

**SOUTHEASTERN LOUISIANA UNIVERSITY**

**DEPARTMENT OF KINESIOLOGY & HEALTH STUDIES**

**MASTERS OF SCIENCE IN ATHLETIC TRAINING (MSAT) PROGRAM**



**SOUTHEASTERN  
LOUISIANA UNIVERSITY**

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**MSAT STUDENT**

**HANDBOOK**

Introduced: Summer 2022

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# **GENERAL PROGRAM INFORMATION**

## **SOUTHEASTERN LOUISIANA UNIVERSITY** **MISSION STATEMENT**

The mission of Southeastern Louisiana University is to lead the educational, economic and cultural development of Southeast Louisiana.

## **MSAT PROGRAM** **MISSION STATEMENT**

In support of Southeastern Louisiana University's mission, The Athletic Training Program's mission is to provide a comprehensive, progressive, educational and clinical foundation to prepare graduates for a career in Athletic Training. As a result of the Athletic Training Students' exposure to, as well as the participation in, the didactic and clinical education program, each Athletic Training Student shall develop competency in the following aspects of Athletic Training:

- Evidence Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Healthcare Administration
- Professional Development and Responsibility

**This preparation, along with successful passing of the Board of Certification (BOC) Examination for Athletic Training, and meeting the appropriate state requirements will qualify graduates for entry-level careers in Athletic Training.**

## **CERTIFIED ATHLETIC TRAINER (ATC)**

BOC Certified Athletic Trainers (AT) are healthcare professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Athletic training is recognized by the American Medical Association (AMA) as a healthcare profession.

## **ATHLETIC TRAINING PRACTICE DOMAINS**

- Injury and Illness Prevention and Wellness Promotion
- Examination, Assessment and Diagnosis
- Immediate and Emergency Care
- Therapeutic Intervention
- Healthcare Administration and Professional Responsibility

**MSAT PROGRAM**  
**FACULTY AND ASSOCIATES**

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Medical Director

Charity Bryan, PhD, Department Head

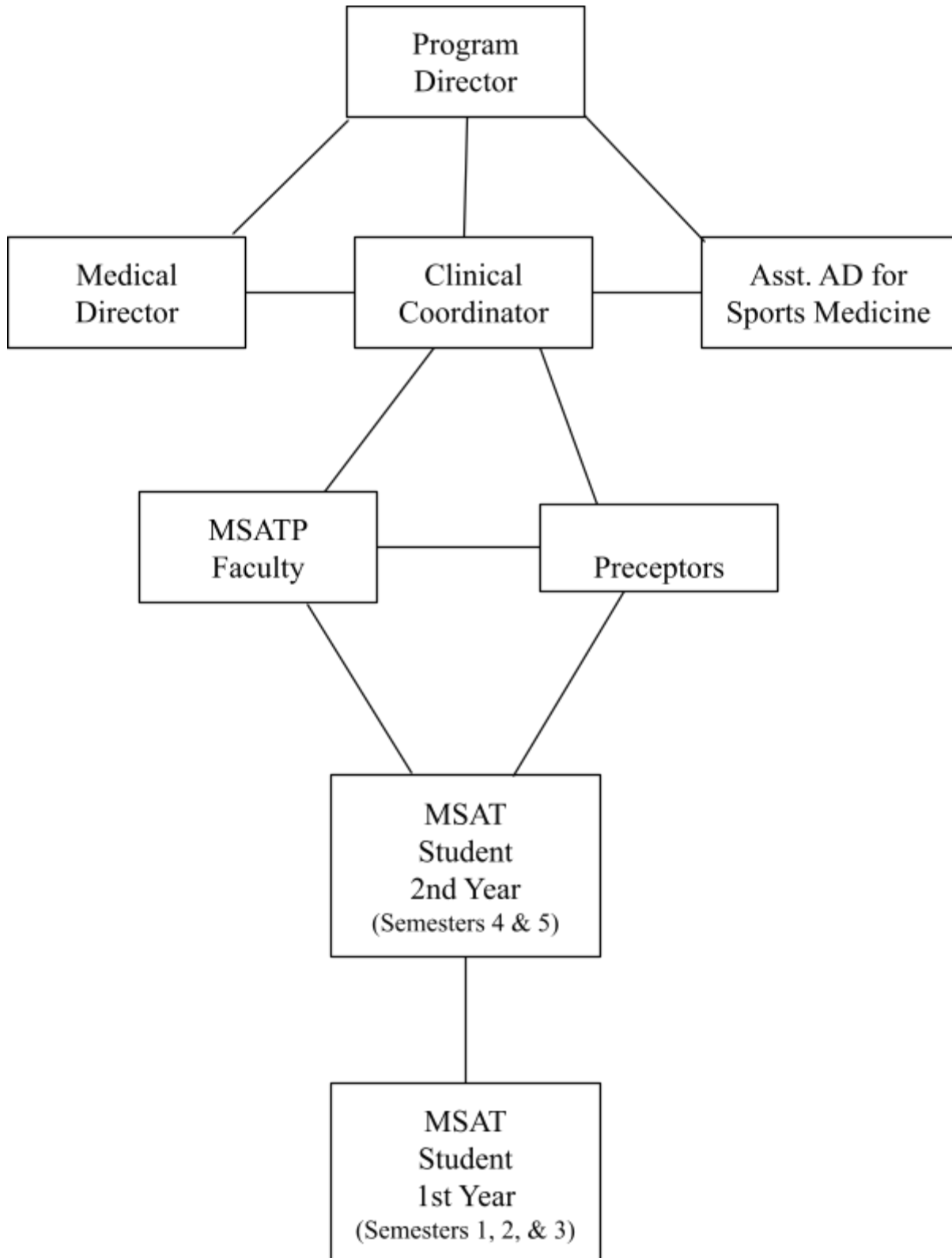
Ann Carruth, DNS, RN, Dean

Eileen Creel, PhD, Assistant Dean

**MSAT PROGRAM**  
**SELECTION AND RETENTION COMMITTEE**

Ryan Green, Program Director  
Kirsten Cunha, Clinical Education Coordinator  
Carrie Edwards, KHS Instructor  
Greg Reeves, KHS Instructor  
Dan Toups, KHS Instructor

**MSAT PROGRAM**  
**ADMINISTRATIVE FLOW CHART**



**MSAT PROGRAM**  
**EDUCATIONAL OBJECTIVES**

The following are the educational objectives for the MSAT Program at Southeastern Louisiana University.

1. To prepare graduates who can effectively recognize the importance of Injury and Illness Prevention and Wellness Protection and create a comprehensive assessment plan that is adapted to a variety of health care settings.
2. To prepare graduates who can effectively recognize the clinical signs and symptoms of injuries and illness and effectively perform Clinical Evaluations and Diagnosis injury in a variety of health care settings.
3. To prepare graduates who can effectively demonstrate confidence in their ability to perform the Immediate and Emergency Care, and develop sound emergency action plans for a variety of health care settings.
4. To prepare graduates who can effectively plan and implement an appropriate treatment and rehabilitation program with consideration of the psycho-social, community, family and health care support systems for a variety of health care settings.
5. To prepare graduates who can effectively manage and maintain and apply the principles of Organizational and Professional Health and Well-being of a variety of health care settings.
6. To prepare graduates who can effectively maintain competence in the most recent educational and regulatory issues in the profession of Athletic Training.
7. To prepare graduates who demonstrate the qualities set forth by the NATA Code of Ethics, the BOC Standards of Practice and the Southeastern Louisiana University MSAT Program Handbook.

## **OUTLINE OF CLINICAL PROGRESSION**

### **Semester 1- Clinical Progression Courses:**

In the first clinical semester, Athletic Training Students (ATS) will be mentored by various preceptors. The ATS will engage in clinical rotations with introductory clinical contact (80-150 Quality Clinical Education Hours) which will allow him/her to become familiar with a number of different competencies and requirements that are associated with the profession of Athletic Training.

**Foundations of Athletic Training (ATHT 611).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of the department head. Focuses on the development of cognitive, psychomotor, communication, and therapeutic intervention skills as applied to the healthcare of the physically active individual. Introduction to taping, wrapping, and bracing techniques. Guides students in the application of theory and clinical practice. (Summer)

**Emergency Care in Athletic Training (ATHT 612).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Provides the knowledge necessary to help sustain life, reduce pain, and minimize the consequences of sudden injury and/or illness of the physically active individual. (Summer)

**Emergency Care in Athletic Training Lab (ATLB 613).** Credit 1 hour. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. A laboratory course accompanying ATHT 612. Provides skills necessary to sustain life, reduce pain, and minimize the consequences and sudden injury or illness of the physically active individual. Three laboratory hours per week. A laboratory fee is required for this course. (Summer)

**Clinical Experiences I (ATHT 615).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Students develop clinical reasoning abilities and athletic training clinical proficiencies in a practical environment under the supervision of a qualified clinical preceptor. The course has a lecture component. The focus is fitting, assembling, and proper use of equipment specific to football, as well as other training practices associated with the clinical placement. A laboratory fee is required for this course. (Summer)

***Total semester hours = 10***



## Semester 2- Clinical Progression Courses

The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 225-300 Quality Clinical Education Hours under the direct supervision of an assigned preceptor.

