practicum course (AT 5921, 5922, 5923, 5924), the student is suspended from the Program. This may delay your graduation. Enrollment in the next practicum course in the sequence is prohibited until this deficiency is remedied.
- Clinical Immersive: AT 5910 is a twice repeated clinical immersive experience. Students must earn a 'C' or better in the first Clinical Immersive in order to advance to the second immersive and/or graduate.

## Exam and Course Remediation

### Examination Failure

Any examination grade below a 'C' is considered a failure. A student who earns an examination grade below a 'C' will be required to remediate the failed examination. Some courses may have a higher examination standard that supersedes the program standard (Please refer to course syllabi for more information).

When a student receives a grade on an examination below a 'C,' the following occurs:

- The course instructor will notify and forward all supporting documentation to the Program Director.
- The course instructor will meet with the student to discuss the failure.
- The course instructor will develop a remediation plan based on the student's knowledge deficiencies
  - Once the terms of the study plan are met, the student must complete the post-remediation assessment as defined in the remediation plan.
  - The student must pass the assessment with a grade of 'C' or higher.
  - Exam remediation should be completed within two weeks or prior to the next examination of the same style (written or practical) in the course.
- If the student successfully completes the remediation, the grade of the examination is set to 73%, regardless of the actual post-remediation assessment score.
- If the student fails the remediation, the original exam grade is recorded. This is considered failing two examinations in the same course and results in a course failure. If the course failure occurs within the semester (i.e., mid-point), the student is required to continue in the course and must remediate the course at the end of the semester.

### Course Failure

A student who earns a grade below a 'C' will be considered failing a course and is required to remediate that course, except for situations addressed in the dismissal policy.

When a student receives a final grade in a course that is less than a 'C,' the course instructor will notify and forward all supporting documentation to the Program Director. When all the information is received, the Program Director will discuss with the course instructor what the remediation plan will be. The program director will approve/disapprove remediation.

A student remediating a course grade as will occur as follows:

- The course instructor will notify the student of how the remediation will occur including when remediation needs to be completed.
- Remediation must be completed within two-weeks of the of the term.
- If the student successfully completes the remediation, the grade of the failed course is revised on the student's transcript to reflect the minimum passing grade 'C.' The student's file will include information about the failed course and successful remediation.
- If the student fails the remediation, the student's transcript will reflect the original grade for the course. This constitutes failing the same course twice and is grounds for dismissal as detailed in the dismissal policy.
- Each course failure, even if successfully remediated, counts toward the maximum number of two course failures as grounds for dismissal as detailed in the dismissal policy.

## Dismissal

Grounds for dismissal include but are not limited to the following:

- Failure to raise cumulative GPA above 3.0 at the completion the subsequent academic semester of probation.
- More than two course failures (course grades below a C).
- Failure to meet conditions established in a remediation agreement or behavioral learning contract.
- Lapses in professionalism.
- Level III policy violation

## Graduation Requirements

To graduate from the Professional MSAT Program and be awarded the Master of Science in Athletic Training degree, students must pass each required course with a grade of "C" or better and have a cumulative program GPA of 3.0 or better. In addition, students must meet the minimum requirements of the following summative evaluations:

- MOCK BOC examination
- Objective Structured Clinical Exam – OSCE
- Professional Behavior Assessment
- Complete payment of all tuition, program fees, university fees, and library charges

## Refunds of Tuition and Fees

Refunds of tuition and fees are handled by the Ohio University Bursar. Please visit the [Ohio University Bursar's website](#) for additional information.

## Withdrawal, Cancelling Registration, Dropping Classes

Please see Ohio University's [policy of withdrawal, cancelling registration, and dropping classes](#).

## Leave of Absence and Deceleration

Leave of Absence refers to a disruption in a student's academic progress of two weeks or more. If a student encounters medical and/or personal difficulty preventing normal program in the Program, the student may petition the Program Director for a leave of absence. The Program Director will present the request to the Student Progress Committee (SPC) for consideration for a final decision. If the request is deemed appropriate by the Program Director and SPC, and the student is in good academic standing at the time of the request, the Program Director may grant the leave of absence. A leave of absence is not considered in the case of academic probation or any other situation that would be considered grounds for dismissal (refer to withdraw and dismissal policies, respectively).

