

Athletic Training
Education Program
Handbook

2014-2015

University of Vermont College of Nursing and Health Sciences,
Department of Rehabilitation and Movement Science

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Personnel

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Clinical Preceptors:

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Athletic Trainer: South Burlington High School

Sr Associate Athletic Trainer: University of Vermont

Head Athletic Trainer: Saint Michaels College

Head Athletic Trainer: Colchester High School

Associate Athletic Trainer: University of Vermont

Athletic Trainer: Milton HS, Long Trail PT

Physical Therapist/Athletic Trainer: PT 360

Physical Therapist/Athletic Trainer: The EDGE PT

Physical Therapist/Athletic Trainer: The EDGE PT

Athletic Trainer Mount Mansfield Union HS

Athletic Trainer: Long Trail PT

Assistant Athletic Trainer: University of Vermont

Assistant Athletic Trainer: University of Vermont

Assistant Athletic Trainer: Saint Michaels College

Assistant Athletic Trainer: Saint Michaels College

Athletic Trainer: Burlington High School

Head Athletic Trainer: Essex High School

Physical Therapist/Athletic Trainer: Fairfax Fam PT

Assistant Athletic Trainer: University of Vermont

Athletic Trainer: Rice HS, The EDGE PT

Assistant Athletic Trainer: University of Vermont

Assistant Athletic Trainer: University of Vermont

Head Athletic Trainer: University of Vermont

Athletic Trainer/Owner: Injury to Excellence/MMU

Athletic Trainer: UVM Club Sports

Physical Therapist/Athletic Trainer/Owner: PT 360

ATC: Injury and Health Management Solutions

Dept of Orthopedics; UVM College of Medicine

Owner: Performance Chiropractic

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Dean: College of Nursing and Health Sciences

Admin. Assistant: Dept. of Rehab Movement Science

Admin. Assistant: Dept. of Rehab Movement Science

Medical Support Staff:

Cheryl Flynn, MD, MS, MA

Krystian Bigosinski, MD

Medical Director: Center for Health and Wellbeing

UVM Team Physician: CHWB

Welcome

The athletic training student is an extension of the certified athletic trainers both legally and in their performance of duties. Together they form a sports medicine team whose job it is to provide the necessary first contact with injured athletes. This sports medicine team is responsible for the prevention, treatment, and rehabilitation of athletic injuries. Being afforded the ability to gain experiences like these should be treated as fantastic opportunities. Do not forget that great opportunities come with great responsibility. The University of Vermont Athletic Training Education Program expects the athletic training student to make a commitment and become a dependable, responsible, skilled member of the staff. Students will be expected to diligently learn and assume responsibilities in a mature and professional manner.

For athletic teams to be successful at the University of Vermont and our off-campus clinical sites, everyone from the coaches, athletes, team managers, and the athletic trainers must be dedicated and enthusiastic. Athletic trainers must work as hard if not harder than the athletes and must be willing to deliver up to their potential in the clinic and during practices and games. Success as a staff is measured by the athletic training students' conduct among the coaches and athletes and the performance of the skills they have acquired.

The following policies and procedures have been developed to assist in making your education a rewarding and successful one.

Mission Statement

The mission of the University of Vermont Athletic Training Education Program is to prepare and educate undergraduate students in the allied health profession of Athletic Training. By engaging students with the competencies and clinical proficiencies of the Commission on Accreditation of Athletic Training Education through professional integration of clinical behaviors and clinical decision-making, it is our mission to prepare high-quality, responsible, confident students to pass the Board of Certification exam and to be prepared for graduate level education and/or employment as a Certified Athletic Trainer. It is also the mission of the ATEP to conduct the preparation of athletic training students in a caring, respectful environment, keeping in mind that each student is an individual with unique talents and needs.

Personal Qualities of a Successful Athletic Training Student

1. Demonstrating a sincere interest in being an Athletic Training Student.
2. Being friendly, sincere, polite, courteous, tactful, and helpful to all athletes, coaches, ATC's, and fellow athletic training students.
3. Understanding the importance of being **DEPENDABLE** and **RESPONSIBLE**. This means being on time, taking initiative, and taking your education seriously.
4. Understanding the importance of personal appearance. Wanting to be part of a staff of medical professionals means looking and acting the part at all times.
5. Recognizing that what occurs outside the athletic training room can have an effect on how you are perceived during your clinical experience and being proactive regarding the preservation of your image.
6. Not allowing personal problems to affect your clinical experience and knowing that if personal challenges arise, ATEP faculty and Preceptors will be there to help.
7. Knowing that if you have concerns or complaints, you can confide in your Preceptor. If need be, your Clinical Education Coordinator and Program Director will be employed to ensure the quality of your education and overall college experience.