**Foundational Anatomy (ATHT 621).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Functional human anatomy focusing on orthopedic and neuromuscular anatomy, and fundamental principles of human movement for the physically active individual. (Fall)

**Strength and Conditioning Programs (ATHT 622).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Physiological adaptations to strength and speed training, exercise prescription and testing for athletes, facility design and safety. (Fall)

**Lower Body Pathology and Assessment (ATHT 623).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. A systematic examination of fundamental principles and concepts of athletic training. Students will develop knowledge in the prevention, assessment, and rehabilitation of athletic injuries. Particular emphasis will be placed on injury management of the hip, knee, ankle, foot and lower leg. (Fall)

**Lower Body Pathology and Assessment Lab (ATLB 624).** Credit 1 hour. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. A laboratory course accompanying ATHT 623. Guides students in the application of theory to clinical practice in the prevention, assessment, and rehabilitation of injuries to the knee, hip, thigh, ankle, foot, and lower leg. Three laboratory hours per week. A laboratory fee is required for this course. (Fall)

**Clinical Experiences II (ATHT 625).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Students continue developing clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment under the supervision of a qualified approved preceptor. The course has a lecture component. Particular emphasis will be placed on exposure to sports and activities with lower extremity injuries. A laboratory fee is required for this course. (Fall)

***Total semester hours = 13***

### **Semester 3 – Clinical Progression Courses**

The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 225-300 Quality Clinical Education Hours under the direct supervision of an assigned preceptor.

**Therapeutic Modalities (ATHT 631)**. Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Indication, contraindications, biophysics, and use of agents that aid in the healing of athletic injuries, reduction of pain, or assistance in the rehabilitation process. Set-up and operational procedures of contemporary therapeutic modalities as they relate to the care and treatment of athletic injuries. (Fall)

**Therapeutic Exercise (ATHT 632)**. Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Use of common therapeutic exercises, equipment, and manual techniques. Also includes an examination of psychosocial and socio-cultural issues in athletic training and sports medicine and the role of the athletic trainer in the intervention, referral, and rehabilitation process. Development of a complete rehabilitation process for a variety of populations following injury/surgery. (Spring)

**Upper Body Pathology and Assessment (ATHT 633)**. Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. A systematic examination of fundamental principles and concepts of athletic training. Students will develop knowledge in the prevention, assessment, and rehabilitation of athletic injuries. Particular emphasis will be placed on injury management of the head, spine, thorax, shoulder, upper arm, elbow, forearm, wrist, and hand. (Spring)

**Upper Body Pathology and Assessment Lab (ATLB 634)**. Credit 1 hour. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. A laboratory course accompanying ATHT 633. Guides students in the application of theory to clinical practice in the prevention, assessment, and rehabilitation of injuries to the head, spine, thorax, shoulder, upper arm, forearm, elbow, wrist, and hand. Three laboratory hours per week. A laboratory fee is required for this course. (Spring)

**Clinical Experiences III (ATHT 635)**. Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Students continue developing clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment under the supervision of a qualified approved preceptor. The course has a lecture component. Particular emphasis will be placed on exposure to sports and activities with upper body injuries. A laboratory fee is required for this course. (Spring)

***Total semester hours = 13***

## **Semester 4- Clinical Progression Courses**

The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 225-300 Quality Clinical Education Hours under the direct supervision of an assigned preceptor.

**Evidence-Based Practice and Clinical Decision Making I (ATHT 641).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Understanding of evidence-based terminology and practice, and research in athletic training to maximize patient outcomes. Critical analysis of research literature. Preparation begins for the capstone project. A laboratory fee is required for this course. (Fall)

**Pharmacological and Medical Aspects of Athletic Training (ATHT 642).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Identification and treatment of medical conditions commonly associated with physically active individuals. Emphasis is placed on the role of the athletic trainer in the assessment and treatment of these conditions as directed by a team physician. Also includes an examination of pharmacokinetic effects on body systems and therapeutic use. (Fall)

**Organization and Administration Issues in Athletic Training (ATHT 643).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Focuses on organizational and administrative aspects of athletic training programs. Includes scope of practice, inter-professional relationships, legal and ethical risks for the athletic trainer, risk reduction practices, and professional behavior. (Fall)

**Clinical Experiences IV (ATHT 645).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Students continue developing clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment under the supervision of a qualified approved preceptor. Integration of previous didactic and clinical knowledge, skills, and proficiencies. The course has a lecture component. A laboratory fee is required for this course. (Fall)

***Total semester hours = 12***

## **Semester 5- Clinical Progression Courses**

The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 350-500 Quality Clinical Education Hours under the direct supervision of an assigned preceptor.

**Evidence-Based Practice and Clinical Decision Making II (ATHT 651).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Examination, analysis, and application of current research in managing patient outcomes. Results in the development and presentation of a capstone project. A laboratory fee is required for this course. (Spring)

**Integration of Athletic Training Knowledge and Skills (ATHT 652).** Credit 3 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. A review and re-examination of knowledge and skills, and preparation for the Board of Certification Exam. Will also include Standards of Professional Practice, NATA Code of Ethics, and professional development requirements for the entry-level athletic trainer. (Spring)

**Clinical Experiences V (ATHT 655).** Credit 6 hours. Prerequisite: Admission into the M.S. in Athletic Training program or permission of department head. Students are responsible for assisting with the healthcare of athletes in the clinical setting under the direct supervision of a qualified approved preceptor. Students will build on skills and apply psychomotor/clinical proficiencies. The course has a lecture component. A laboratory fee is required for this course. (Spring)

***Total semester hours = 12***

***Total degree credits = 60***

## **FLOW CHART OF CLINICAL PROGRESSION COURSE WORK**

<b>SEMESTER</b>	<b>COURSES</b>
1 SUMMER	†ATHT 611, †ATHT 612, †ATHT 613, † ATHT 615
2 FALL	†ATHT 621, †ATHT 622, †ATHT 623, †ATHT 624, †ATHT 625
3 SPRING	†ATHT 631, †ATHT 632, †ATHT 633, †ATHT 634, †ATHT 635
4 FALL	†ATHT 641, †ATHT 642, †ATHT 643, †ATHT 645
5 SPRING	†ATHT 651, †ATHT 652, †ATHT 655

- † Clinical Progression Course: Clinical progression courses will be graded on a 7-point scale. A grade of a “C” ( $\geq 77\%$ ) or better will be required in each class for Clinical Progression. Team travel is considered a privilege, and therefore only those AT Students with grades of a “B” ( $\geq 85\%$ ) or better, and/ or are in good standing (attendance, positive feedback, etc) with the course instructor, and/ or permission from the Clinical Education Coordinator will be granted travel privileges.
- Team travel is considered a privilege, and therefore only those AT Students with grades of a “C” or better, and/ or are in good standing (attendance, positive feedback, etc) with the course instructor, and/ or permission from the Clinical Education Coordinator will be granted travel privileges.
- Failure to meet the academic requirements and standards for each clinical progression course as well as departmental courses that are needed to fulfill the requirements of a Master of Science degree in Athletic Training will result in a remediation plan and possible dismissal from the MSAT Program.

## FLOW CHART OF CLINICAL EDUCATION

<p><b>Semester 1 (Summer)</b></p> <p>ATHT 615 (Clinical Experiences I)</p>	<p>In the first clinical semester, Athletic Training Students (ATS) will be mentored by various preceptors. The ATS will engage in clinical rotations with introductory clinical contact (80-150 Quality Clinical Education Hours) which will allow him/her to become familiar with a number of different competencies and requirements that are associated with the profession of Athletic Training.</p>
<p><b>Semester 2 (Fall)</b></p> <p>ATHT 625 (Clinical Experiences II)</p>	<p>The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 225-300 Quality Clinical Education Hours (QCEH) under the direct supervision of an assigned preceptor.</p>
<p><b>Semester 3 (Spring)</b></p> <p>ATHT 635 (Clinical Experiences III)</p>	<p>The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 225-300 Quality Clinical Education Hours (QCEH) under the direct supervision of an assigned preceptor.</p>
<p><b>Semester 4 (Fall)</b></p> <p>ATHT 645 (Clinical Experiences IV)</p>	<p>The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 225-300 Quality Clinical Education Hours (QCEH) under the direct supervision of an assigned preceptor.</p>
<p><b>Semester 5 (Spring)</b></p> <p>ATHT 655 (Clinical Experiences V)</p>	<p>The ATS will begin his/her next clinical assignment with established competencies from the previous clinical progression semester. Athletic Training Students (ATS) will be mentored by various preceptors. The ATS should earn between 350-500 Quality Clinical Education Hours (QCEH) under the direct supervision of an assigned preceptor.</p>