The student's written request for a leave of absence must include his/her reasons for the request, the amount of leave time desired and a suggested plan for completion of the Program. If a leave is taken for medical reasons, prior to returning the Program requires certification from a licensed healthcare professional attesting to a student's fitness to resume coursework. Any potential tuition and fee refund is subject to University policy and drop deadlines.

A student who is granted a leave of absence is expected to complete all missed course work and/or courses. In the event the leave will disrupt completion of didactic courses, this will result in deceleration which is defined as "any disruption in the student's progress that will extend the date of graduation beyond that of his/her cohort."

Upon deceleration, the student will be required to withdraw from the Program and have the option to reregister and take courses from the beginning upon return to the Program. Since courses in the Professional MSAT Program are offered only once per academic year and serve as prerequisites for subsequent courses, the leave of absence typically lasts for one year during the didactic curriculum. A leave of absence is not granted for longer than 12 months. A leave of absence is only permitted ONCE.

## Safe Harbor

The Professional MSAT Program has a Safe Harbor Program for students. The Professional MSAT Program believes that students who have a drug and/or alcohol addiction deserve help. If an athletic training student brings their own use, addition, or dependency to the attention to any athletic training division faculty (outside the annual drug screening, the threat of drug tests, or imposition of the conduct) and seeks assistance, a conduct incident will not be pursued. A written action plan will be used to track cooperation with the Safe Harbor Program by the student. This may result in a leave of absence or deceleration of the Program. Failure to follow the action plan may nullify the Safe Harbor protection and the Athletic Training Student Code of Conduct process will be initiated.

## Academic Dishonesty

The Ohio University policy on academic misconduct can be found at: [Ohio University Office of Community Standards and Student Responsibility](#)

## Grievances

The College of Health Sciences and Professions policy on grade and disciplinary appeals can be found at: [College Policy and Procedure about Grade and Disciplinary Appeals](#)

## 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:

### Program Fee

A \$30 per credit per semester program fee will be assessed to students. Program fees provide support for the Professional MSAT Program and assist in providing quality education for all students. Program fees are used to support the following:

- Supplies and equipment for didactic courses and clinical education
- Technology support, equipment, and supplies for classroom
- Clothing and supplies required by clinical sites for clinical education (i.e. nametags & shirts)
- Professional membership dues
- Operational and administrative expenses associated with the MSAT Program

### Course Fee

- AT 5100: Orthopedic Appliance \$95

Financial aid can be used to cover program fees. Without program fees, students would be required to pay numerous fees and additional expenses out of pocket.

### Background Check and Toxicology Screening

Ohio law mandates criminal records checks for all prospective employees in positions where the individual will be caring for older adults or children. Additionally, a criminal record check and toxicology screening for all clinical students is a standard criterion in affiliation agreements with clinical training sites. Therefore, all students are required to obtain a criminal background check and toxicology screen prior to each academic year. The cost of the background checks and toxicology screen are the responsibility of the student. Cost of the background check is dependent on number of names and addresses of the student and can range from \$76 to \$100. Toxicology screening will cost approximately \$29.

### Immunization Record and Health Screening

Participation in an educational program preparing students to become healthcare practitioners may expose students and their patients to diseases. For the safety of students and patients, all students admitted to the MSAT Program must have up-to-date vaccinations and immunity. Students must be fully immunized for the following: hepatitis B, rubeola (measles), mumps, rubella, tetanus/diphtheria/pertussis, and chicken pox. Students must also have an annual influenza vaccination and tuberculosis screening. Student will utilize myRecordTracker® which costs \$21 during year one and \$10 each following year.

### Professional Liability Insurance

Students are required to provide proof of professional liability insurance prior to the first day of classes for each academic year. For example, Healthcare Providers Service Organization (HPSO.com) 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 HPSO insurance, must be immediately emailed to the Clinical Director. Proof of current coverage must be on file throughout your enrollment in the Program. Internship sites will be provided policy information upon request.

## ECC Certification

Current CPR/AED certification, in accordance with BOC standards, is required for all students enrolled in the Professional MSAT Program at Ohio University. The certification must (1) be on file with the Program and (2) must remain current while enrolled in the Program. Students must possess and are responsible for maintaining a copy of their certification. Any change or new certifications must be provided to the Program. The Program will cover the costs for students to obtain ECC during Program Orientation. If a student elects to complete ECC on their own, the cost will not be covered by the Program.

