

**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**DEPARTMENT OF KINESIOLOGY & HEALTH STUDIES**  
**ATHLETIC TRAINING PROGRAM**



**ATHLETIC TRAINING STUDENT**  
**HANDBOOK**

Revised: Spring 2014  
Summer 2016

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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.

## **SOUTHEASTERN LOUISIANA UNIVERSITY**

### **ATHLETIC TRAINING 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 Student's exposure to, as well as the participation in, the didactic and clinical education program, each Athletic Training Student shall develop competency in the following domains 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/Illness Prevention and Wellness Protection
- Clinical Evaluation and Diagnosis
- Immediate and Emergency Care
- Treatment and Rehabilitation
- Organizational and Professional Health and Well-being

**ATHLETIC TRAINING PROGRAM  
FACULTY AND ASSOCIATES**

**Erin Kennedy, MS, LAT, ATC**  
Program Director  
985-549-2276

**Chad Dufrene, MA, LAT, ATC**  
Clinical Education Coordinator  
985-549-3203

**Ryan Green, PhD, LAT, ATC**  
Assistant Professor  
985-549-2351

**Eddie Hebert, PhD**, Department Head

**Ralph Wood, PhD**, Assistant Dean

**Alyssa Lyon, MD**, Medical Director

**Ann Carruth, DNS, RN**, Dean

**ATHLETIC TRAINING PROGRAM  
CLINICAL STAFF**

**Nathan Quebedeaux, MS, LAT, ATC, CES**  
Asst. Athletic Director for Sports Medicine/  
Head Athletic Trainer  
985-549-5133