Academic Standards

1. All Athletic Training Students must maintain an overall cumulative GPA of 3.0
 - a. First year students must reach this standard by the end of the spring semester
2. All Athletic Training Students must maintain a minimum B average (3.0) in AT core courses as noted on curriculum sheet
3. An ATS must “meet” or “exceed” all expectations to receive a grade of *Satisfactory (S)* in clinical experience courses. If the ATS does not meet expectations in any area, they will receive an *Unsatisfactory (U)*. The result of a student receiving a “U” in an Athletic Training Clinical course will be a review of the student’s performance by the preceptor and the ATEP faculty. Reviews are done on a case-by-case basis and any action taken with regard to the ATS and their clinical progression will be determined and then communicated to them in a timely manner.
4. A second “U” in any AT clinical experience course will result in the student being discontinued from the program and/or the student not being endorsed for the BOC examination.
5. A pre-clinical student must receive a grade of Satisfactory (S) in AT 168 to remain in good standing with the ATEP. If the student receives an Unsatisfactory (U), they will be required to obtain a Satisfactory (S) in AT 168 prior to obtaining their first clinical assignment. Students wishing to progress towards clinical experiences must therefore retake AT 168. A student receiving a second “U” in the pre-clinical AT 168 course will result in the student being discontinued from the program.

Failure to meet or exceed any of these Standards will result in disciplinary action taken by the ATEP. Refer to Discipline Policy of the ATEP

Clinical Education Standards

While Preceptors are responsible for supervision of ATS's, most have a primary responsibility to provide excellent care for their patients and athletes. Student participation in providing this care is a unique opportunity and is a privilege, not a right. Understanding and adhering to the following policies will help ensure that athletic training student experiences are quality ones.

1. Policies and procedures for the Athletic Medicine Department, Center for Health & Well Being, UVM Athletics, and any assigned affiliated site are expected to be known and followed by each athletic training student. This includes following established dress code(s).
2. Universal Precautions and OSHA regulations will be followed for the treatment of open wounds and exposure to bodily fluids.
3. There must be regular planned communication between the ATEP and the Preceptor.
4. Each athletic training student is required to have five clinical experiences. Due to this minimum expectation, in order to graduate from the UVM ATEP students with special circumstances such as student athletes, leave of absence, transfer students, etc., may need to complete clinical experience(s) outside of traditional semesters, and/or additional semester(s). Athletic training students are assigned to a Preceptor for each of these clinical experiences.
5. Goals and expectations are mutually agreed upon between the ATS and Preceptor prior to starting the clinical assignment. Students are expected to meet with their Preceptor on a regular basis to set and re-assess educational goals. Students in the ATEP who are varsity athletes will not be assigned to or evaluated by AT's who are directly responsible for their health care.
6. Clinical experiences are completed over a minimum of five academic semesters. Course credit is consistent with institutional policy or institutional practice. Courses include objective criteria for successful completion.
7. There will be opportunities for students to gain clinical experiences associated with a variety of different populations including genders, varying levels of risk, protective equipment (to minimally include helmets and shoulder pads), and medical experiences that address the continuum of care that would prepare a student to function in a variety of settings and meet the domains of practice delineated for a certified athletic trainer in the profession.
8. Student clinical experiences are conducted in way that allows the ATEP faculty/staff to regularly and frequently evaluate student progress and learning, as well as the effectiveness of the experience.
9. The students' clinical experience requirements will be carefully monitored. The length

of clinical experiences should be consistent with other comparable academic programs requiring a clinical or supervised practice component. Such policies must be consistent with federal or state student work-study guidelines as applicable to the campus setting.

10. Consideration will be given to allow students comparable relief (days off) from clinical experiences during the academic year as compared to other student academic and student activities offered by the institution (e.g., other health care programs, athletics, clubs).

11. The number of students assigned to a Preceptor in the clinical experience component must be of a ratio that will ensure effective education and should not exceed a ratio of three clinical level students per Preceptor in the clinical setting.

12. Athletic training students must be officially enrolled in the clinical portion of the program, be formally instructed and formally assessed on athletic training clinical skills as part of a required course prior to performing those skills on patients.

13. All treatment decisions, injury follow-up and physician referrals will be discussed with your Preceptor daily.

14. The Athletic Training Education Program is considered an academic choice and a professional preparation program, and therefore should be a priority along with academic courses. Students are expected to schedule personal activities and other outside job requirements around their athletic training assignment.

15. Unexcused tardiness and absenteeism will not be tolerated. If unavoidable circumstances arise, notifying your Preceptor in the form of a phone call is required and expected. If no notification is received, disciplinary action will be taken according to established policies.

16. Athletic training students are not required to travel with a team if he/she has an academic class conflict that cannot be excused or reasonably accommodated. The student is expected to notify their Preceptor of these types of conflicts at least one week in advance.

17. Although clinical education is not mandatory during fall pre-season, spring post-season, holiday breaks, or spring recess, it is highly encouraged. The Director of Clinical Education will meet with students prior to assigning their clinical experiences to determine the willingness of students to commit to experiences that fall outside the academic calendar. Since clinical placements often hinge on these types of commitments, students will be held to their commitment barring any extreme unforeseen circumstances.

18. Students are expected to tactfully enforce all rules of the athletic training room(s) with their athletes/teams. Ask for help if necessary.

19. Maintain a clean, orderly athletic training room, work area, and practice area. Keep in mind you are in a health care facility.

20. Athletic training students will keep an accurate record of all experience hours. These hours must be signed by their Preceptor to count towards the required 800 hours. ATS's should have their hours verified and signed by their Preceptor on a weekly basis. The Preceptor has the right to refuse to sign off on hours that they deem to have not been submitted to them in a timely manner.