## Travel Costs

Students are required to provide their own transportation to their clinical sites. Clinical assignments vary and may occur off campus. The average distance to a clinical site (not including immersive experiences) is fifteen miles and can be found on [page 28](#).

## Housing Costs

Students are required to secure their own housing for the duration of the Program including during their immersive clinical experiences (AT 5910) which may occur a significant distance from Ohio University's main campus.

## Clothing

Students are required to supply their own clothing that meets the standards of the Program. A polo and t-shirt will be provided by the Program. Students may be provided with clothing from their clinical sites, but this is not a guarantee. Clothing must be neutral, and branding may reflect Ohio University, or the clinical site's logo.

## Health Insurance

All Ohio University students are required by university policy to always have health insurance coverage while enrolled. At the time of registration for classes, students are automatically enrolled in and charged for health insurance unless they specifically opt out. All expenses resulting from an injury or illness that occurs during clinical education/experience will be the financial responsibility of the student.

## Student Employment

The OHIO Professional MSAT Program is rigorous, and all students are encouraged to focus on academic studies; thus, employment is strongly discouraged. All candidates should consider acceptance to the OHIO Professional MSAT Program as a full-time commitment during the academic year.

If a student decides to work while admitted to the professional MSAT Program:

- Work schedules shall not interfere with classes or clinical rotations.
- Students may not work for the OHIO Professional MSAT Program.

Students with specific prior knowledge, experience, and skills may assist faculty in didactic and laboratory sessions. During clinical rotations, students must not be used to substitute for clinical or administrative staff at clinical sites.



## Financial Aid and Academic Scholarship

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 scholarship application on the Ohio University's Financial Aid Website no later than February 1<sup>st</sup>. More information can be found at: [ohio.edu/financialaid/](http://ohio.edu/financialaid/)

There are also scholarships offered by professional associations (e.g., NATA, GLATA, and OATA) and Ohio University's athletic conference (MAC). Students must 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 an athletic training student 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 a professional 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 professional 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 professional athletic training student.

**Dr. Phillip J. Woodworth Endowment for an Athletic Trainer:** This scholarship is awarded to an athletic training student who has completed a clinical experience with intercollegiate athletics.

**Al Hart Award:** Presented to an athletic training student who demonstrate excellent academic achievement and athletic training skills.

## Program Meetings and In-Services

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.

Program meetings are scheduled periodically to provide program updates. **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 or in-service for an unexcused reason, a Policy Violation form will be completed to document the offense and kept in your permanent student file.

## Additional Program Requirements

### Interprofessional Experiences

Throughout the program students will participate in a variety of interprofessional education opportunities. The purpose of the required interprofessional experiences is to provide students with an opportunity to learn from, with, and about other healthcare professions. Interprofessional experiences are assessed and graded as part of select practicum courses in the program.

### Diversity Training

Throughout the program students will participate in regular diversity core training workshops provided by Ohio University. The purpose of the scaffolding the diversity core training workshops throughout the program is to provide students with the knowledge and skills to practice athletic training with cultural competency, cultural humility, and demonstrate respect in client/patient care by the time they graduate.

### OSCEs

All students are required to successfully pass the Objective Structured Clinical Examinations (OSCEs) at the end of the 1<sup>st</sup> and 2<sup>nd</sup> year of the program. The OSCEs are designed to ensure that students in the Program demonstrate the expected skills of a 1<sup>st</sup> or 2<sup>nd</sup> year student. OSCEs will occur during finals week of the Spring semester. 1<sup>st</sup> year students will not be able to register for AT 5910 until they successfully pass the OSCEs. 2<sup>nd</sup> year students will not be able to graduate until they successfully pass the OSCEs.

## Clinical Education

The clinical education 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. Athletic training clinical experiences will provide students with 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 at their assigned clinical sites. 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. Supplemental clinical experiences will provide students the opportunity to experience interprofessional experiences with other healthcare professionals.

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 two academic years. Students are responsible for keeping an accurate record of experiences. Clinical experiences will be logged into ATrackonline.com for each practicum course. Evaluations, student information/profile, or related clinical documents will be kept on this system. Clinical experience time and patient encounters must be submitted **within three days** and verified by your preceptor. 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 to successfully pass practicum.

## Clinical Education Plan

The clinical education plan includes three different clinical experiences completed with direct supervision of a preceptor.