**Emily Gusew, MS, LAT, ATC**  
Asst. Athletic Trainer  
985-549-2131

**Jessica VanSweden, MS, LAT, ATC**  
Asst. Athletic Trainer  
985-549-2200

**Max Whitsell, MA, LAT, ATC**  
Asst. Athletic Trainer  
985-549-5401

**ATHLETIC TRAINING PROGRAM  
GRADUATE ASSISTANTS**

**Annelise Davies, LAT, ATC**  
B.S. Athletic Training  
West Chester University

**Maggie McGowan-Stinski, LAT, ATC**  
B.S. Athletic Training  
Grand Valley State University

**Alex Bowers, LAT, ATC**  
B.S. Athletic Training  
West Chester University

**Justin Walker, LAT, ATC**  
B.S. Athletic Training  
East Carolina University

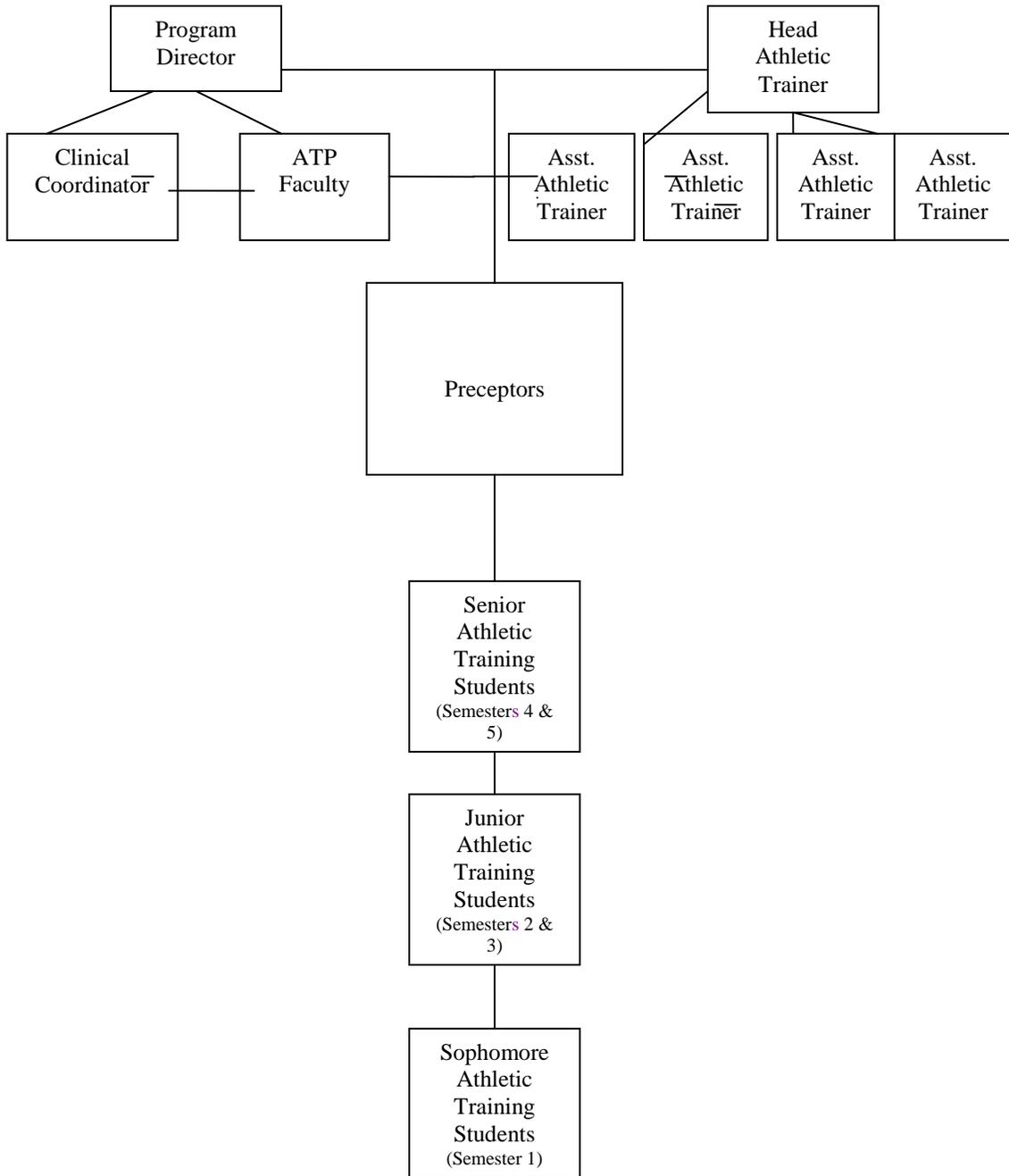
**ATHLETIC TRAINING PROGRAM  
SELECTION AND RETENTION COMMITTEE**

Erin Kennedy, Program Director  
Ryan Green, Assistant Professor  
Brian Williams, KHS Instructor

Chad Dufrene, Clinical Education Coordinator  
Jessica VanSweden, Assistant Athletic Trainer

**ATHLETIC TRAINING PROGRAM**

**ADMINISTRATIVE FLOW CHART**



## **ATHLETIC TRAINING PROGRAM**

### **EDUCATIONAL OBJECTIVES**

The following are the educational objectives for the Athletic Training 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 ATP Handbook.

## **OUTLINE OF CLINICAL PROGRESSION**

### **Clinical Progression- Semester 1 (Foundations)**

In the first clinical semester, Athletic Training Students (ATS) will be assigned 5 three week rotations working with various preceptors. The ATS will engage in clinical rotations with limited clinical contact (150 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.

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

**Functional Anatomy for Athletic Trainers. (ATHT 205).** Credit 3 hours. Prerequisite: Formal acceptance for progression into the athletic training curriculum. Functional human anatomy focusing on orthopedic anatomy, neuromuscular anatomy and the fundamental principles of human movement for the physically active individual

**Athletic Training Foundations & Practice (ATHT 206).** Credit 3 hours. Prerequisites: Formal acceptance for progression into the athletic training curriculum. Guides students in the application of theory to clinical practice. Focuses on the development of cognitive, psychomotor, communication and therapeutic interventions as applied to the healthcare of the physically active individual. Introduction to appropriate taping, wrapping and bracing techniques.