**The ATS will be required to complete all five clinical experiences to successfully complete the Athletic Training Program. Failure to complete the required experiences each semester or total hours for the program will result in a remediation plan and possible dismissal from the MSAT Program. Due to the nature of the competencies and proficiencies necessary to complete the MSAT Program, the Clinical Education Coordinator will assign each ATS to preceptors and clinical rotations. The ATS may submit a formal request in writing for special clinical experience assignments. However, the final decision will be made by the Clinical Education Coordinator and the MSAT Faculty and Staff.**

## **Retention Policies and Procedures**

1. After students have been formally accepted into the clinical progression portion of the MSAT Program: Students must maintain a minimum cumulative GPA of 2.5 with a grade of “C” or higher in each required athletic training clinical progression course. Should a student drop below the required GPA, they will be on academic probation and need to apply for re-entry. Approval for re-entry is not guaranteed. Students who do not complete a clinical progression course with a grade of “C” or higher may not progress to the next semester of clinical progression courses. Students who do not complete an athletic training clinical progression course with a grade of “C” or higher will be permitted to repeat the course one time, but may not continue to the next clinical progression course for which the course is a prerequisite. Students who fail to maintain the required GPA, violate policies in the Southeastern Louisiana University MSAT Handbook, or violate codes of moral/ethical conduct may be dismissed from the clinical progression portion of the MSAT program. Policies may be found in the Student Handbook, Policies and Procedures of the various clinical sites, and the Code of Ethics of the National Athletic Trainers Association.
  
2. Athletic Training Students will be permitted to enroll in any athletic training clinical progression course twice.
  
3. Athletic Training Students will be permitted to repeat only two athletic training clinical progression courses.
  
4. Athletic Training Students who do not successfully pass a clinical progression Athletic Training Education course may not progress to the next clinical progression Athletic Training course without first successfully completing the failed course.
  
5. Athletic Training Students that do not meet the clinical hour requirement for each semester will not pass the associated course.

The appropriate members of the Athletic Training Selection and Retention Committee will review the status of each Athletic Training Student, making recommendations to the Program Director of the Athletic Training Program, for the following actions:

1. When faculty members request the committee to review the continued eligibility of a student.
2. When grades of a student warrant such a review (failing grades, University appeals, etc.).
3. When faculty members report that the behavior of a student in the Athletic Training Program warrants a review of conduct.

## **FINANCIAL RESPONSIBILITIES UPON ACCEPTANCE INTO THE MSAT PROGRAM**

In addition to the regular university fees listed in the General Catalog, athletic training majors accepted into the professional progression component of the degree, must assume cost for equipment and supplies, field experience transportation, lab fees, and criminal background checks.

### **EQUIPMENT AND SUPPLIES**

Students may be responsible for providing the following equipment and supplies:

Fanny pack

Tape scissors

Shears

Stethoscope

CPR mask with oxygen inlet

Penlight

Daily uniform t-shirt for wear with appropriate pants/shorts

Game uniform collared shirt and khaki pants/shorts

### **FIELD EXPERIENCES TRANSPORTATION**

Upon acceptance into the athletic training program, students will complete Field Experiences at various sites off-campus. Students are responsible for his/her own transportation to/from clinical sites.

### **ATHLETIC TRAINING LAB FEE**

Students admitted to the formal progression of the Athletic Training Program are assessed lab fees in each semester. Fees are used for supplies, maintenance of equipment, student drug testing, and other costs associated with the program.

Upon acceptance into the program, students are additionally responsible for the fee associated with completing a criminal background check using the college's approved provider.



## **REVIEW PROCESS OF SUBSTANDARD ACADEMIC PERFORMANCE**

The MSAT Program Selection and Retention Committee will review the status of an Athletic Training Student when a faculty member reports that the behavior of a student (academically or clinically) warrants a review. The outline below provides the procedures that will be followed for this process.

### **Procedure 1. Faculty Defines Problem:**

1. Document the problem
  - a. Faculty will compose a detailed description of the ATS misconduct
  - b. Faculty will make suggestions for improvements as they directly relate to the ATS and the current situation
  - c. Faculty will outline the specific timelines in which change is necessary.
  
2. Copies of Faculty Memo of ATS Behavior will be:
  - a. Sent to and properly documented with the Program Director
  - b. Sent to ATS clinical evaluation folder for permanent record

### **Procedure 2. Program Director & Faculty Conference:**

1. The Program Director and concerned appropriate Faculty will conference with ATS
  - a. Discuss possibilities of remediation
  - b. Copies of the minutes from the meeting will be sent to the following locations for permanent record
    - i. ATS folder
    - ii. Program Director
    - iii. Kinesiology and Health Studies Department Chair (Head)
    - iv. College of Nursing and Health Sciences Dean of Students

### **Procedure 3. Athletic Training Selection and Retention Committee:**

1. Committee members will address situation and problematic behavior(s) and make necessary recommendations which include (but are not limited to):
  - a. Suspension from the MSAT Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the MSAT Program at Southeastern Louisiana University
  - c. Copies of minutes from meeting will be sent to the following locations for permanent record:
    - i. ATS folder
    - ii. Program Director
    - iii. Kinesiology and Health Studies Department Chair (Head)
    - iv. College of Nursing and Health Sciences Dean of Students

**Procedure 4. Kinesiology and Health Studies Department Chair (Head):**

1. Department Head will address problematic situation(s) and offer any additional recommendations and/ or solutions
2. Recommendations/ solutions include (but are not limited to)
  - a. Suspension from the MSAT Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the MSAT Program at Southeastern Louisiana University

## **REVIEW PROCESS OF SUBSTANDARD CLINICAL PERFORMANCE**

The MSAT Program Selection and Retention Committee will review the status of a student when a faculty member reports that the behavior of a student warrants a review. The outline below provides the procedures that will be followed for this process.

### **Procedure 1. Preceptor Defines Problem:**

3. Document the problem
  - a. Preceptor will compose a detailed description of the ATS misconduct
  - b. Preceptor will make suggestions for improvements as they directly relate to the ATS and the current situation
  - c. Preceptor will outline the specific timelines during which change is necessary.
  
4. Copies of Preceptor Memo of ATS behavior will be:
  - a. Sent to and properly documented with the Program Director
  - b. Sent to and properly documented with the Clinical Education Coordinator
  - c. Sent to ATS clinical evaluation folder for permanent record

### **Procedure 2. Program Director and Clinical Education Coordinator Conference:**

2. AT Program Director and Clinical Education Coordinator conference with ATS and supervising Preceptor
  - a. Discuss possibilities of remediation
  - b. Remediation process may include (but is not limited to):
    - i. Change in Preceptor
    - ii. Suspension from clinical assignment
  - c. Copies of the minutes from the meeting will be sent to the following locations for permanent record
    - i. ATS clinical evaluation folder
    - ii. Program Director
    - iii. Clinical Education Coordinator
    - iv. Kinesiology and Health Studies Department Chair (Head)
    - v. College of Nursing and Health Sciences Dean of Students

### **Procedure 3. MSAT Selection and Retention Committee:**

2. Committee members will address situation(s) and problematic behavior(s) and make necessary recommendations which include (but are not limited to):
  - a. Suspension from the MSAT Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the MSAT Program at Southeastern Louisiana University
  - c. Copies of minutes from meeting will be sent to the following locations for permanent record:
    - i. ATS clinical evaluation folder

- ii. Program Director
- iii. Clinical Education Coordinator
- iv. Kinesiology and Health Studies Department Chair (Head)
- v. College of Nursing and Health Sciences Dean of Students

**Procedure 4. Kinesiology and Health Studies Department Chair (Head):**

- 3. Department Chair (Head) will address problematic situation(s) and offer any additional recommendations and/ or solutions
- 4. Recommendations/ solutions include (but are not limited to)
  - a. Suspension from the MSAT Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the MSAT Program at Southeastern Louisiana University

# **CLINICAL EDUCATION AND PROFESSIONAL BEHAVIOR**

## **CLINICAL EXPERIENCE & EXPERIENTIAL LEARNING PURPOSE**

The purpose of clinical experiences and experiential learning are to provide the ATS with the opportunity to practice and refine their clinical and interpersonal skills, in the context of direct patient care, under the direct supervision of a preceptor.

### **SUBMISSION OF JOURNAL RESPONSES**

Clinical education journals will be completed for the lab class corresponding to the clinical assignment. These will need to be printed and signed by the preceptor before submitting to the course instructor. Due dates of clinical journals are at the discretion of the course instructor. Failure to not submit assigned clinical journals will result in an Incomplete in the course until all assignments are completed.

## **GUIDELINES FOR CLINICAL EDUCATION & CLINICAL EXPERIENCES**

The Athletic Training Student's (ATS) experiences will be composed of two elements. These will be Clinical Education and Clinical Experience

**Clinical Education:** One (1) hour of Athletic Training lab course(s) equals 3 contact hours per week (3 hour lab = 9 contact hours). In this setting the ATS will receive a letter grade (A, B, C, D or F) by the course/ lab instructor based on the skills and proficiencies outlined in the course syllabus.