YEAR	ROLE	CLINICAL RESPONSIBILITIES & EXPERIENCE	
		FALL	SPRING
2 <sup>ND</sup> YEAR	Autonomy Application of skills Student Leader	Spine & Posture AT Administration	Pharmacology Orthopedic Appliances
		CLINICAL IMMERSION EMERGENT SETTING	CLINICAL IMMERSION EMERGENT SETTING
		Professional Development → Clinical Decision Making → Autonomy	
1 <sup>ST</sup> YEAR	Socialization Integration Assistant to Preceptor	Lower Extremity Therapeutic Interventions Emergency Response Gross Anatomy Lab	Upper Extremity Head & C-Spine Manual therapy Gross Anatomy Lab
		TRADITIONAL CLINICAL	TRADITIONAL CLINICAL
		Emergency/Immediate Care, Wound Care, Physicals, Evaluations, Stretching, Event Set-up	

**Traditional Clinical or Clinical Integration:** Students will attend class in the morning. They will attend their clinical assignment before or after classes (most commonly after classes). Completed during the first year of the Program.

**Emergent Settings:** Students will rotate through shortened rotations at various emergent settings such as EMS, Physician's offices, surgery observations, performing arts, rodeo, etc. Completed during the second year of the Program.

**Clinical Immersion:** Students will not attend classes but may be engaged in online class. Students will be fully immersed in a clinical setting. Students are expected to be present at their clinical site if their preceptor is present. An immersive clinical experience is a practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers. This experience will assist in developing autonomy, refining professional behaviors, and gaining the confidence required for professional practice. Completed during the second year of the Program.

### The general objectives of Clinical Immersion 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 healthcare provider

## Clinical Assignments

Clinical education assignments will be made in advance to permit students to plan **travel needs** and, when appropriate, plan early returns over winter, spring, and summer breaks. Assignments are the responsibility of the Clinical Director in consultation with the Professional Program Director. All clinical assignments are tentative and subject to change at any time. All second-year students will be required to complete **two clinical immersions (AT 5910)**. **The fall clinical immersion must include a preseason experience.** 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 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 throughout the lifespan, different sexes, different socioeconomic statuses, varying levels of activity and athletic ability, and those who participate in non-sport activities. All students are required to obtain all clinical education experiences under the direct supervision of a preceptor who is an AT or MD/DO. Students will obtain clinical education experiences and additional clinical experiences through rotations within intercollegiate athletics, high schools, physician's offices, hospitals, clinics, club sports, and non-traditional settings.

### Clinical Education Time Expectations

Students are expected to engage in appropriate levels of clinical engagement. The following expectations will be held:

#### Year 1:

Students will have one high school rotation and one on-campus rotation during year 1. All students will 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. More specific information is included in each course syllabus.** 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 seven-day period. A week is defined as Sunday through Saturday.

#### Year 2:

During Immersive experiences (AT 5910) students are expected to engage on a full-time (30 to 40 hours/week) basis at their clinical site. **Within an academic semester (Fall: Preseason through week 8; Spring: week 1 through week 8) students are expected to complete a minimum of 240 hours with a maximum of 480 hours.**

- Fall immersive experiences must include a pre-season experience that must be completed in full. Time will vary depending on the clinical site. For each week of preseason, a student must complete a minimum of 30 hours. Pre-season hours do not count towards the required 240 hours for weeks 1 through 8.

During practicum courses (AT 5923 & AT 5924) students are expected to engage in clinical experiences each week. These clinical experiences will be described in more detail in the practicum course syllabi.

**Failure to fulfill the minimum time expectation for the associated immersive or practicum course may result in a failure of the associated course. Failure means the student will not be able to take requisite courses resulting in dismissal from the Program. A student who has been dismissed will have to reapply to the Program to continue studying in the Ohio University Professional MSAT Program.**

### CAATE Curricular Standards

The CAATE has set core competencies all students must be assessed on during clinical education. Each practicum has assigned core competencies students must be assessed on by their preceptor. At the end of the program, students will have demonstrated competency on each core competency.

### Preceptors

Preceptors are identified and approved by the Director of Clinical Education. All preceptors undergo training to be able to appropriately educate and assess athletic training students' skills. Preceptors should refer to the Ohio University Preceptor Manual for more information.