**Practicum in Athletic Training (ATLB 217).** Credit 1 hour. Prerequisites: Formal acceptance for progression into the athletic training curriculum and concurrent enrollment in ATHT 206, ATHT 241, and ATLB 244. Students develop clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment and under the supervision of a qualified clinical instructor for a minimum of 150 hours per semester

**Emergency Health Care for the Athletic Trainer (ATHT 241)** Credit 3 hours. Prerequisite: Formal acceptance for progression into the athletic training curriculum. The purpose of this course is to provide the athletic trainer with the knowledge necessary to help sustain life, reduce pain, and minimize the consequences of sudden injury or illnesses of the physically active individual.

**Emergency Health Care for the Athletic Trainer-Lab (ATHT 244)** Credit 1 hour. Prerequisites: Formal acceptance into the athletic training curriculum and concurrent enrollment in ATHT 241. The purpose of this course is to provide the athletic trainer with the skills necessary to sustain life, reduce pain, and minimize the consequences of sudden injury to the physically active individual. Two hours of laboratory a week.

*The following courses are recommended to be taken during the 1<sup>st</sup> semester in clinical progressions. These courses are not Athletic Training Clinical Progression courses, but are required for the fulfillment of the degree of a Bachelor of Science in Athletic Training at Southeastern Louisiana University.*

*ZOO 251/253 (May be completed prior to entry into the ATP)*

*KIN 321 (Motor Learning)*

## **Summer- Clinical Progression Course**

**Clinical Experiences in Equipment-Intensive Sport, Bracing, and Padding. (ATLB 210)** Credit 1 hour. Prerequisites: Formal acceptance into the athletic training curriculum and ATHT 206. The focus will be on fitting, assembling, and proper usage of pads and helmets specific to football. Padding, splinting and bracing application to the entire body will be covered as well. Students develop clinical reasoning abilities during preseason football under the supervision of a qualified preceptor.

## **Semester 2- Clinical Progression Courses**

The ATS will begin his/ her first clinical assignment with established competencies from the first clinical progression semester. The ATS will be required to obtain between 225-300 Clinical Education Hours under the direct supervision of an assigned preceptor.

**Lower Extremity Clinical Competency Lab. (ATLB 300).** Credit 1 hour Prerequisites: Formal acceptance into the athletic training curriculum and concurrent enrollment in ATHT 305. 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. Two laboratory hours per week. A laboratory fee is required for this course.

**Clinical Integration and Field Experiences in Athletic Training Lab I. (ATLB 303).** Credit 1 hour. Prerequisites: Formal acceptance for progression into the athletic training curriculum and concurrent enrollment in ATLB 358, ATHT 363, ATHT 372. Students continue developing their clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment under the supervision of a qualified approved clinical instructor for a minimum of 225 hours per semester. Particular emphasis will be placed on exposure to upper and lower extremity sports. A laboratory fee is required for this course.

**Therapeutic Modalities in Athletic Training Lab. (ATLB 370).** Credit 1 hour. Prerequisites: Formal acceptance into the athletic training curriculum and concurrent enrollment in ATHT 371. Set-up and operational procedures of contemporary therapeutic modalities as they relate to the care and treatment of athletic injuries. Two hours of laboratory per week.

**Lower Extremity Sports Injury Management. (ATHT 305).** Credit 3 hours. Prerequisites: Formal acceptance for progression into the athletic training curriculum, ATHT 205 and concurrent enrollment in ATLB 300. A systematic examination of the 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, thigh, ankle, foot and lower leg.

**Therapeutic Modalities for Athletic Injuries. (ATHT 372).** Credit 3 hours. Prerequisite: Formal acceptance into the athletic training curriculum. Investigates and analyzes indications, contraindications and biophysics of agents that aid in the healing of athletic injuries, reduction of pain, or assistance in the rehabilitation process. Laboratory activities included set-up and operational procedures of contemporary therapeutic modalities as they relate to the care and treatment of athletic injuries.