21. Students are expected to attend all meetings requested by the Athletic Medicine Staff and the Athletic Training Education Program. These meetings are mandatory unless otherwise stated or you are excused by the Program Director.

22. There are costs associated with being enrolled in the UVM ATEP. These include but are not limited to: lab fees, personal liability insurance, criminal background check, immunization maintenance, apparel to adhere to dress code(s), travel to and from off-campus clinical assignments and internships within a 30 mile radius, and student membership fees for the National Athletic Trainers Association junior and senior years in the program. Please see [Additional Program Costs](#) on page 19 for the latest costs associated with being a clinical athletic training student.

23. Progression within and graduation from the ATEP are contingent upon the student satisfying retention and promotion requirements.

24. As part of providing high quality health care to patients, you must diligently protect the confidence of medical information. This includes any information about a patient's medical condition, the treatment of a condition, or any information which you may acquire in locker rooms, athletic training rooms, clinics, physician's offices, or otherwise which is considered to be non-public information. It is your responsibility to understand and adhere to any confidentiality policies of your clinical site. The unique opportunity you have to observe and participate as a health care professional for patients and athletes can and will be terminated if you violate this confidentiality.

25. The clinical experiences will be completed under the direct supervision of a qualified Preceptor in an appropriate clinical setting. The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education. The Preceptor will consistently and physically interact with the athletic training student at the site of the clinical experience.

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

Failure to act in accordance with any of these Clinical Education Standards will result in disciplinary action taken by the ATEP. Refer to Discipline Policy of the ATEP

Ethical Conduct Standards

Certified Athletic Trainers, as with any group of medical professionals, must maintain the highest level of ethical conduct. The National Athletic Trainers' Association has adopted a code of ethics that certified athletic trainers are expected to abide by. The ATEP expects each athletic training student to adhere to these standards as well. ([NATA Code of Ethics](#))

The following policies cover specific ethical concerns and situations you may encounter during your clinical experience in the ATEP.

1. Students are expected to represent the University of Vermont, the Athletic Training Education Program and their clinical sites in a professional, responsible and respectful manner at all times.
2. As an athletic training student, you are considered an extension of the medical profession and as such your behavior and attitude must reflect that. You are expected to respect all coaches, athletes, physicians, administrators and other medical professionals regardless of your own personal feelings or opinions.
3. Confidentiality of all medical records and matters regarding athlete care will be maintained at all times. You will at no time discuss or reveal the nature or content of this information with anyone outside of appropriate medical staff (team physicians, staff ATC's, nurses, emergency personnel).
4. The Athletic Training Education Program condemns the misuse and abuse of alcohol and other drugs that affect not only performance, but also endanger the safety and health of any student.
5. Discretion must be upheld when in social situations with athletes and teams. Relationships between ATS's and the athletes/coaches they are working with must be strictly professional. Please remember that the mere perception that something more than a professional relationship is taking place will be detrimental to your clinical education as well as your reputation and be grounds for disciplinary action. Even dating other athletic training students can be risky business and should be avoided.
6. Treat all athletes equally. Never cover up for an athlete. Do not give special privileges to anyone.
7. Do not engage in or condone unsportsmanlike conduct.

Failure to act in accordance with any of these Ethical Conduct Standards will result in disciplinary action taken by the ATEP. Refer to Discipline Policy of the ATEP.

Alcohol and Drug Policy

The Athletic Training Education Program condemns the misuse and abuse of alcohol and other drugs that affect not only performance, but also endanger the safety and health of any student. The University of Vermont provides services and programs for all students, faculty, and staff who need assistance confronting drug and/or alcohol abuse. Free and confidential assessments, referrals to on and off campus programs and a variety of support groups are available. A student who needs assistance for a personal problem concerning his/her own use, a friend's use, an athlete's use or a family member's use may approach an ATEP faculty member, preceptor, administrator, the university Counseling Center, or the Alcohol and Other Drug Education Program. All information will be held in the strictest of confidence.

ATEP Policy:

1. At any University function on or off campus sponsored by a team, Department of Athletics or the Athletic Training Education Program, there shall be NO consumption of alcoholic beverages or use of recreational drugs.

2. Athletic training students are not to report to clinical experiences or represent the Athletic Training Education Program (at any site) under the influence of drugs and/or alcohol.

3. The use of drugs and/or alcohol during travel time with assigned athletic teams is forbidden at all times, regardless of legal age. While traveling with a team, the athletic trainer is responsible for the health and welfare of the athletes 24 hours a day. Consumption of alcohol or use of drugs may seriously impair the judgment of this responsible individual.

Policy Infractions:

An infraction of this policy by an athletic training student will result in a hearing before the Program Director, academic advisor, and the student's current Preceptor, who will render a decision on the infraction. Due process will be followed in keeping with University policy regarding individuals' rights (see the Cat's Tale, University Judicial System).