### Clinical Sites

The Program maintains clinical sites both on campus and off campus. A list of clinical sites can be found in the table below. The Program ensures that all clinical sites are maintaining yearly calibration and maintenance of equipment

according to manufacturer guidelines. Should a clinical site need assistance with calibration and maintenance of equipment, the Program will assist as needed. Should the clinical site have the risk of exposure to radiation, the student must undergo additional orientation at the clinical site specific to the risk of radiation exposure procedures.

Year 1 Clinical Sites	
On-Campus Sites	Off-Campus Sites (distance)
Ohio University Field Hockey	Athens High School (5.5 miles)
Ohio University Softball	Alexander High School (9.8 miles)
Ohio University Baseball	Eastern High School (29.3 miles)
Ohio University Track & Field/Cross Country	Hocking College (15.1 miles)
Ohio University Wrestling	Logan High School (25.8 miles)
Ohio University Basketball	Meigs High School (21.2 miles)
Ohio University Club Sports	Nelsonville High School (16.0 miles)
	Trimble High School (17.7 miles)
	Vinton County High School (27.1 miles)
	Wellston High School (32.8 miles)
Year 2 Clinical Sites	
AT 5910 Immersive Sites *subject to change	AT 5923 and AT 5924 Sites
Ohio University Football	Dr. Sergio Ulloa (Ortho Surgeon; OhioHealth)
Ohio University Convocation Center	Dr. Jason Cox (Ortho Surgeon; Holzer)
Ohio University Soccer	Dr. Matthew Comeau (Internal Medicine; Holzer)
Ohio University Club Ice Hockey	Dr. Guran (Primary Care Sports Med; OhioHealth)
SHAPE Clinic (Ohio University)	Athens EMS
Warren High School	Holzer Health Urgent Care
Logan High School	Holzer Health Pharmacy
Lancaster High School	SHAPE Clinic (Ohio University)
Parkersburg High School	Ohio University Club Ice Hockey
OhioHealth Clinical Sites (Columbus, OH region)	Ohio University Therapy Associates (PT)
Adena Sports Med Clinical Sites (Chillicothe, OH region)	
Cleveland Clinic Clinical Sites (Cleveland, OH region)	
University Hospitals Clinical Sites (Cleveland, OH region)	
University of Minnesota	
Denison University	
Wittenberg University	
Marietta College	
Orthopedic One	
Kettering Sports Medicine	
SMART Clinic at Camp Lejeune Naval Hospital (NC)	

## Clinical Immersion

The clinical immersion (AT 5910) is designed to provide students a full-time immersive clinical experience. Students will be able to be fully immersed because they will only be in asynchronous online courses during the clinical immersion. The fall clinical immersion **requires** a preseason experience (i.e., high school or college/university fall sports that begin in August) in addition to the first eight weeks of the fall semester. As a part of the program design, preseason is important because of the numerous patient injuries and illnesses that are unique to this time. Only fall immersions with a preseason will be approved. The spring clinical immersion will provide students with increased clinical experience opportunities by allowing (but not requiring) other athletic training settings. This will allow students to explore an immersive setting they are interested in. To maintain an immersive environment, no more than two immersive students

may be at the same clinical site. The process for obtaining a clinical immersion is detailed below. For students to register for AT 5910 for the Fall semester, the students must successfully pass the year 1 OSCEs.

### Fall Clinical Immersion Placement Process

Students are required to submit final cover letters and resumes along with the sites the student would like to be considered for by November 30<sup>th</sup>. Preceptors will be provided copies by January 10<sup>th</sup>. Preceptors will communicate a list of students they would like to interview by January 30<sup>th</sup>. Students have until February 10<sup>th</sup> to decide who they will interview with. Students must call and decline any offered interviews. Students must complete their interviews by February 28<sup>th</sup>. Preceptors will notify the Clinical Director and the student of the acceptance for the immersive to by March 1<sup>st</sup>. Students must call and accept or decline the immersion offer and confirm with the Clinical Director which immersion they have chosen by March 10<sup>th</sup>. Students are expected to write a thank you note (that is approved by the Clinical Director) to all preceptors with whom they interviewed.

### Spring Clinical Immersion Placement Process

Students are required to submit final cover letters and resumes along with the sites the student would like to be considered for by March 15<sup>th</sup>. Preceptors will be provided copies by April 15<sup>th</sup>. Preceptors will communicate a list of students they would like to interview by April 30<sup>th</sup>. Students have until May 10<sup>th</sup> to decide who they will interview with. Students must call and decline any offered interviews. Students must complete their interviews by June 1<sup>st</sup>. Preceptors will notify the Clinical Director and the student of the acceptance for the immersive to by June 1<sup>st</sup>. Students must call and accept or decline the immersion offer and confirm with the Clinical Director which immersion they have chosen by June 10<sup>th</sup>. Students are expected to write a thank you note (that is approved by the Clinical Director) to all preceptors with whom they interviewed.