*The following courses are recommended to be taken during the 2<sup>nd</sup> semester in clinical progressions. These courses are not Athletic Training Clinical Progression courses, but are required for the fulfillment of the degree of a Bachelor of Science in Athletic Training at Southeastern Louisiana University.*

*KIN 372 (Biomechanics)  
ENG 230, 231, OR 232*

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

The ATS will begin his/ her second clinical assignment with established competencies from the first and second clinical progression semesters. The ATS will be required to obtain between 225-300 Clinical Education Hours under the direct supervision of an assigned preceptor.

**Rehabilitation of Athletic Injuries Lab. (ATLB 304).** Credit 1 hour. Prerequisites: Formal acceptance into the athletic training curriculum, ATHT 372, and concurrent enrollment in ATHT 333. Application of contemporary therapeutic rehabilitation techniques designed to meet specific treatment goals. During the course, students will use the results of on-going clinical examination to determine when the therapeutic intervention should be progressed, regressed, or discontinued. Two hours of laboratory per week.

**Clinical Integration and Field Experiences in Athletic Training Lab II. (ATLB 317).** Credit 1 hour. Prerequisites: Formal acceptance for progression into the athletic training curriculum, and concurrent enrollment in ATLB 366, ATHT 333, and ATHT 367. Students continue developing their clinical reasoning abilities and athletics training clinical proficiencies in a simulated lab environment and under the supervision of a qualified approved clinical instructor for a minimum of 225 hours per semester. Particular emphasis will be placed on exposure to upper and lower extremity sports. A laboratory fee is required for this course.

**Upper Extremity Clinical Competency Lab. (ATLB 344).** Credit 1 hour. Prerequisites: Formal acceptance for progression into Athletic Training curriculum and concurrent enrollment in ATHT 340. Guides students in the application of theory to clinical practice in prevention, assessment, and rehabilitation of injuries to the head, spine, thorax, shoulder, upper arm, forearm, elbow, wrist, and hand. A laboratory fee is required for this course.

**Therapeutic Exercise and Rehabilitation of Athletic Injuries. (ATHT 333).** Credit 3 hours. Prerequisites: Formal acceptance for progression into the athletic training curriculum, ATHT 372, 305, ATLB 370, and concurrent enrollment in ATHT 340, ATLB 344 and ATLB 304. Appropriate use of therapeutic rehabilitation techniques for athletic injuries. Incorporates evidence-based practice for selection criteria, indications/contraindications, clinical applications and psychological aspects of rehabilitation in a variety of populations.

**Upper Extremity Sports Injury Management. (ATHT 340).** Credit 3 hours. Prerequisites: Formal acceptance into the athletic training curriculum and concurrent enrollment in ATLB 344. A systematic examination of the fundamental principles and concepts of athletic training. Includes the opportunity to develop knowledge in the prevention, assessment, and rehabilitation of athletic injuries of the head, spine, thorax, shoulder, upper arm, elbow, forearm, wrist, and hand.

*The following courses are recommended to be taken during the 3<sup>rd</sup> semester in clinical progressions. These courses are not Athletic Training Clinical Progression courses, but are required for the fulfillment of the degree of a Bachelor of Science in Athletic Training at Southeastern Louisiana University.*

*KIN 392 Physiology of Exercise*

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

The ATS will begin his/ her third clinical assignment with established competencies from the first, second and third clinical progression semesters. The ATS will be required to obtain between 225-300 Clinical Education Hours under the direct supervision of an assigned preceptor with infused medical and surgical observation rotations.

**Athletic Training Senior Clinical I. (ATHT 420).** Credit 3 hours. Prerequisites: Formal acceptance for progression into the athletic training curriculum, ATHT 420, ATHT 340, ATLB 300, and ATLB 344. Students are responsible for integrating clinical skills learned in the didactic portion of the program into the clinical setting under direct supervision of a qualified preceptor. Students will build on skills and apply psychomotor/clinical proficiencies. This course has a lecture component. A laboratory fee is required for this course.