**Clinical Experience:** This section will be broken up into Quantity and Quality.

**Quantity of Clinical Experiences:** A minimum of 1000 Field Experience hours will be obtained over a 5 semester sequence. Semester 1 will consist of 80-150 QCEH. Semesters 2-4 will consist of 225-300 QCEH per semester. Semester 5 will consist of 350-500 QCEH.

**Quality of Clinical Experiences:** The primary setting for the ATS's clinical education and field experiences will include:

1. Southeastern Louisiana University Athletic Training Room(s)
2. Southeastern Louisiana University practice(s) and game coverage
3. Off site health care facilities (including, but not limited to: hospital, clinic, high school, physician's office)

Quality Clinical Education Hours (QCEH) involve, but are not limited to:

1. Practice and game preparation
2. Evaluation of Injury and Illness associated with the physically active
3. Immediate treatment, first aid and emergency care
4. Rehabilitation and reconditioning of injuries
5. Documentation and patient tracking
6. Services related to Athletic Training (administrative, insurance, etc.)

Athletic Training Students will have the opportunity to engage in a variety of clinical education and field experiences that must include clients/patients:

- throughout the lifespan (for example, pediatric, adult, elderly),
- of different sexes, with different socioeconomic statuses,
- of varying levels of activity and athletic ability (for example, competitive and recreational, individual and team activities, high-and low-intensity activities),
- who participate in non-sport activities (for example, participants in military, industrial, occupational, leisure activities, performing arts).

These clinical experiences will allow the ATS the opportunity for the observation of, the direct involvement in, and the emergency care and immediate management of injuries and illnesses associated with athletes and the physically active as directed by the ATS's preceptor.

Supervised clinical experience hours will include personal and verbal contact with the preceptor at all times during the ATS's clinical experience. The preceptor will be responsible for the direct supervision, immediate direction, advising, and evaluation of the ATS during this time. The preceptor must be physically present to have the ability to intervene on behalf of the ATS and the patient.

Preceptors will be readily accessible and available at all times or at the discretion of the preceptor for on-going feedback and guidance of the ATS on a daily basis. The preceptor who will supervise the ATS shall afford supervision that is adequate to assure that the ATS performs tasks in a manner that is consistent with the Standards of Practice for Athletic Training.

## **REGULATIONS OF CLINICAL EDUCATION AND EXPERIENCE HOURS**

The following are regulations for Clinical Education and Clinical Experience Hours:

1. Clinical Education hours that are not spent under the direct supervision and instruction of an assigned preceptor will not be counted valid for reporting.
2. Hours that are spent traveling to clinical sites or venues will not be counted as valid hours for reporting.
3. Totals are based on an average of 30 hours per week of Field Experiences and Clinical Education Hours under the direct supervision of a preceptor for a typical semester.
4. The ATS will maintain a minimum of 15 hours per week of Field Experiences and Clinical Education Hours under the direct supervision of a preceptor. The ATS must communicate with the preceptor to arrange schedules.
  - a. If the ATS continually fails to meet the stated minimum hour guidelines of 15 hours per week of clinical education, the ATS will be in violation of the Retention and Progression Policy and Procedure Sanctions that have been established by the MSAT Program Selection and Retention Committee. Failure to comply with these guidelines will constitute a possible termination from the MSAT Program.
5. The ATS will be required to log clinical experiences via the selected program format every 2 weeks.
6. If the ATS is absent from a Clinical Progression course, the ATS will not be permitted to attend the Clinical Education or Field Experiences for that day; unless the absence is associated with that clinical experience..
7. Weekend days (Friday, Saturday, and Sunday) are not optional. The ATS must attend field experiences on these days.
9. The ATS is not required to attend field experiences on school holidays and closures.
10. Per CAATE regulations, students must have a minimum of one day off in every seven-day period.

## **RECORDING QUALITY CLINICAL EDUCATION EXPERIENCES**

The following are Guidelines for Recording Quality Clinical Education Experiences:

1. Clinical experiences will be recorded by the student on the form provided for them in 2 week increments.
2. Students must turn in forms at the end of the 2 weeks to the Clinical Education Coordinator. If clinical experience documentation is not turned in on the assigned date and by the assigned time, they will not be counted.
3. Maintain accountability with their records.

### **Statement of Criminal Background Status**

Each year, students are required to give an update to his/her original background status. Students must disclose if he/she have/has no change or has had a change in background and criminal history since my initial background check. Should criminal background status change prior to the annual disclosure, the student must immediately inform the Program Director of the change.



### **Immunization Records**

Immunization records/information submitted in the application process will be shared with clinical sites as needed. Flu shots, TB tests, updated immunizations etc. may be required for certain clinical sites at the student's expense.

## **SUPERVISION AND RELATED POLICIES**

***The SLU MSAT Program Clinical Supervision Policy is compliant with Commission on Accreditation of Athletic Training Education Accreditation***

Students will have the opportunity to interact with a variety of medical and health care personnel. An athletic trainer, certified by the Board of Certification (BOC), who currently possesses the appropriate state athletic training practice credential, will supervise (serve as a preceptor) the majority of the student's clinical coursework (i.e., clinical education experiences). The remaining clinical coursework may be supervised by any appropriately state credentialed medical or health care professional.

### **Direct supervision**

Direct supervision (physically present) describes the supervision required of students during clinical experiences. The preceptor must be physically present and have the ability to intervene on behalf of the patient and the ATS. This requirement, however, is not synonymous with preventing students from making clinical decisions. Students are strongly encouraged to make clinical decisions, commensurate with their progression in the program, in consultation with the preceptor or other qualified health care professionals.

### **Graded (Direct) Supervision**

The MSAT Program incorporates a graded method of supervision, which initially involves close monitoring but progresses to supervised autonomy, once a student demonstrates proficiency. This level of supervision positions students to learn maximally at all times, while still allowing for timely feedback and prompt correction of potentially unsafe behaviors/techniques. Direct supervision, when properly implemented, should encourage clinical decision-making during actual patient/client care.

### **Parameters of Supervision:**

1. Students must be directly supervised by a preceptor during the delivery of athletic training services.
2. The preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient
3. The number of students assigned to a preceptor in each clinical setting will be a ratio that is sufficient to ensure effective clinical learning and safe patient care
4. There will be regular communication between the ATS and the preceptor

### **What to do When a 'Supervised' Activity becomes 'Unsupervised'**

If a situation arises that leaves a student unsupervised (e.g., Preceptor leaves to take a phone call or use the restroom and no other health care professional is present), the student should leave the area until the preceptor, or other health care professional, returns. Unsupervised experiences will not be mandated or allowed for any student.

If the ATS voluntarily chooses not to leave the area during the temporarily unsupervised period, the student is required to function only as a CPR/First Aid trained individual would function and must not be referred to as an “Athletic Training Student”. In these situations, students are allowed to apply only those skills deemed appropriate by the CPR/First Aid certifying agency. At no time should the student utilize athletic training skills related to: evaluation to determine participation status, therapeutic modality and/or exercise application, or taping and wrapping skills (unless involved in emergency wound care situations).

These unsupervised incidences must immediately be reported to the MSAT Program Director or Clinical Education Coordinator. Unsupervised time is not authorized by the MSAT Program and will not be considered in the recording of clinical experience hours.

### **Breach of Supervision Policy**

Adherence to the supervision policy is the responsibility of both the preceptor and the student. The student may be subject to a remediation plan for failing to comply with the policy and/or failure to report the incident. Utilization of the preceptor may be discontinued. Each incident, and any subsequent remediation plan, will be reviewed on a case-by-case basis.

### **Communication with Preceptor**

Constant communication with the preceptor is important and a professional skill. In keeping with this, the student should communicate to the preceptor at least 24 hours in advance if the student has to miss a scheduled event. It is not acceptable to tell the preceptor on the same day a clinical experience will be missed, unless in an emergency situation. It is not acceptable to miss a clinical experience in order to study.

## **PROFESSIONAL EXPECTATIONS & BEHAVIORAL STANDARDS**

The highest of professional behaviors is expected of all Athletic Training Students (ATS) enrolled in the MSAT Program at Southeastern Louisiana University. The following standards will serve to help the ATS better self-monitor, evaluate and understand his/her own progress as well as assist him/her in completing the academic and clinical education requirements leading to the degree of Master of Science in Athletic Training at Southeastern Louisiana University.

The following items outlined, combined with other documents in the Student Handbook will serve as guidelines for the ATS in the completion of the degree. These expectations and standards will help the ATS become familiar with the BOC Standards of Professional Practice, the NATA Code of Ethics and the Louisiana State Board of Medical Examiners in an effort to make a successful transition from Athletic Training Student to Certified Athletic Trainer.

### **STANDARD I. COMPETENCE:**

A. The ATS masters the basic knowledge, skills and attitudes relevant to all practice domains of Athletic Training. These domains include Prevention; Clinical Evaluation & Diagnosis; Immediate Care; Treatment, Rehabilitation & Reconditioning; Organization & Administration; Professional Development. The ATS is motivated to learn and understand the human body, perform well on examinations and demonstrate a genuine concern for the well being of all athletes/ patients who have entrusted the ATS to his/ her care.