### Clinical Immersion Site Requests

Sometimes students have a desire to complete their clinical immersion at a site that is not currently approved by the Professional MSAT Program. If students wish to pursue a site like this, the student must provide the appropriate information (clinical site and preceptor name and contact) for no more than two clinical sites to the Clinical Director no later than October 30<sup>th</sup> of year 1 for the Fall immersion and February 28<sup>th</sup> of year 1 for the spring immersion. It is not the responsibility of the Clinical Director to find a clinical immersion site not currently affiliated with Ohio University. All fall immersive sites must include a preseason. The Program will then review the information on the potential site and notify the student if it is approved no later than November 30<sup>th</sup> for Fall and March 15<sup>th</sup> for Spring clinical immersions. Once a clinical site is approved, the student may pursue that site along with other clinical immersion opportunities. Upon formal offer and acceptance of the clinical site, an affiliation agreement will be obtained. Students should be aware that it is not guaranteed an affiliation agreement will be agreed upon by Ohio University and the proposed affiliated site.

### Ohio University Student Travel Policy

Immersive experiences 1) beyond 100 miles of Ohio University's campus, 2) includes an overnight stay; or 3) is in another state must follow the Student Travel Policy 22.001. Clinical Immersions meeting this policy must register their travel with Ohio University. The travel registration process ensures that Office of Global Opportunities (OGO) can effectively support student travelers in case of incidents or emergency while traveling. The OGO provides global assistance to travelers through emergency communication with International SOS and international health insurance (if an immersive occurs in a different country). Registration should be completed at least 1 week prior to departure at <https://www.ohio.edu/goglobal/travel>. The Director of Clinical Education will ensure students complete the registration. Specific questions regarding the registration process may be directed to [global.opportunities@ohio.edu](mailto:global.opportunities@ohio.edu).

### Summer Immersive Experiences

Students can complete supplemental immersive experiences during the summer between year 1 and year 2 of the program. If students elect to complete a summer immersive experience, they must notify the director of clinical

education and register for AT 6920. Number of credit hours earned will depend on the number of experiential hours the student expects to earn (minimum 1 credit hours and maximum 4 credit hours).

## Clinical Education Policies

### Athletic Training Clinical Site Policies

The following is provided by the Professional MSAT program as a supplement the established policies at your clinical site.

1. At all times the preceptor will directly supervise all students.
2. Maintain accurate 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 anticipated 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. This discussion should occur no later than the first day of the assigned clinical experience.
9. Outside activities shall not interfere with the student's clinical schedule. Clinical education assignments are part of your academic practicum class.

### Student Clinical Site Orientation

Students will receive a 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. The orientation must include (but is not limited to) the following:

- Critical incident response procedures (i.e., emergency action plans)
- Blood-borne pathogen exposure plan
- Communicable and infectious disease policies
- Documentation policies and procedures
- Patient privacy and confidentiality protections
- Plan for clients/patients to be able to differentiate practitioners from students (i.e., OHIO MSAT issued name tags)

### 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 Professional MSAT 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 or MD/DO.

### Attendance

#### Absence from a Clinical Assignment

Clinical education is a class (housed in the AT practicum and AT immersive courses). If a clinical experience is missed for any unexcused reason, the preceptor will submit a Policy Violation Form to the Clinical Director 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 Director as soon as possible.

For anticipated absences from a clinical assignment, you must complete a Request for Leave of Absence form (Appendix

E). This form must be submitted to and approved by the preceptor and then submitted to the Clinical Director 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. If 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 Director 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 Director for approval. All requests will be kept in the student's academic file.

### Extracurricular Activities Policy

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. It is the responsibility of the student to confirm with his/her preceptor whether these conditions also result in cancellation of the day's clinical experience.

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

### 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 Director 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 Director. If you believe that you have been exposed to a blood borne pathogen, please complete the steps outlined in Appendix C within 24 hours of exposure.