**Medical and Pharmacological Aspects of Athletic Training I. (ATHT 455).** Credit 3 hours. Prerequisite: Formal acceptance into the athletic training curriculum. Provides the students with an understanding of a comprehensive health care program and the athletic trainer's role within that program. This course will focus on identification and treatment of medical conditions of the respiratory, gastrointestinal, cardiovascular, and integumentary system. This course will also focus on pharmacological agents in relation to pharmacokinetic effects on body systems and therapeutic use.

**Administration and Psychosocial Intervention in Athletic Training. (ATHT 462).** Credit 3 hours. Prerequisites: Formal acceptance into the athletic training curriculum and concurrent enrollment in ATHT 455. Focuses on the organizational and administrative aspects of athletic training programs. Areas of legal and ethical risks for the athletic trainer, measures to reduce those risks and appropriate professional behavior. Also includes content of psychological considerations of injury and illness.

*The following courses are recommended to be taken during the 3<sup>rd</sup> semester in clinical progressions. These courses are not Athletic Training Clinical Progression courses, but are required for the fulfillment of the degree of a Bachelor of Science in Athletic Training at Southeastern Louisiana University.*

*Music, Visual Arts, Dance, or Theater (AT Student required to choose from one area)  
Social/ Behavioral Science Elective 200+*

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

The ATS will begin his/ her forth clinical assignment with established competencies from the first, second and third clinical progression semesters. The ATS will be required to obtain between 150-175 Clinical Education Hours under the direct supervision of an assigned preceptor with infused medical and surgical observation rotations.

**Evidence-Based Practice for the Athletic Trainer. (ATHT 410).** Credit 3 hours. Prerequisite: Formal acceptance for progression into the athletic training curriculum. Understanding of evidence-based practice concepts and terminology to maximize patient outcomes through critically analyzing research literature.

**Athletic Training Senior Clinical II. (ATHT 425).** Credit 3 hours. Prerequisites: Formal acceptance for progression into the athletic training curriculum and ATHT 420. Students are responsible for assisting with the healthcare of athletes in the clinical setting under the direct supervision of a qualified preceptor. Students will build on skills and apply psychomotor/clinical proficiencies. Emphasis will be placed on preparing for the Board of Certification exam. This course has a lecture component. A laboratory fee is required for this course.

**Medical and Pharmacological Aspects of Athletic Training II. (ATHT 466).** Credit 3 hours. Prerequisites: Formal acceptance into the athletic training curriculum and completion of ATHT 455. Provides the students with an understanding of a comprehensive health care program and the athletic trainer's role within that program. This course will focus on the identification and treatment of medical conditions of the nervous, urinary, endocrine, and reproductive systems associated with the physically active individual. This course will also focus on pharmacological agents in relation to pharmacokinetic effects on body systems and therapeutic use.

*The following courses are recommended to be taken during the 5<sup>th</sup> semester in clinical progressions. These courses are not Athletic Training Clinical Progression courses, but are required for the fulfillment of the degree of a Bachelor of Science in Athletic Training at Southeastern Louisiana University.*

*KIN 426 Strength Development and Conditioning Programs*

*KIN 436- Psychosocial Dimensions of Physical Activity*

***Total degree hours = 120***

**FLOW CHART OF CLINICAL PROGRESSION COURSE WORK**

SEMESTER	COURSES
1 SPRING	†ATLB 217, †ATLB 244, †ATHHT 205, †ATHHT 206, †ATHHT 241
2 FALL	* †ATLB 210, †ATLB 300, †ATLB 303, †ATLB 370, †ATHHT 305, †ATHHT 372
3 SPRING	†ATLB 304, †ATLB 317, †ATLB 344, †ATHHT 333, †ATHHT 340
4 FALL	†ATHHT 420, †ATHHT 455, †ATHHT 462
5 SPRING	†ATHHT 410, †ATHHT 425, †ATHHT 466

- † Clinical Progression Course: Clinical progression courses will be graded on a 7-point scale. A grade of a “C” (≥ 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” (≥ 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.
- \* Course meets approximately 2 weeks before the start of football camp
- 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 Bachelor of Science degree in Athletic Training will result in disciplinary action and possible dismissal from the Athletic Training Program.