B. The ATS that strives for competence will take responsibility for learning individually and in a group setting. This is demonstrated in many ways including preparing and actively participating in various learning activities (classroom, laboratory and clinical rotations), striving for mastery in all areas of his/ her education and having the ability to accurately reflect on such experiences. The ATS will begin to identify learning strengths and limitations and reflect upon those with other AT Students, preceptor, Clinical Staff and Academic Faculty.

### **STANDARD II. HONESTY:**

A. The ATS is honest in working with athletes/ patients, fellow AT Students, preceptor, Clinical Staff and Academic Faculty. The ATS recognizes that Athletic Training is fundamentally dependent on the most accurate and honest information and knowledge so that any acceptance or promotion of dishonesty will threaten to devalue the profession of Athletic Training

B. In support of Southeastern Louisiana University's Student Code of Conduct, the ATS that strives for honesty will accurately report actions and events as well as avoid

cheating, plagiarism or any dishonest behaviors and/ or actions. Everything that is presented to the MSAT Program (examinations, case studies, journal assignments, outside assignments, clinical rotations, etc.) will be the ATS's original work with no falsification of information. The ATS will recognize that a commitment to honesty requires not only that the ATS avoid any dishonest behavior but also report observed instances of dishonesty to the appropriate authorities, regardless of his/ her relationship to the subject of the report.

**STANDARD III. COMPASSION:**

A. The ATS is compassionate using empathy to sense other athletes'/ patients' concerns. He/ she will be sensitive, caring and compassionate to the experience of injury and illness including all psycho-social aspects associated with those experiences.

B. The ATS striving to be compassionate will identify, articulate and respond to the psycho-social needs of the athlete/ patient. The ATS will actively listen and respond with empathy to athletes/ patients. The ATS will assist fellow classmates in dealing with the challenges of a professional program. The ATS will seek and accept constructive feedback from preceptor, Clinical Staff and Academic Faculty regarding the effect of his/ her behavior on others.

**STANDARD IV. RESPECT FOR OTHERS:**

A. The ATS maintains attitudes and behaviors that communicate respect. The value and dignity of others is respected in all encounters. Because respect requires an appreciation of feelings, beliefs and experiences of others, the ATS takes an interest in all people regardless of race, religion, ethnicity, sexual orientation or socio-economic status.

B. The ATS striving to respect others will respect the personal boundaries of others and will avoid any discrimination of other individuals. He/ she will honor differences and diversity in people and demonstrate an awareness of how such differences affect personal and professional interactions. Respect will be shown in all settings of the MSAT Program (classroom, laboratories, clinical rotations, etc.). The ATS will demonstrate a commitment to resolve conflict in a collegial manner, show sensitivity to the needs, feelings and wishes of all individuals involved. Respect for the dignity of the athletes/ patients will be demonstrated by strict adherence to confidentiality. The ATS will respect the athletes'/ patients' privacy and right to control access to personal information about their lives and health by disclosing information only to those who are directly involved in the care of that athlete/ patient.

**STANDARD V. PROFESSIONAL RESPONSIBILITY:**

A. The ATS realizes that as a student in a professional program he/she has the responsibility to assure that professional goals and objectives are met in all settings. The ATS understands that certain types of personal conduct can threaten the professional

goals and objectives of the MSAT Program as well as the profession of Athletic Training itself. The ATS recognizes that these unacceptable behaviors include but are not limited to: disrespect; insubordination; substance abuse; misrepresentation of self; misrepresentation of Southeastern Louisiana University; misrepresentation of Athletic Training; etc. Actions that can be perceived as detrimental to the field of Athletic Training, The MSAT Program at Southeastern Louisiana University, or Southeastern Louisiana University itself need to be avoided at all times.

B. The ATS that has accepted professional responsibility will contribute to a positive learning (academic & clinical) environment. The ATS will be an active and punctual participant for all activities (classroom, laboratories, clinical rotations, etc.) that are integral parts of the learning experience. The ATS will take responsibility of notifying others (Academic Faculty, Clinical Staff, preceptor) in advance whenever possible, when an unavoidable absence or tardiness occurs. It is the responsibility of the ATS to complete all missed assignments. The ATS will have the skills to cope with the challenges and conflicts that are inherent to the Athletic Training profession. The ATS will demonstrate a willingness and ability to identify, discuss, confront and possibly seek the appropriate advice and help for his/ her own problematic behaviors.

**STANDARD VI. SOCIAL RESPONSIBILITY:**

A. The ATS realizes that all people live in societies that profoundly influence an individual's educational, health and socio-economic status. The ATS will honor the obligation and responsibility of conducting himself/ herself with pride, respect and dignity towards others.

B. The socially responsible ATS will be able to identify the multiple social factors that influence athletes, patients and students actions and attitudes. The ATS will be proactive in addressing the psycho-social factors that adversely affect others.

## **HOLIDAY AND UNIVERSITY - SCHEDULED BREAK POLICY**

The ATP does not require students to participate in clinical experiences when the University is officially closed. Athletic training students assigned to preceptors covering sports which practice or compete during holidays or breaks may volunteer to participate in supervised clinical experiences during these times and should discuss his/her clinical hours with his/her preceptor and the CEC. A negotiation among the preceptor, coaching staff, and ATS will determine the availability for a student to travel with the team in compensation for volunteering in supervised clinical experiences during times when the University is officially closed. This will happen after the clinical assignments have been made and distributed by the Clinical Education Coordinator in consultation with the Program Director.

## **FACILITY MAINTENANCE POLICY**

Be ready to take part in facility maintenance during clinical experiences. Take initiative and pride in maintaining an organized and clean environment. These activities supplement the clinical experience to facilitate student understanding of the responsibilities of an athletic trainer in addition to health care provision and administration. Check with your preceptor to determine daily tasks and expectations. There are always activities (e.g., cleaning, preparation duties, etc.) that can be completed.

You must adhere to the guidelines posted in all of the facilities utilized during your clinical education assignments (including, but not limited to OSHA guidelines). If there are no guidelines or they are outdated, you must notify the ATP Director. The athletic training facilities are designated medical facilities and should be maintained as such. Treatment areas, surfaces, floors, modalities, and workspace should be kept clean at all times. Report any equipment concerns/malfunctions to a preceptor, staff member, or ATP faculty member. If at all possible, either remove the malfunctioning equipment from use or indicate a 'potential for harm is evident' with a sign.

Keep supplies adequately stocked. Please notify the appropriate personnel from the clinical site when supplies are needed. Properly shut down any electrical modality or equipment that may have been used (e.g., electrical stimulation, ultrasound) at the end of the day. Leave the facilities neat, clean, and organized at the end of the day.

Electrical equipment should be wiped down with a dry towel. Treatment surfaces (such as chairs, treatment tables, and exercise equipment) should be cleaned with an OSHA acceptable cleaner (e.g., Biozide, Virahol, Whizzer, etc.).

## **MEDICAL RECORDS AND CONFIDENTIALITY**

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have been transferred are "eligible students."

### **HIPAA**

The Health Insurance Portability and Accountability Act (HIPAA) was enacted in 1996 to address the privacy and security of patients' medical records. Simply put, no one should have access to a patient's medical records unless the patient has given permission for that individual or agency to view them. This not only applies to physician offices but to athletic training and clinical facilities. Any record of treatment or rehabilitation program should not be visible to other patients and information on injury should not be shared with anyone, not even a coach, another player, media, etc., unless the patient has given written permission to do so. You should ask about the HIPAA compliance forms that are used at the facility to which you are assigned.

**All students are required to attend the annual MSAT Program FERPA/HIPAA/Confidentiality Training session before beginning the clinical education component of the MSAT Program.**

A patient's medical record is confidential. Medical records should remain in a secure area. Any detail from the medical record should only be discussed when it relates to the care of patients. You should also be aware of your surroundings while discussing medical records. You should never talk to anyone other than those individuals associated with the ATP or clinical site about a patient's condition. Never answer any questions concerning the status or medical care of a patient. Direct these questions to your preceptor.

The security, record-keeping, and confidentiality requirements and concerns that relate to athletes' medical records generally apply equally to those portions of athletes' medical records that concern blood borne pathogens. Since social stigma is sometimes attached to individuals infected with blood borne pathogens, athletic trainers should pay particular care to the security, record-keeping, and confidentiality requirements that govern the medical records for which they have a professional obligation to see, use, keep, interpret, record, update, or otherwise handle.

Security, record-keeping, and confidentiality procedures should be maintained with respect to the records of other athletic trainers, employees, athletic training students, and athletes, to the extent that the athletic trainer has responsibility for these records.