### Patient 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 Director. 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 to the responsibility of the patient's care. To comply with HIPAA 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 healthcare 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 (i.e., 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.**

### Dress Code

Students are expected to adhere to the appropriate clinical dress code at all scheduled times while in any of the Ohio University MSAT 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 Director. If a student is sent home, he/she/ze is 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 (including khaki skinny leg and yoga pants) ARE NOT ALLOWED AT ANY TIME.**
2. Toe covering shoes must always be worn. 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 logo 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. 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. Except for outdoor preseason events, gym shorts, sweatpants, wind pants etc. are prohibited.
9. Athletic Training Students are functioning as healthcare professionals and must continue to present themselves in a clean and sanitary condition to conduct undistruptive 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 Director, you may be expected to cover you tattoos.

## Athletic Training Student Code of Conduct

Ohio University Students are always expected to conduct themselves in a professional manner. Honesty and respect towards fellow students, patients, coaches, preceptors, licensed athletic trainers, physicians, athletic department personnel, officials, and faculty must always be demonstrated. 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 Student 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

- <https://www.ohio.edu/communitystandards/upload/Student-Code-of-Conduct-082417.pdf>

Ohio Practice Act

- <http://otptat.ohio.gov>

NATA Code of Ethics

- <http://www.nata.org/codeofethics>

BOC Standards of Professional Practice

- [http://www.bocatc.org/system/document\\_versions/versions/168/original/boc-standards-of-professional-practice](http://www.bocatc.org/system/document_versions/versions/168/original/boc-standards-of-professional-practice)

## Violations of Policy 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 Counsel. These infractions will become part of your permanent record.

**Level I:** Minor transgressions of the Program's policies. A policy violation form (Appendix D) will be completed and returned to the Program Director and the Clinical Director. 5% will be deducted from the final AT practicum course grade 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 sites, inappropriate clinical attire, inappropriate classroom behavior, failure to submit required program documentation, 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 Director. If a student receives a Level I or Level II policy violation while on probation the student may be dismissed from the Program.*

**Level II:** Plagiarism, cheating, classroom disruption, and misconduct at a clinical site (i.e. social media contact with patients, social media posting which violates HIPAA) that does not rise to a Level III violation 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.

## Program Expectations

### Disclosure Policy- Reporting of Arrests and Convictions During Enrollment

While enrolled in the Program, any charges, arrests, or convictions must be reported to the Program Director in writing within 48 hours of infraction. Failure to report any charges, arrests, convictions to the Program Director within 48 hours may result in dismissal from the Program. Disclosures, along with required documentation and any other pertinent records, will be evaluated by the Ohio University Athletic Training Faculty on a case-by-case basis. All supporting documentation will be shredded after the student has been informed of the faculty's decision. The only documentation that will remain in a student's permanent record will be the (1) disclosure statement and (2) the faculty's deciding vote. Permanent records are always maintained in a locked file cabinet within a locked office. Pending proper disclosure, leaves of absence, may be arranged for individuals requiring medical care.

### Nametag

Students are always required to wear their nametag provided by the Program during clinical experiences.

### 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 your courses. We expect that you always demonstrate professional integrity, respect, and behavior always.

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 Office of Community Standards and Student Responsibility.

### 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.

### Email Communication

All email communication with faculty, staff, preceptors etc. **must** be done through students' Ohio University email accounts. All email communication should be conducted in a professional manner.

## 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 for whom they provide care, including faculty, administrators, coaches, athletes, and patients.

### High Schools

Students shall not be involved in a sexual or social relationship with students, coaches, parents, preceptors, teachers, or administrators at their assigned high school. Violation of this policy shall result in the immediate removal from the site, possible suspension of Program (Level III Policy violation), 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 Patients

Relationships, including inappropriate or excessive socialization, between students assigned within 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 for whose medical care he or she is responsible (i.e., the athlete is on the team the assigned preceptor cares for).

If a student becomes involved in a relationship with an Ohio University student-athlete, the student must immediately inform the Clinical Director. The disclosure of the relationship is to prevent the student from being assigned to a preceptor who cares for the student-athlete.

If there is sufficient credible evidence 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 and/or the Ohio University Office of Equity and Civil Rights.

### Relationships with Preceptors and Teaching Assistants

To ensure all grading and assessments within the professional Athletic Training Program are fair and objective, relationships, including inappropriate or excessive socialization with Preceptors and Teaching Assistants are prohibited. If a student is in an already existing relationship with a potential Preceptor/Teaching Assistant, the Preceptor/Teaching Assistant must inform the Program Director and the Clinical Director immediately upon assignment of the student or TA assignment. Upon notification, the student will be reassigned, or the individual will not be allowed to TA the course the student is enrolled in.