## FLOW CHART OF CLINICAL EDUCATION

<p><b>Semester 1 (Spring)</b></p> <p>ATLB 217 (Practicum in Athletic Training)</p>	<p>Required Hrs: 150</p> <p>Students develop clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment and under the supervision of a qualified preceptor.</p>
<p><b>Semester 2 (Fall)</b></p> <p>ATLB 303 (Clinical Integration &amp; Field Experiences in Athletic Training I)</p>	<p>Required Hrs: 225-300</p> <p>Students continue developing their clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment under the supervision of a qualified preceptor. Particular emphasis will be placed on exposure to upper and lower extremity sports</p>
<p><b>Semester 3 (Spring)</b></p> <p>ATLB 317 (Clinical Integration &amp; Field Experiences in Athletic Training II)</p>	<p>Required Hrs: 225-300</p> <p>Students continue developing their clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment and under the supervision of a qualified preceptor. Particular emphasis will be placed on exposure to upper and lower extremity sports.</p>
<p><b>Semester 4 (Fall)</b></p> <p>ATHT 420 (Athletic Training Senior Clinical I)</p>	<p>Required Hrs: 225-300</p> <p>Students continue developing their clinical reasoning abilities and athletic training clinical proficiencies in a simulated lab environment and under the supervision of a qualified preceptor. Particular emphasis will be placed on exposure to upper and lower extremity sports.</p>
<p><b>Semester 5 (Spring)</b></p> <p>ATLB 425 (Athletic Training Senior Clinical II)</p>	<p>Required Hrs: 150-175</p> <p>Students continue developing their clinical reasoning abilities and athletics training clinical proficiencies in a simulated lab environment and under the supervision of a qualified preceptor for a minimum of 225 hours per semester. Particular emphasis will be placed on exposure to upper and lower extremity sports.</p>

**The ATS will be required to complete between 1,000 and 1,200 clinical education hours to successfully complete the Athletic Training Program. Failure to complete the required hours each semester or total hours for the program will result in disciplinary action and possible dismissal from the Athletic Training Program. Due to the nature of the competencies and proficiencies necessary to complete the Athletic Training Program, the Clinical Education Coordinator will assign Athletic Training Students to preceptors and clinical rotations. The ATS may submit a formal request in writing for special assignments. However, the final decision will be made by the Clinical Education Coordinator and the Athletic Training Faculty and Staff.**

## **Retention Policies and Procedures**

1. After students have been formally accepted into the clinical progression portion of the ATP: 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 Athletic Training Handbook, or violate codes of moral/ethical conduct may be dismissed from the clinical progression portion of the Athletic Training 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**  
**ATHLETIC TRAINING PROGRAM**

In addition to the regular university fees listed in the General Catalogue, 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 and 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 not to exceed \$140 per 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 Athletic Training 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 Athletic Training Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the Athletic Training 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 Athletic Training Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the Athletic Training Program at Southeastern Louisiana University

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

The Athletic Training 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. Athletic Training Admission 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 Athletic Training Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the Athletic Training 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 Athletic Training Program at Southeastern Louisiana University for a specified period of time
  - b. Permanent removal of a student from the Athletic Training Program at Southeastern Louisiana University

# **CLINICAL EDUCATION AND PROFESSIONAL BEHAVIOR**

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

The purpose of this assignment is to guide the ATS, in an organized way, to develop the student's clinical reasoning skills, which are based on the knowledge and skills that the student develops in ATP lecture and lab classes. The journal is comprised of a series of guided questions submitted via email to the student's field experience course instructor as assigned. This exercise will also provide documentation of the ATS's thought process when the ATS's preceptor evaluates the student utilizing the Written Clinical Evaluation Form that is completed twice a semester.

## **SUBMISSION OF JOURNAL RESPONSES**

Each journal submission will be submitted via email to the Field Experience course instructor and preceptor (if requested) as assigned. It is suggested that each student submit a cc: to him or herself and print a hard copy. The student will need to obtain each instructor's email.