## **ALCOHOL AND OTHER DRUGS POLICY**

The use of alcohol, tobacco, and other drugs during the didactic or clinical education component of the MSAT Program is strictly prohibited. If a member of the MSAT Program faculty or staff suspects that you are under the influence of alcohol and/or other drugs, you will be dismissed for the day and suspended from clinicals for a length of time determined by the Selection and Retention Committee. A second incident requires student referral to counseling and suspension of clinical responsibilities until the student demonstrates compliance with the counseling and the policy. A third incident will be grounds for dismissal from the MSAT Program. All ATS are subject to random drug testing. See the College of Nursing and Health Sciences drug policy for further information.

## **STUDENT EMPLOYMENT POLICY**

The MSAT Program faculty recognizes that it is frequently necessary for students to hold part-time positions while attending the University. Students are permitted to pursue employment opportunities (on and off campus) provided the work does not interfere with regular academic responsibilities, including the clinical education component. Students are advised to use good judgment enrolling in courses under these conditions. If outside employment is expected to interfere with the normal academic load, the student should reduce the enrollment accordingly, but expect program completion to exceed the normal five-semester time frame. It is suggested that that student plans his/her schedules based on spending three hours of additional time per week for each credit hour taken. This may be considered sufficient time to enable a student to do satisfactory work. Students with a desire to achieve “A” grades will need to spend proportionately more time in his/her studies.

There are scholarship, assistantship and federal work-study opportunities for students based on established criteria. Regardless of the source of funding, students are not permitted to provide athletic training services during these employment opportunities. Utilizing students for service purposes contradicts the program’s mission, primary objectives and entry-level athletic training education philosophy.

## **CELL PHONE POLICY**

During clinical education, the student should be engaged and involved. Talking, texting, using the internet, etc. is not acceptable behavior. The student should possess a cell phone for the sole purpose of initiating emergency response. If the student has an extenuating circumstance, he/she should speak with the preceptor.

## **SOCIAL RELATIONSHIP POLICY**

Athletic Training Students are required to maintain professional relationships.

### 1. ATS and MSAT Program Faculty and Staff

The MSAT Program faculty members are your immediate supervisors. You will be responsible to them at all times during the completion of your didactic and clinical education components of the program. Faculty and student relationships should remain professional and there should be an open line of communication at all times.

### 2. ATS and Preceptor

Preceptors are an extremely valuable source of information. Students must treat assigned, and all, preceptors with respect and dignity. The preceptor should be available at all times during your clinical education experiences and should continuously review and evaluate clinical proficiencies. The ATS should learn to trust and respect the preceptor, and the preceptor should learn the capabilities of the ATS, always applying challenging skills and increasing student responsibilities appropriately, as well as progressively allowing for opportunities for the integration of skill into patient care. The relationship should remain professional, with an open line of communication. Dating or any other personal/intimate relationship is not permitted.

### 3. ATS and Physicians (and other Health Care Providers)

You will have numerous opportunities to interact with physicians and other medical specialists. Tremendous learning can occur by observing and listening to them as they interact with patients, colleagues and students. Questions should be asked during appropriate times. If you are called upon to report to a physician, be sure to give detailed information and follow orders immediately and efficiently. Relationships with physicians and other health care providers should remain professional and therefore “dating” or any other personal/intimate relationship is not permitted.

### 4. ATS and Coaches

Students have the opportunity to develop a positive rapport and enhance the clinical experience through interactions with coaches. Problems encountered can and should be discussed freely with the MSAT Program Director and your preceptor. Do not let any member of the coaching staff force you into a situation of applying skills beyond your competency or to compromise an athlete’s safety, especially if the condition is life threatening. Adherence to the MSAT Program supervision policy should minimize the potential for these exposures. The MSAT Program will always defend your actions/decisions when they are within your current level of competency and are made with the athlete’s safety as the primary concern. Relationships with the coaching staff should remain professional and therefore “dating” or any other personal/intimate relationship is not permitted.

## 5. ATS and Patients (Athletes)

This policy is directed at all patients (athletes are patients) affiliated with on and off-campus clinical sites; patients do not have to be currently receiving care in the facilities to fall under this policy. The athletic trainer-patient relationship is fundamental to providing and receiving excellent care, to the healing process and to improved outcomes. This relationship is founded on trust and confidentiality. Students may feel uncertain about their role in patient care. However, it is crucial for building trust that you begin this relationship in an honest and straightforward manner. A critical part of this is being honest about your role and letting the patient know you are an athletic trainer-in-training. In some settings, a Preceptor can introduce the student to initiate a trusting relationship. In other settings, students may need to introduce themselves. Many patients will feel quite close to the athletic training student with his/her team. Athletic training students usually have more time to spend with a patient, listening to the patient's history and health concerns, and patients certainly notice and appreciate this extra attention. Sometimes the patient will reveal medically significant information that they have not/would not tell the athletic trainer. If the information given to the student can affect the health of the patient, the student should report the information to the athletic trainer. Since the athletic trainer-patient relationship must be built on trust and respect, relationships with patients must remain professional; therefore “dating” or any other personal/intimate relationship (**including social activities outside of the clinical education component**) is not permitted.

Violating any of these policies must be reported to the Program Director of the MSAT Program who will then forward the violations to the MSAT Program Selection and Retention Committee. The Selection and Retention Committee will review alleged violations of this policy. Violations of the policy may result in sanctions applied to the Athletic Training Student that include but are not limited to suspension or removal from the MSAT Program.

## **Procedure for Selection and Retention Committee Review of Alleged Violations**

The following procedure will be initiated upon the ATS (Athletic Training Student) request for appeal.

- The MSAT Program Director and Department Head of Kinesiology and Health Studies (KHS) will gather all pertinent information related to the events in question.
- The MSAT Program Director and Department Head of Kinesiology and Health Studies (KHS) will prepare a letter to the ATS detailing in writing the alleged violations based on the ATP Handbook and Professional Practice Standards (NATA, CAATE, Louisiana Medical Board of Examiners, etc.).
- The ATS should respond, in writing, within three (3) business days for consideration by the Selection and Retention Committee.
- The Selection and Retention Committee will comprise the review panel. From these individuals, a chairperson will be appointed by the KHS Department Head.
- Should the ATS question the composition of the Selection and Retention Committee, they may petition the KHS Department Head, in writing, to request a replacement, with rationale, prior to the hearing.
- A meeting of the Selection and Retention Committee will be scheduled to review the events in question.
- For the Selection and Retention Committee to consider the events in question, the ATS is requested to submit a statement of the relevant events regarding the charges to the KHS Department Head at least three (3) days prior to the committee meeting.
- The Selection and Retention Committee members will review the pertinent documentation presented and shall have the right to question any party involved in the incident(s).
  - Committee members may call additional witnesses to present evidence as needed. You will be provided advance copies of any materials to be considered by the committee.
  - The ATS has the right to be present during the hearing.
  - The ATS will be allowed to ask questions of any witness questioned by the committee.

- The ATS may have a representative at the hearing. This representative may under no circumstances address the committee or ask any question of witnesses.
- All documentation pertaining to the hearing will remain confidential.
- Deliberation of the members of the Selection and Retention Committee will commence at the close of the exchange of information after all other individuals have been dismissed from the room.
  - The committee shall then meet to decide its recommendation, which shall be made by a vote of at least two thirds (2/3) of the committee members by secret ballot.
  - The committee's recommendation must be in the form of a formal signed memo (it is fine for it to be signed only by the committee chair) to the Department Head and will copy the Dean. The letter must include:
    - A clear statement of the bottom-line recommendation
    - A brief summary of the events in question
    - A summary of the reasons for the committee's recommendation (e.g., list of the violated codes of ethics)
    - Committee's written recommendation (may include attachments)
    - Committee's written and signed recommendation is sent to department head and Dean
    - Copy of committee's written and signed recommendation is sent to the ATS.
- Department Head (DH) Review and Decision
  - DH considers students' written statement; the Committee recommendation; and all available, relevant information
  - DH renders decision to student in a formal written letter
    - If DH concurs with Committee, this will be communicated, indicating bottom-line decision and effective date
    - If DH disagrees with Committee, DH should indicate their conclusion and summary of reasons, any impact on student, and any effective date
    - DH's letter must also inform student they have the right to appeal the DH decision to the Dean if student is not satisfied with DH's decision. The student's appeal to the Dean must be in writing
  - DH's letter should give ATS a reasonable deadline for submitting a written appeal to the Dean within 10 working days.
    - A copy of the DH's written and signed recommendation is sent to the Dean

- Dean Review and Decision of Appeal
  - Dean considers all available relevant information, including student's written statement that was submitted; Committee recommendation, DH decision, and student's letter of appeal
  - Dean renders decision to student via a formal written and signed letter
    - If Dean concurs with DH, say so, indicating bottom-line decision, impact on student/effective date
    - If Dean disagrees with DH, say so, indicating impact on student
  - Dean informs DH of decision – may be in the form of a copy of the letter to student
    - A copy of the Dean's written and signed recommendation is sent to the ATS.