Infractions:

1. First offense - Immediate removal from clinical experience and subsequent placement On Trial. *Refer to Discipline Policy of the ATEP*
 - a. *Students are encouraged to utilize counseling and treatment resources available through the University [Center for Health & Wellbeing](#).*

2. Second offense – Discontinuation from the ATEP.
Refer to Discipline Policy of the ATEP

Discipline Policy of the ATEP

The ATEP is considered an academic option for undergraduate students. Participation in the program is a privilege given to those students that have applied and been admitted to the program. Students in this program have the opportunity for a unique undergraduate experience that allows them to work and function in the profession in which they are studying from the beginning of their undergraduate education. The following policies regarding discipline are in place to help ensure the success of the program and the students who choose to be in it.

On Trial

An athletic training student may be placed On Trial for:

1. Failure to maintain ATEP Academic Retention and Promotion requirements
2. Failure to follow or meet established ATEP policy and Standards

It is the decision of the ATEP faculty to place a student On Trial.

A student on trial may be ineligible to begin or continue with a clinical assignment. The student will receive rationale in writing for why they are on trial.

Students have the right to appeal their status to the program director. In this case, a committee will be formed which includes but is not limited to: the program director, clinical education coordinator, student's academic advisor, and the student's current Preceptor. The committee will make the final decision regarding the student's status in the ATEP.

Students placed On Trial will then develop a plan in collaboration with program faculty to address the reason(s) for their On Trial status.

Any student who is on trial and subsequently does not meet program standards will be discontinued from the AT major. (See below)

Discontinued from ATEP

An athletic training student may be Discontinued from the ATEP for:

1. Repeated failure to meet ATEP Academic Retention and Promotion requirements.
2. Repeated failure to follow or meet established ATEP policy and Standards
3. Failure to remedy existing On Trial deficiencies within allotted time
4. Failure to meet University academic standards

It is the decision of the ATEP faculty to discontinue the student from the program.

*This means that the student will be unable to enroll in AT prefix courses and is encouraged to utilize the CNHS OSS to transfer to another major on campus. Students will be notified in writing of the findings and decision regarding their Discontinued status.

Students have the right to appeal their status to the program director. In this case, a committee will be formed which includes but is not limited to: the program director, clinical education coordinator, the student's academic advisor, and the student's current

preceptor. The committee will make the final decision regarding the student's status in the ATEP.

In certain instances, such as failure to meet University academic standards, other policies may be enforced in addition to or in lieu of ATEP policy. To read the full CNHS policy on low academic performance, see the [CNHS Student Handbook](#).

ATEP Dress Code

All Athletic Training students are expected to display a neat, clean, professional appearance at all times. Failure to do so will result in immediate removal from the clinic or site and will result in disciplinary action. During your clinical experience, you are representing yourself, your Preceptor, and the University of Vermont. Please present yourself in a manner consistent with this high level of responsibility.

General Rules:

1. If you look in the mirror before leaving for your clinical assignment and you are not sure if you look professional or not, you probably don't.
2. Your ATEP attire is only to be worn during your clinical experiences.
3. Excessive ear and/or facial piercings are unacceptable. Tongue rings are unacceptable.
4. Your UVM ATEP nametag is to be worn at all times.
5. Your shirt must be tucked in at all times.
6. For men, being clean-shaven is preferred but neatly trimmed beards are acceptable.

Clinic and Practice Attire:

1. UVM ATEP embroidered shirt is required.
2. Khaki slacks are optimal. Shorts of modest length and fit are also acceptable. Jeans are not allowed.
3. Closed-toed shoes must be worn at all times. Sandals or flip-flops are unacceptable.
4. UVM ATEP Nametag.
5. Hats may be allowed during outdoor practices and must be clean and have a UVM logo or no logo but made with UVM colors.
6. Exceptions to the dress code may be made due to weather.
 - * Your Preceptor may allow t-shirts during extreme heat in the fall pre-season if they have a UVM logo or no logo but made with UVM colors.
 - * Rain or cold weather gear need not necessarily be ATEP issue but should be made with UVM colors.

Game Attire:

Your Preceptor will indicate to you what attire is expected. This should be discussed at the initial meeting with the student's Preceptor. In most cases, the UVM colored shirt worn with khaki pants is preferred or the clinical site's school colors. Certain indoor sports may require more formal attire for event coverage. If in doubt... ask your Preceptor.

Travel Attire:

- When traveling with a team, the ATS is expected to abide by the dress code established by the coach/team.

Communicable Disease Policy

The Center for CDC provides guidelines for the reporting of communicable disease within health care facilities. These regulations are designed to provide for awareness, prevention, and reporting of diseases in order that appropriate control measures may be instituted to interrupt the transmission of disease. If a student becomes ill, he/she should report to a medical practitioner for evaluation. If the student is determined to have a communicable disease as delineated below, the medical practitioner will determine the amount of time the student shall remain out of contact with others to prevent transmission. The student will notify his/her clinical instructor and academic clinical coordinator as soon as possible. Prior to resuming clinical experiences, a signed release from a medical practitioner is required and must be presented to the Preceptor and academic clinical coordinator. Additionally, students may, from time to time, have other illness such as colds and flu which may be contagious and place others at risk. Students are encouraged to use good judgment in determining whether to absent themselves from activities with others, including staff, clients, and patients. The Preceptor and academic clinical coordinator should be notified in the case of absence from such conditions.