**GUIDELINES FOR ATHLETIC TRAINING STUDENT**  
**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 150 hours of direct observation. Semesters 2-4 will consist of obtaining between 225-300 hours per semester of clinical experience hours. Semester 5 will consist of 150-175 hours.

**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 (hospital, clinic, high school, physician's office)

The Southeastern Louisiana University Athletic Training Room is considered to be a "designated physical facility where comprehensive health care services are provided." Comprehensive health care services include:

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 may include:

Individual and team sports; Sports requiring protective equipment (e.g., helmet and shoulder pads); Patients of different sexes; Non-sport patient populations (e.g., outpatient clinic, emergency room, primary care office, industrial, performing arts, military); A variety of conditions other than orthopedics (e.g., primary care, internal medicine, dermatology).

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 a 15 week clinical rotation and average of 15-20 hours of clinical education per week.
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 Athletic Training Program Selection and Retention Committee. Failure to comply with these guidelines will constitute a possible termination from the Athletic Training Program.
5. The ATS will not be permitted to exceed 20 hours per week of Field Experiences and Clinical Education Hours under the direct supervision of a preceptor.
  - a. If the ATS continually exceeds the stated maximum hour guidelines of 20 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 Athletic Training Program Selection and Retention Committee. Failure to comply with these guidelines will constitute a possible termination from the Athletic Training Program.
6. The ATS will be required to log hours into ATrack.
7. 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.
8. 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.

<b>Clinical I</b>	<b>Fall Semester</b>	<b>2 seven and a half week rotations</b>
<b>Clinical II</b>	<b>Spring Semester</b>	<b>2 seven and a half week rotations</b>
<b>Clinical III</b>	<b>Fall Semester</b>	<b>Senior Athletic Training/Medical Rotation</b>
<b>Clinical IV</b>	<b>Spring Semester</b>	<b>Senior Athletic Training/ Medical Rotation</b>

## **RECORDING CLINICAL EDUCATION HOURS**

The following are Guidelines for Recording Clinical Hours:

1. Clinical hours will be recorded using ATrack (NATA app). Through lab fees, the student will have a membership to NATA which includes access to ATrack.
2. A video tutorial on using ATrack can be found at [https://www.atrackonline.com/index.php?component=help\\_videos](https://www.atrackonline.com/index.php?component=help_videos).
3. The student will have three (3) days to log hours for each day. After this point, the student will not have access to that particular day. ATrack is accessible on both smart phones and computers. Should the student need to log hour, he/she will need to meet with the Clinical Education Coordinator.
4. Preceptors will regularly approve clinical hours via ATrack.

## **SUPERVISION AND RELATED POLICIES**

### ***The SLU ATP 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 ATP 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 must 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 (First Aid/CPR Agreement). 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 ATP Director or Clinical Education Coordinator. Unsupervised time is not authorized by the ATP 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 disciplinary action 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 disciplinary action, 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.

I as an Athletic Training Student (ATS) at Southeastern Louisiana University, understand and will cooperate, comply, and adhere with the Guidelines and Regulations for Field Experience Hours for the Athletic Training Program as they are stated above. These guidelines and regulations are required of me as part of my educational program for the requirements to fulfill a Bachelor of Science in Athletic Training at Southeastern Louisiana University.

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**Athletic Training Student’s Signature**

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**Date of Signature**

## **PROFESSIONAL EXPECTATIONS & BEHAVIORAL STANDARDS**

The highest of professional behaviors is expected of all Athletic Training Students (ATS) enrolled in the Athletic Training 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 Bachelor of Science in Athletic Training at Southeastern Louisiana University.