If sufficient evidence is made that a Preceptor/Teaching Assistant and a student have violated this policy and not informed the Clinical Director, appropriate measures will be taken such as student removal from the clinical site, TA removal from the course, and if warranted, a complaint will be filed with the Ohio Occupational Therapy, Physical Therapy, and Athletic Training Board and/or the Ohio University Office of Equity and Civil Rights.

# Appendix A



**OHIO**  
UNIVERSITY

**COLLEGE OF HEALTH SCIENCES AND PROFESSIONS**

School of Applied Health Sciences and Wellness

Division of Athletic Training

This form is offered to the candidate as a means to evaluate your potential for meeting the criteria for working with vulnerable populations as determined by a federal and state background check; the answers below are for personal reflection only. Results are NOT required to be shared with the Program. Instead, the goal is to provide guidance on the background check process prior to investing additional resources in the admission process, including housing deposits, immunizations, titers, and drug screens. If you answer “YES” to any of the following questions, you are welcome to discuss your situation with the Program Director.

*These questions have been modified from the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers’ Board’s application for license to practice.*

	YES	NO
Have you ever been convicted of, found guilty of, plead guilty to, or received a treatment in lieu of conviction for a felony and/or any offense involving moral turpitude in Ohio, another state, or a US territory?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted, found or plead guilty of a violation of any law, regardless of the legal jurisdiction, other than a minor traffic violation? <b>[NOTE: DUI is <u>NOT</u> considered a minor traffic violation]</b>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been adjudged by a court, in Ohio, another state, or a US territory to be incompetent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been denied licensure to practice as a healthcare professional in Ohio, another state, or US territory?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disciplined in any state or US territory in which you have ever held a license as a healthcare professional?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever voluntarily surrendered any professional license, certificate, or registration issued in Ohio, another state, or US territory?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?	<input type="checkbox"/>	<input type="checkbox"/>

**For purposes of the following questions, the “ability to practice medicine” is to be construed to include all of the following:**  
 The cognitive capacity to make appropriate clinical diagnoses and exercise reasoned medical judgments and to learn and keep abreast of medical developments;  
 The ability to communicate medical judgments and information to patients and other healthcare providers; and  
 The physical capability to perform medical tasks such as physical examination and surgical procedures.

	YES	NO
Have you, since attaining the age of eighteen or within the last ten years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Do you use chemical substance(s) which in any way impair or limit your ability to practice	<input type="checkbox"/>	<input type="checkbox"/>

<p>medicine with reasonable skill and safety?  <b>“Chemical substances” is to be construed to include alcohol, drugs, or medications including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber’s direction, as well as those used illegally.</b></p>		
<p>Are you currently engaged in the illegal use of controlled substances? If “YES,” are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not using illegal controlled substances.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Please direct any questions to Dr. Kristine Ensign, who can be reached by phone (740.593.9497) or email ([ensign@ohio.edu](mailto:ensign@ohio.edu))

**Appendix B**  
**Ohio University**  
**Professional Athletic Training Program**  
**Technical Standards for Admission and Retention**

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 back grounds; 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.
9. Maintain current CPR/AED certification.
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.**

---

Print Name

Signature

Date

## Appendix C

### 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



**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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 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:

1. A copy of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens.
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.**

**Written Opinion: Post-Exposure Medical Evaluation**

After evaluating \_\_\_\_\_, employee of OhioUniversity, 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 D

# 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:  
Andrea Bender, EdD, AT - Director of Clinical Education  
E173 Grover Center, Phone: 740.593.0935, Fax: 740.593.0289 - Email: bendera@ohio.edu

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**To Be Completed by the Director of Clinical Education**

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director of Clinical Education Signature

Program Director's Signature

Student's Signature

\_\_\_\_\_

Appendix E

# Request for Extended Leave of Absence

This form is intended for requesting EXTENDED ABSENCES from your clinical assignment without an official leave of absence or deceleration from the MSAT program.

Type information into blank spaces provided. Then print form and submit to your to the Clinical Director.

**Athletic Training Student:**

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date(s) Requesting Off: \_\_\_\_\_

Reason:

**Clinical Director:**

Approved

Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_