Communicable Diseases sited by the CDC:

- Bloodborne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes simplex
- Measles
- Meningococcal disease
- Mumps
- Parovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcus aureus infection and carriage
- Streptococcus infection
- Tuberculosis

Blood-borne Pathogen Training

Athletic training students will be required to complete an annual online training regarding infection control. Additional training may be required at affiliated clinical sites. The training sessions will include but not be limited to the following:

1. The purposes and objectives of the Occupational Safety and Health Administration (OSHA) and how they apply to athletic training programs.

2. The epidemiology, signs, symptoms, and modes of transmission of communicable diseases.
3. The program's exposure control plan.
4. The types and locations of protective equipment and the proper techniques to use, handle, remove, and dispose of this equipment.
5. The proper procedures students must follow after a potential exposure. This includes post-exposure evaluations, documentation of the incident, and the proper chain of command used to investigate the occupational exposure.
6. The proper signs, labels, and color-coding required for bio-hazardous materials including information on regulated disposal and storage of all materials.

Standard Operating Procedures

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

I. Gloves

1. Athletic training students will wear disposable latex gloves during patient care when there is a potential for contact with blood, body fluids, non-intact skin, or other infectious materials. Gloves will be provided for each student and must be carried at all times. Students are required to notify their clinical instructor if they are allergic to latex and accommodations will be made.
2. Disposable gloves will not be re-used and must be properly disposed of in a hazardous materials container or receptacle. If a glove is ripped or torn, remove the glove and replace it with a new one.
3. Gloves must be changed between patients in a multiple injury incident.
4. Avoid handling personal items such as pens while wearing gloves.
5. Contaminated gloves must be removed immediately to avoid cross contamination. Hands are to be sanitized immediately before putting on clean gloves.

II. Masks and Eye Protection

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

III. Gowns

1. Gowns will be provided for each student and worn to protect the clothing of student athletic trainers when large amount of possible contaminants are present.

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

VI. Sharps Container and Contaminated Needles

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

Infectious Materials Considerations

I. Respiratory and Cardiac Emergencies

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

II. Injury Scene Operations

1. Blood and bodily fluids will be considered potentially infectious. Isolation procedures will be used for all patient contact.
2. Students should limit air borne exposure through splashing and spraying of potentially infectious materials
3. When communicable disease exposure is probable and to limit the risk of exposure, the minimum number of personnel will be used to complete the task.

4. Students will sanitize their hands after removing protective equipment, patient care, and sanitizing equipment.
5. Eating, drinking, smoking, handling contact lenses or applying lip balm while in the training room or at the scene of an athletic emergency is strictly prohibited.
6. Operators will properly remove and store their protective equipment before starting and operating their vehicle (e.g., van, car, golf cart).
7. Upon arriving at the receiving emergency medical facility, all contaminated materials will be placed in the appropriate containers. If equipment cannot be left or is not disposable, it is to be placed in a leak-proof container and taken to the training room for decontamination.
8. Upon returning to the training room, all contaminated protective equipment will be either replaced or sanitized as required by training room protocol.
9. Disinfection will be performed with either an approved broad-spectrum cleaning agent or with 1:10 bleach: water solution (mixed for no longer than 24 hours).
10. Refrigerated specimen will not be stored in the same area as consumables.

III. Post-exposure Evaluation and Follow-up

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

Additional Program Costs

There are costs associated with being enrolled in the UVM ATEP that are in addition to typical university costs such as tuition, room, board, and books. We believe it is important to be up front and as accurate as possible with regard to these additional costs. They include but are not limited to: lab fees, personal liability insurance, immunization maintenance, apparel to adhere to dress code(s), student membership fees for the National Athletic Trainers Association during junior and senior years in the program, and travel to and from off-campus clinical assignments and internships within a 30 mile radius.

The approximate costs for these are:

- Lab fees: \$25-\$30
- Personal liability insurance: \$30/year for three years
- Immunization maintenance: \$0-\$250 (Depending on personal health insurance; for a majority of students, their insurance covers most if not all of the immunizations.)
- Apparel: \$50-\$250
- NATA student membership: \$85/year for two years
- Travel: Distances range from 0-30 miles; therefore, travel costs vary accordingly.
 - Only some affiliated sites are outside the service of free public transportation. Prior to a student being assigned to one of those sites, the Clinical Education Coordinator will assist the student in finding a means to get to the off site location.
- Students completing the UVM ATEP will be eligible to sit for the BOC exam to become a Certified Athletic Trainer (ATC). The fees for the exam are:
 - Application Fee (one time, non-refundable) \$35
 - First Time BOC Exam Fee: \$300

Personnel Responsibilities

I. Athletic Training Student (ATS) Descriptions

Entry-Level Student: Level I

This student is a pre-clinical athletic training student. They are currently enrolled in Directed Observation in Athletic Training (AT 168). All observations will be carried out under the direct supervision of a preceptor.