## **SOCIAL MEDIA POLICY**

- 1. Be truthful about who you are:** Post as an individual, not as a representative of Southeastern Louisiana University or the MSAT Program. You may denote that you are a student of Southeastern but, unless given specific authority to do so, may not state that you speak on behalf of, or for, the MSAT Program or the University.
- 2. Never post under an assumed or stolen name:** Use your real name when posting. Using an “undercover” alias or someone else’s profile to keep yourself hidden in order to make inflammatory statements is not a good practice and shows that you do not want to stand behind your statements.
- 3. Be civil:** Discussions, even heated discussions, need not degrade into name calling laced with profanity. Postings using such language or posting defamatory messages reflect poorly on the messenger and can be harmful to the recipient.
- 4. Exercise good judgment in what you post:** Once your words or images are posted to a social media site or service, they can be passed around from person to person ad infinitum and will last forever. Before you post something, make sure it will not have negative repercussions.
- 5. Respect confidentiality:** Once posted, there is no such thing as confidentiality. The best policy is to not post anything you believe is to be held in confidence.
- 6. Be aware of your words and the law:** Slander and libel (false or unjustified injury of the good reputation of another in speech or in writing) laws extend to the Internet as well as into the social networks as do a myriad of laws covering divulged trade secrets and other legal matters. Err on the side of caution if you are uncertain of legal ramifications.
- 7. Be professional:** Athletic Training Students should avoid making even generic negative statements about the institution, its students or other groups of employees.
- 8. Photography/copyright:** Copyright protection of personal images, text and other intellectual property extends to the Internet and must be respected. Just because an item is easy to download and repost does not mean that it may be done. As a rule of thumb, to avoid any copyright infringement, ask and receive permission before reposting any image or text found on the Internet or create the image or text yourself.

## **E-MAIL POLICY**

### **Use of E-mail for Official Correspondence**

#### **PURPOSE OF THIS POLICY**

There is an ever-increasing reliance on electronic forms of communication among faculty, staff and students at Southeastern Louisiana University. In particular, e-mail has become an efficient, fast, and cost-effective method of communication that has many advantages over printed communication.

Because of the importance of this type of communication, e-mail is considered one of the official forms of communication at the University. This policy ensures that students will have access to a university e-mail account, outlines the student's responsibilities in having such an account, and establishes expectations for communication between faculty and students for educational purposes and between the University and students for university business purposes.

#### **ASSIGNMENT OF STUDENT E-MAIL**

The Office of Technology will automatically assign each student an official University e-mail address at the time of first enrollment. All student e-mail accounts are password-protected. As indicated in "Responsible Computing at Southeastern Louisiana University: General Policies for All Computer Users," ensuring the privacy and security of e-mail accounts and e-mail correspondence depends on the appropriate use and protection of user IDs and passwords. Students should read and be familiar with this policy. This e-mail address will be in effect during the student's academic career. All uses of email for official communication should be consistent with the Family Educational Rights and Privacy Act (FERPA).

#### **COMMUNICATION WITH AT STUDENTS**

MSAT Program Faculty and staff determine how e-mail will be used in their classes/clinical rotations and should specify e-mail requirements and expectations in course syllabi and during clinical rotations. Uses of non-Southeastern e-mail addresses for communication with students regarding University business or educational matters are not acceptable as security and confidentiality for off-campus accounts are unknown.

#### **STUDENT USE OF AND RESPONSIBILITIES ASSOCIATED WITH UNIVERSITY E-MAIL**

Students are expected to check their official e-mail accounts on a frequent and consistent basis in order to receive MSAT Program, Departmental and University communications in a timely manner. It is recommended that AT Students check e-mail at least once per day. It is the student's responsibility to report any problems with e-mail accounts or access to e-mail to the Help Desk.

When students send an e-mail, as well as any other form of communication, it should be written in a professional manner.



## **DRESS CODE**

**The MSAT Program at Southeastern Louisiana University is a professional program preparing each student for the professional rigors of Athletic Training. The faculty, staff and administrators associated with the MSAT Program and Southeastern Louisiana University are dedicated to upholding the highest possible practices and standards associated with the field of Athletic Training. The Athletic Training Student (ATS) is expected to uphold and adhere to the following guidelines at all times. Failure to do so will result in a remediation plan and/ or possible termination of the student from the MSAT Program at Southeastern Louisiana University.**

### **Policy Overview**

Athletic Training Students (ATS) are expected to display the type of personal appearance and attire reflective of professionalism and consistent with other health care professions. The attire must reflect consideration of image, safety, infection control and appropriateness for the activities to be performed in the clinical practicum in athletic training or a health care discipline. Unless otherwise defined in this policy, the athletic training student Professional Appearance Policy will be generally considered basic business casual. This policy is in effect during all aspects of the clinical education component. Furthermore, when performing skill or proficiency evaluations in the primary SLU Athletic Training Facility, students (and their models) must adhere to the Professional Appearance Policy.

### **Basic Business Casual**

Basic business casual does not mean sloppy or baggy. Clothing should fit appropriately, be clean, pressed or wrinkle free and without holes or frayed areas. Basic business casual provides more varied and comfortable options but dress shall be suitable for clinical practicum activities, safe, and not extreme in style. Attire should allow for freedom of movement while in keeping with principles of modesty and propriety. Appropriate game/practice attire is determined by preceptor.

### **The following clothing is considered NOT suitable to wear:**

- Tight leggings, (i.e. spandex)
- Denim pants
- Clothing which is too revealing, suggestive, or tight fitting is not acceptable (i.e. halter, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps).
- Short length should be no less than mid-way down the thigh.
- Clothing with symbols, phrases, or slogans representing/advertising gangs, sexism, tobacco, alcohol products, or controlled substances, or representing another university.
- Clothing that exposes the stomach or other areas of the body inappropriately.
- Hats/caps are acceptable in outdoor work place settings only. Head covers for

religious reasons are exempted. Head rags are not acceptable at any time in the work place.

### **Footwear**

Shoes in athlete/patient care areas are required by Occupational Safety and Health Administration (OSHA) standards. They must have a closed toe and either a closed heel or a strap support. Shoes should be kept clean, in good repair, and appropriate for professional attire. Socks, as appropriate, should be worn at all times.

### **Grooming Guidelines**

Personal cleanliness/hygiene will reflect professional standards (clean and neat) to include at least:

- Free of unpleasant body odors or breath.
- Hair is to be clean, neatly arranged and does not interfere with clinical practicum functions. Hair should not be extreme in color or styling.
- Face is shaved or mustache/beards/sideburns, etc., if worn, are to be neatly trimmed, clean, and appropriate for business appearance.
- Since some patients may be allergic to specific fragrances and/or aromas, health care facilities promote a “Fragrance Free Environment.” In an effort to support this type of environment, no strongly scented personal products shall be worn (i.e., cologne, aftershave, hair spray, perfume, deodorants) for the clinical practicum and should reflect a concern for professionalism, safety, infection control precautions, and the athlete/patients’ clinical conditions.
- Cosmetics in moderation are acceptable.
- Selection of jewelry for the clinical practicum should reflect a concern for professionalism, safety and infection control precautions. Earrings are limited to two per ear.
- Facial piercings (included but not limited to eyebrow, nose, lip, tongue) are not to be worn during clinical practicum.
- Tattoos are permissible as long as they are not offensive, vulgar, or extreme in size (i.e sleeve tattoos).
- Fingernails should be short and clean and extend no longer than ¼” beyond the fingertip. OSHA policies, for the purpose of infection control, do not allow acrylic nails.

Athletic Training Students failing to meet the Professional Appearance Policy requirements may be placed in a progressive remediation plan or clinical probation and required to obtain suitable grooming/dress before being allowed to continue the clinical experience.

**Daily Operation and Practice/Game Coverage:**

1. MSAT Program approved t-shirt or collared shirt.
  - a. Shirts will be clean and neat
  - b. Shirts will be tucked in at all times
2. MSAT Program approved Khaki Shorts must be worn inside.
  - a. Shorts will be appropriately fitting for both male and female
  - b. Shorts will be clean, and neat
  - c. Belts will be worn and one color (brown or black with no “decorations”)
3. MSAT Training Program approved Khaki Pants must be worn inside.
  - a. Pants will be appropriately fitting for both male and female
  - b. Pants will be clean and neat
  - c. Belts will be worn and one color (brown or black with no “decorations”)
4. MSAT Program approved sweatshirts
5. Athletic (Tennis, Running, etc) Shoes
6. MSAT Program approved hats
  - a. Hats are not to be worn inside
  - b. Hats should be school colors (green, yellow, black, or white), not worn, frayed, or torn. Southeastern logo, Under Armour logo, or plain is acceptable.
7. Athletic Training pack with required supplies (as needed)
8. Rain jackets/pants must be black in color, without decoration.

**The Athletic Training Student will adhere to the grooming guidelines as stated above.**

**\* Depending on the sport, it may be required to wear professional dress (business suit, etc). Please check with your assigned preceptor for clarification if needed.**

**\* Other off site clinical rotations may require the use of that particular organization’s policy and procedures for dress code. It is the responsibility of the ATS to adhere and maintain the individual standards of each individual organization.**

# **APPENDIX I**

## **CLINICAL EDUCATION TERMINOLOGY**

Please refer to [CAATE Standards pages 67-72](#) for a detailed glossary of terms.