Entry-Level I responsibilities:

1. Observe various team practices and games during the semester as assigned.
2. Observe team practice/game preparation, treatments, and clinic maintenance.
3. Observe and become familiar with the policies and procedures of UVM Athletic Medicine and the ATEP.
4. Report to the Head Team or Clinic athletic training students and preceptor.
5. Complete Level I competency skill sheets.
6. Report at designated times to practice, games, and clinical assignments.
7. Be responsible for completing required hours and assignments.
8. Demonstrate respect for athletes, patients, and members of the ATEP (students, preceptor, staff, and faculty).
9. Review and commit to knowing the Emergency procedure for your assigned area.
10. Be inquisitive, enthusiastic, and have fun!

Assistant ATS – Team/HS/Collegiate setting

This Level II or III student is assigned to a Preceptor and designated as the **Assistant ATS** for the corresponding team(s). This student has been accepted into the ATEP and maintains a status of satisfactory standing in the ATEP. This student is to assist the **Head – ATS** and is responsible for the healthcare of this team(s) under the direct supervision of the Preceptor.

Assistant ATS responsibilities:

1. Report to the Head ATS and Preceptor of that team.
2. Assist the Head ATS– Team student in the care, treatment and rehabilitation of injured athletes of that team.
3. Prepare for and attend home practices and home games. Additional opportunities may be available for the Level III to accompany the clinical instructor to away athletic competitions with their assigned sport.
4. Assist the Head ATS with all necessary documentation.
5. Report all reported and/or observed injuries to the Head ATS.
6. Assist the Head ATS with other duties reasonably assigned by their Preceptor.
7. Review and commit to knowing the site Emergency procedures.
8. Communicate regularly with the Head ATS and Preceptor regarding team matters.
9. Complete Levels II and III clinical proficiencies.

10. Report at designated times to practice, games, and clinical assignments.
11. Be responsible for completing required hours and assignments.
12. Demonstrate respect for athletes, patients, and members of the ATEP (students, Preceptor, staff, and faculty).
13. Serve in the role of educator and mentor for athletic training students assigned to same Preceptor.
14. Meet weekly with Preceptor for educational goal setting
15. Be inquisitive, enthusiastic, and have fun!

Head ATS – Team/HS/Collegiate setting

This Level III or IV student is assigned to a Preceptor and designated as the **Head ATS** for the corresponding team(s). This person has at least 600 hours of clinical experience and maintains a status of satisfactory standing in the Athletic Training Education Program (ATEP). This student is responsible for the healthcare of this team(s) under the direct supervision of the Preceptor.

Head ATS responsibilities:

1. Report to Preceptor on all matters concerning the team to which they are assigned
2. Share the following responsibilities with and under the guidance of the Preceptor.
 - a. Prepare for and attend physicals, team physician's orthopedic examinations, practices and contests.
 - b. Prevent and treat athletic injuries for assigned team (pre-, in-, and post-season).
 - c. Complete necessary documentation on athletes in a timely fashion.
 - d. Communicate with team physician regarding athletes when necessary.
3. Serve in the role of educator and mentor for athletic training students assigned to same team and Preceptor.
4. Assist staff and athletic training students to maintain a neat and orderly allied health environment (clinical facilities, practice site, medical kit, etc.).
5. Report at designated times to practice, games, and clinical assignments.
6. Be responsible for completing required hours and assignments.
7. Demonstrate respect for athletes, patients, and members of the ATEP (students, Preceptor staff, and faculty).
8. Serve as host athletic training student to your team's contest opponents.
 - a. Introduce yourself to visiting ATC
 - b. Review emergency procedures
 - c. Identify location and procedures of physician. Perform half time and post-contest courtesy check with visiting ATC.
9. Meet weekly with Preceptor for educational goal setting
10. Be inquisitive, enthusiastic, and have fun!

Assistant ATS– Clinic setting

This Level II or III student is assigned as an **Assistant ATS** to a Preceptor in an orthopedic clinical setting. This student has been accepted into the ATEP and maintains a status of satisfactory standing in the ATEP. This student is to assist the **Head ATS** and is responsible for the healthcare of clinical patients and function of the clinic under the direct supervision of the clinic Preceptor.

Assistant ATS– Clinic responsibilities:

1. Report to the Head ATS and Preceptor on all matters concerning the clinic.
2. Assist in the daily maintenance duties.
3. Provide service to walk-in athletes including first aid and initial evaluations.
4. Assist other athletic trainers with treatments and preparation.
5. Review the Emergency procedure for your assigned area.
6. Complete Level II and/or III clinical proficiencies.
7. Report at designated times to practice, games, and clinical assignments.
8. Be responsible for completing required hours and assignments.
9. Demonstrate respect for athletes, patients, and members of the ATEP (students, Preceptor, staff, and faculty).
10. Serve in the role of educator and mentor for athletic training students assigned to same team and Preceptor.
11. Meet weekly with Preceptor for educational goal setting
12. Be inquisitive, enthusiastic, and have fun!

Head ATS – Clinic setting

This Level III or IV student is assigned to a Preceptor in an orthopedic clinical setting as the **Head ATS**. This student has at least 600 hours of clinical experience, maintains a status of satisfactory standing in the ATEP, and shares the responsibility for the functioning of an orthopedic clinical setting under the direct supervision of an assigned Preceptor.

Head ATS– Clinic responsibilities:

1. Report to the Preceptor on all matters concerning the clinic.
2. Assist in the daily maintenance duties.
3. Provide service to athletes/patients including first aid and initial evaluations.
4. Assist other athletic trainers with treatments and preparation.
5. Review the Emergency procedure for your assigned area.
6. Report at designated times to practice, games, and clinical assignments.
7. Be responsible for completing required hours and assignments.
8. Demonstrate respect for athletes, patients, and members of the ATEP (students, Preceptor, staff, and faculty).
9. Serve in the role of educator and mentor for athletic training students assigned to same team and Preceptor
10. Meet weekly with Preceptor for educational goal setting
11. Be inquisitive, enthusiastic, and have fun!

II. Responsibilities of Preceptors:

The ATEP Preceptors are all in good standing with the BOC and licensed Certified Athletic Trainers in the State of Vermont. They are specifically designated as ATEP Preceptors on all accreditation documentation with CAATE. Because of this designation, they are the only ATC's that are responsible for the direct supervision of the ATEP students during their clinical assignments (*CAATE Standards*).

It is the responsibility of each Preceptor to guide students through the practical application of the ATEP clinical proficiencies (*Athletic Training Educational Competencies 5th ed.*). The Preceptor is expected to provide the students exposure to a wide range of injuries, treatments, and rehabilitation progression methodologies. This is achieved by assigning students specific competency-based duties over a continuum of three academic years. The Preceptor and ATS should cooperatively create semester goals. With the assistance of all the Preceptors, the goal of building a synergy between the clinical and didactic educational settings can be met. This ultimately culminates with each student possessing the skills and knowledge necessary to complete the requirements to sit for the BOC examination. Some specific roles of the Preceptors are:

1. Recommend ATS clinical assignments
2. Validate ATS clinical hour log sheets
3. Assess ATS professional development
4. Review progression of course content as it relates to the clinical setting
5. Review ATS log of completed clinical proficiencies
6. Assess and initiate application of completed clinical proficiencies in the clinical setting
7. Supervise ATS as they apply course content in the clinical setting through demonstrations, observation, and discussions
8. Involve students as pre-professionals by assisting them with autonomous responsibilities.

III. Responsibilities of Athletic Training Education Faculty:

ATEP Faculty responsibilities

The ATEP Faculty and Staff are comprised of the professors and instructors of the required core courses. They are responsible for didactic instruction, checking clinical competencies, assisting with academic advising, and career counseling for athletic training students. This is a cooperative process that involves communication between the student, faculty, staff, and approved clinical instructors.

It is the responsibility of the ATEP faculty and staff to present the *Athletic Training Educational Competencies for Health Care of the Physically Active 5th ed.* This provides students a knowledge base for practical clinical application. The duty of assessing these clinical proficiencies is shared by the ATEP faculty and Preceptors. This ultimately culminates with each student possessing the skills and knowledge necessary to complete the requirements to sit for the BOC examination.

IV. Responsibilities of the Program Director:

The Program Director is responsible for the overall operation of the Athletic Training Education Program:

- a. Maintain ATEP to meet *CAATE Standards*
- b. Assessment (self, ATEP faculty and staff, Preceptors, students, ATEP)
- c. Assignment of student clinical experiences
- d. Assessing clinical competencies
- e. Teaching/instruction
- f. Admission of students to clinical portion of ATEP
- g. ATEP budget
- h. Student advising and discipline
- i. Monitor students yearly progress toward completion of the ATEP
- j. Maintaining close communication with Athletic Medicine Staff

Clinical Mandatories

Students are required to prove immunity to certain diseases. The Department of Rehabilitation and Movement Sciences administrative staff will collect immunization information from students prior to the start of their clinical experiences. Refer to the CNHS Student Handbook for details about clinical mandatory requirements, including immunizations, HIPAA and OSHA trainings.

Admission, Retention and Promotion Requirements

Level I: Pre-Clinical

This student is a pre-clinical athletic training student. They are currently enrolled in Directed Observation in Athletic Training (AT 168). All observations will be carried out under the direct supervision of a preceptor.

Admission Requirements

1. Accepted as a full time student at UVM

Retention Requirements

____ Clinical Observation Hours: Complete 50 hours of Directed Observation while enrolled in AT 168.

Clinical Skill Acquisition:

____ Complete clinical skill proficiency sheets for AT 155 and AT 158

____ Satisfactory completion of AT 168 Directed Observation in Athletic Training

Promotion Requirements into ATEP Clinical Student status

____ Completion of Retention Requirements as stated above

____ Cumulative GPA Minimum of 3.0/4.0

____ Cumulative GPA Minimum of 3.0/4.0 in AT core courses

____ Maintain status at university and ATEP member in good standing

____ Correspondence with Clinical Education Coordinator regarding assignment for following year

Admission, Retention and Promotion Requirements

Level II

Admission Requirements

- _____ Has accepted the offer of admittance into the ATEP by written letter or email
- _____ Be certified in American Red Cross Emergency Medical Response, including CPR/AED for the Professional Rescuer and Administering Emergency Oxygen
- _____ Complete ATEP file including Health Clearance and Immunization Requirements
- _____ Is a student of good standing at the University