# **APPENDIX II**

## **REGULATING ORGANIZATIONS**

### **Commission on Accreditation of Athletic Training Education (CAATE)**

[www.caate.net](http://www.caate.net)

The Commission on Accreditation of Athletic Training Education (CAATE) is the agency responsible for the accreditation of professional (entry-level) Athletic Training education programs. The American Academy of Family Physicians (AAFP), The American Academy of Pediatrics (AAP), The American Academy of Orthopedic Surgeons in Sports Medicine (AAOSSM) and the National Athletic Trainers' Association, Inc. (NATA) cooperate to sponsor the JRC-AT/CAATE and to collaboratively develop the Standards for Entry-Level Athletic Training Education Programs. Successful completion of a CAATE accredited educational program is a criteria used to determine a candidate's eligibility for the Board of Certification (BOC) examination.

### **National Athletic Trainers' Association (NATA)**

[www.nata.org](http://www.nata.org)

The mission of the National Athletic Trainers' Association is to enhance the quality of health care for athletes and those engaged in physical activity, and to advance the profession of athletic training through education and research in the prevention, evaluation, management and rehabilitation of injuries.

### **Board of Certification (BOC)**

[www.bocatc.org](http://www.bocatc.org)

The Mission of the NATA Board of Certification is to certify athletic trainers and to identify for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs.

### **Louisiana State Board of Medical Examiners (LSBME)**

[www.lsbme.org](http://www.lsbme.org)

Certification Board for Athletic Trainers in Louisiana

# **APPENDIX III**

## **PROFESSIONAL CODES, RULES, LAWS**

### **BOC STANDARDS OF PROFESSIONAL PRACTICE**

[https://bocatc.org/system/document\\_versions/versions/171/original/boc-standards-of-professional-practice-2019-20181207.pdf?1544218543](https://bocatc.org/system/document_versions/versions/171/original/boc-standards-of-professional-practice-2019-20181207.pdf?1544218543)

### **NATA CODE OF ETHICS**

<https://www.nata.org/membership/about-membership/member-resources/code-of-ethics>

### **LOUISIANA STATE BOARD OF MEDICAL EXAMINERS**

#### Laws

<https://www.lsbme.la.gov/sites/default/files/documents/Laws/2018%20Practice%20Acts/Athletic%20Trainers%20Practice%20Act.pdf>

#### Rules

<https://www.lsbme.la.gov/sites/default/files/documents/Rules/Individual%20Rules/Athletic%20Trainers%20July%202017.pdf>

# **APPENDIX IV**

## **CLINICAL FORMS**

**All forms must be signed before starting clinical rotations, including a witness signature**

**\*\*See forms below\*\***

**MSAT PROGRAM**  
**DRUG TESTING AWARENESS SHEET - VERIFICATION FORM**

I, (print your name) \_\_\_\_\_, verify that I have been informed regarding the existence of a Drug Testing Policy that is effective immediately. I have been provided with a copy of the Drug Testing Protocol in its entirety within this handbook. I also understand that a copy for review is available in the MSAT Program Director's office.

By signing below, I am indicating that I am aware of the Drug Testing Policies and its regulations.

\_\_\_\_\_  
MSAT Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**COLLEGE OF NURSING AND HEALTH SCIENCES**  
**CONFIDENTIALITY AGREEMENT**

**Confidentiality is a cornerstone of building a strong clinical relationship. As an individual who provides health care, the student may have access to client's/patients' confidential information that includes biographical data, financial information, medical history and other information. The student is expected to protect client confidentiality, privacy and security and to follow these and all associated agency guidelines.**

The student will use confidential information only as needed to perform duties as a member of the faculty or as a registered student in the programs with the College of Nursing and Health Sciences. This means, among other things, that:

- The student will only access confidential information for which the student has a need to know.
- The student will respect the confidentiality of any verbal communication or reports printed from any information system containing client's/patient's information and handle, store and dispose of these reports appropriately at the University and associated clinical agency.
- The student will not in any way divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of all professional activities.
- The student will carefully protect all confidential information. The student will take every precaution so that clients/patients, their families, or other persons do not overhear conversations concerning client/patient care or have the opportunity to view client/patient records.
- The student will comply with all policies and procedures and other rules of the University and associated agencies relating to confidentiality of information and access codes.
- The student will understand that the information accessed through all clinical information systems agencies contains sensitive and confidential client/patient care, business, financial and hospital employee information that should only be disclosed to those authorized to receive it.
- The student will not knowingly include or cause to be included in any record or report of false, inaccurate or misleading entry.

The student will understand that violation of this Confidentiality Agreement may result in a remediation plan and legal action with fines. By signing this, the student acknowledges that he or she has read, understood and will comply with the Agreement.

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CNHScconfpolicy/BM/amc



**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**DEPARTMENT OF KINESIOLOGY AND HEALTH STUDIES**  
**MSAT PROGRAM**  
**COMMUNICABLE DISEASE POLICY**

The purpose of the Southeastern Louisiana University Department of Kinesiology and Health Studies and MSAT Program Communicable Disease Policy is to protect the health and safety of all parties. The purpose of this policy is to ensure the welfare of the students enrolled within this department as well as those patients you may come in contact with during your clinical experiences. It is designed to provide Athletic Training Students (Students), preceptors, and athletic training faculty and staff with a plan to assist in the management of students with infectious diseases as defined by the Centers for Disease Control and Prevention (CDC). This policy was developed using the recommendations established by the CDC for health care workers ([www.cdc.gov](http://www.cdc.gov)).

**What are Communicable Diseases?**

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

**Communicable Diseases Cited by the CDC:**

Bloodborne Pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	Human immunodeficiency virus (HIV)
Measles	Meningococcal infections	Mumps
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections
Covid-19		

**Guidelines for Prevention of Exposure and Infection**

1. Students must successfully complete annual Bloodborne pathogens training.
2. Students are required to use proper hand washing techniques and practice good hygiene at all times.
3. Students are required to use Universal Precautions at all times. This applies to all clinical sites.
4. Students are not to provide patient care if they have active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

1. Any student who has been exposed to a potential infection before, during, or after a clinical experience should report that exposure to his/her preceptor immediately and both the MSAT Program Director and Clinical Education Coordinator for the MSAT Program.
2. Any student, who demonstrates signs or symptoms of infection or disease that may place him/her and/or his/her patients at risk, should report that potential infection or disease immediately to the Health Center.
3. The student is responsible for keeping the Clinical Education Coordinator informed of his/her conditions that require extended care and/or missed class/clinical time. The student may be required to provide written documentation from a physician to return to class and/or clinical site.
4. If a student feels ill enough to miss ANY class or clinical experience that student should notify the appropriate instructor or preceptor immediately.

By signing below, you indicate you understand and will abide by the Southeastern Louisiana University Department of Kinesiology and Health Studies and the MSAT Program Communicable Disease Policy. Any breach of the Communicable Disease Policy will result in a remediation plan determined by the MSAT Program Director and the Department of Kinesiology and Health Studies Department Head.

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MSAT Student (Print):

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MSAT Student (Signature):

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Date

Introduced: Summer 2022

## HANDBOOK VERIFICATION

I \_\_\_\_\_ (print name) as a MSAT Student (MSATS) at Southeastern Louisiana University, have read, understand, and will cooperate, comply, and adhere with the Guidelines and Regulations for the MSAT Program as they are stated in the MSAT Student Handbook. These guidelines and regulations are required of me as part of my educational program for the requirements to fulfill the Master of Science in Athletic Training degree at Southeastern Louisiana University.

Please initial next to each statement below:

\_\_\_\_\_ I will abide by the dress code as given in the handbook.

\_\_\_\_\_ I understand that clinical hours must be turned in by the due date or they will not count.

\_\_\_\_\_ I understand that I am responsible for keeping up with my clinical hours, including the semester total.

\_\_\_\_\_ I understand that by not completing the required number of hours for the semester, I will not pass the corresponding course.

\_\_\_\_\_ I will only perform athletic training skills when my preceptor is close enough to intervene on behalf of the patient.

\_\_\_\_\_ I will follow HIPAA and FERPA.

\_\_\_\_\_ I will notify the Program Director immediately if my criminal background status changes.

\_\_\_\_\_ I agree to my immunization records being shared with clinical sites as needed.

\_\_\_\_\_ I understand that I may need to obtain a flu shot, TB test, updated immunizations, etc, at my own expense.

\_\_\_\_\_  
MSAT Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness printed name

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**Statement of Criminal Background Status**

I, \_\_\_\_\_, have had no change in my background and criminal history since my initial background check.

I, \_\_\_\_\_, have had a change in my background and criminal history since my initial background check.

If you have had a change in your status, please explain and attach appropriate documentation of event(s) and actions taken:

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

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