Retention Requirements

SEMESTER ONE:

- _____ Cumulative GPA: minimum of 3.0/4.0
- Clinical Experience Hours:
 - _____ First semester goal 150-175 (Actual _____)
- Clinical Assignment: Assistant Athletic Training Student
- _____ Clinical Assignment: preceptor: _____ Setting/Sport: _____
- Clinical Skill Acquisition:
 - _____ Complete clinical skill proficiency sheets for AT 159 and AT 184.
 - _____ Satisfactory completion of AT 169 Clinical Experience in AT I

SEMESTER TWO:

- _____ Cumulative GPA: minimum of 3.0/4.0
- Clinical Experience Hours:
 - _____ Second semester goal 150-175 (Actual _____)
 - _____ Total Academic Year -End goal 300 - 350 hours (Actual _____)
- Clinical Assignment: Assistant Athletic Training Student
- _____ Clinical Assignment: Preceptor: _____ Setting/Sport: _____
- _____ Complete clinical skill proficiency sheets for AT 160, AT 185, and RMS 244.
- _____ Satisfactory completion of AT 170 Clinical Experience in AT II

Promotion Requirements for Each Semester

- _____ Completion of Retention Requirements as stated above
- _____ Cumulative GPA Minimum of 3.0/4.0
- _____ Cumulative GPA Minimum of 3.0/4.0 in AT core courses
- _____ Recommendation for continuation by preceptor
- _____ Complete self-evaluation and Preceptor evaluation
- _____ Maintain status at university and ATEP member in good standing
- _____ Correspondence with Clinical Education Coordinator regarding assignment for following year

Admission, Retention and Promotion Requirements

Level III

Admission Requirements

_____ Has met the Level II promotion requirements

_____ Be certified in American Red Cross Emergency Medical Response, including CPR/AED for the Professional Rescuer and Administering Emergency Oxygen

_____ Is a student of good standing at the University

_____ Has favorable evaluations by preceptor for promotion

Retention Requirements

SEMESTER ONE:

_____ Cumulative GPA: minimum of 3.0/4.0

Clinical Experience Hours:

_____ First semester goal 175 - 200 (Actual _____)

Clinical Assignment: Head or Assistant Athletic Training Student

General Medical Setting(s) _____ OR

Sport/Site: _____ Preceptor: _____

Clinical Skill Acquisition:

_____ Complete clinical skill proficiency sheets for AT 161, AT 187 and AT 189

_____ Satisfactory completion of AT 171 Clinical Experience in AT III

SEMESTER TWO:

_____ Cumulative GPA: minimum of 3.0/4.0

Clinical Experience Hours:

_____ Second semester goal 175-200 (Actual _____)

_____ Total Academic Year-End goal 350 - 400 hours (Actual _____)

_____ Total Clinical Experience Hours 650 - 700 hours (Actual _____)

Clinical Assignment: Head or Assistant Athletic Training Student

General Medical Setting(s) _____ OR

Sport/Site: _____ Preceptor: _____

Clinical Skill Acquisition:

_____ Complete clinical skill proficiency sheets for AT 162, and RMS 188.

_____ Satisfactory completion of AT 172 Clinical Experience in AT IV

* _____ Current student NATA member (include copy of card)

Promotion Requirements

_____ Completion of Retention Requirements as stated above

_____ Cumulative GPA Minimum of 3.0/4.0

_____ Cumulative GPA Minimum of 3.0/4.0 in AT core courses

_____ Recommendation for continuation by Preceptor

_____ Complete self-evaluation and Preceptor evaluation

_____ Maintain status at university and ATEP member in good standing

_____ Correspondence with Clin Coordinator regarding AT 173 Clinical Experience V for following semester.

Admission, Retention and Completion Requirements

Level IV

Admission Requirements

- Has met the Level III Promotion requirements
- Current CPR for the Professional Rescuer card (ARC) or American Heart Association equivalent
- Has favorable evaluations by Preceptors for promotion
- Is a student of good standing at the University

Retention Requirements

- Cumulative GPA: minimum of 3.0/4.0
- Clinical Experience Hours:
 - Total Clinical Experience Hours 800 - 1000 hours
- Clinical Assignment: Head Athletic Training Student
 - Clinical Assignment: Preceptor: _____ Setting/Sport: _____
 - *Additional options: laboratory/course Teaching Assistant
 - *Alternative internship is possible with prior approval of Program Director and Clinical Education Coordinator. Student must apply for alternative or additional internships
 - Clinical Skill Acquisition:
 - Complete clinical skill proficiency sheets for AT 190
 - Satisfactory completion of AT 173 Clinical Experience in AT V
 - * Current student NATA member (include copy of card)

Program Completion Requirements:

- Completion of Retention Requirements as stated above
- Cumulative GPA Minimum of 3.0/4.0
- Cumulative GPA Minimum of 3.0/4.0 in AT core courses
- Complete self-evaluation, Preceptor evaluation, Graduate Exit Survey
- Successful completion of the Comprehensive Exam for Athletic Training Students
- Exit interview with Program Director
- Fulfill Graduation Requirements for AT Major
- Fulfill BOC Examination application requirements