The following items outlined, combined with other documents in the Athletic Training 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 ([http://www.southeastern.edu/admin/stu\\_affairs/assets/2015\\_2016\\_student\\_handbook\\_oct\\_update.pdf](http://www.southeastern.edu/admin/stu_affairs/assets/2015_2016_student_handbook_oct_update.pdf)) 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 Athletic Training 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 Athletic Training 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 Athletic Training 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 Athletic Training 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 POLICY 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 ATP FERPA/HIPAA/Confidentiality Training session before beginning the clinical education component of the ATP.**

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 ATP is strictly prohibited. If a member of the ATP 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 incidence requires student referral to counseling and suspension of clinical responsibilities until the student demonstrates compliance with the counseling and the policy. A third incidence will be grounds for dismissal from the Athletic Training 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 ATP 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 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 ATP Faculty and Staff

The ATP 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 ATP 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 ATP supervision policy should minimize the potential for these exposures. The ATP 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. One form of introduction would be 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. 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 Athletic Training Program who will then forward the violations to the Athletic Training 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 Athletic Training Program.

## **SOCIAL MEDIA POLICY**

- 1. Be truthful about who you are:** Post as an individual, not as a representative of Southeastern Louisiana University or the Athletic Training 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 Athletic Training 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.

## **EMAIL 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**

ATP 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 ATP, 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.

## **ATHLETIC TRAINING PROGRAM**

### **DRESS CODE**

**The Athletic Training 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 Athletic Training 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 disciplinary action and/ or possible termination of the student from the Athletic Training 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 disciplinary process 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. Athletic Training Program approved t-shirt or collared shirt.
  - a. Shirts will be clean and neat
  - b. Shirts will be tucked in at all times
2. Athletic Training 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. Athletic 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. Athletic Training Program issued athletic shorts (*only to be worn for outdoor sports during practice*). Shorts may not be rolled at the waist more than twice.
5. Athletic Training Program approved sweatshirts
6. Athletic (Tennis, Running, etc) Shoes
7. Athletic Training 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, ADIDAS logo, or plain is acceptable.
8. Athletic Training pack with required supplies (as needed)
9. 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.**

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Athletic Training Student Signature

Date of Signature

**APPENDIX I**

**CLINICAL EDUCATION TERMINOLOGY**

**FOR THE**

**ATHLETIC TRAINING PROGRAM**

(From “Standards for the Accreditation of Entry-Level Athletic Training Education Programs” published by the Committee on Accreditation of Athletic Training Education, Rev.7/01/12)

**Academic plan:** The document that encompasses all aspects of the student’s classroom, laboratory, and clinical experiences. Also called a specimen program or curriculum plan.

**Academic year:** Two academic semesters or three academic quarters.

**Affiliation agreement:** Formal, written document signed by administrative personnel, who have the authority to act on behalf of the institution or affiliate, from the sponsoring institution and affiliated site. This agreement defines the roles and responsibilities of the host site, the affiliate, and the student. Same as the memorandum of understanding.

**Appropriate administrative authority:** Individuals identified by the host institution and, when applicable, the affiliate who have been authorized to enter an agreement on behalf of the institution or affiliate. The individuals having appropriate administrative authority may vary based on the nature of the agreement.

**Assessment plan:** See Comprehensive Assessment Plan

**Clinical education:** The application of athletic training knowledge, skills, and clinical abilities on an actual patient base that is evaluated and feedback provided by a preceptor.

**Clinical site:** A physical area where clinical education occurs.

**Communicable disease:** A contagion that may be directly transmitted from person-to-person or by a person from an inert surface.

**Comprehensive Assessment Plan:** The process of identifying program outcomes, collecting relevant data, and analyzing those data, then making a judgment on the efficacy of the program in meeting its goals and objectives. When applicable, remedial or corrective changes are made in the program.

**Course/coursework:** Courses involve classroom (didactic), laboratory, and clinical learning experience.

**Curricular Plan:** See Academic Plan

**Degree:** The award conferred by the college or university that indicates the level of education (baccalaureate or masters) that the student has successfully completed in athletic training.

**Direct patient care:** The application of athletic training knowledge, skills, and clinical abilities on an actual patient.

**Distant learning site:** Classroom and laboratory instruction accomplished with electronic media with the primary instructor at one institution interacting with students at other locations. Instruction may be via the internet, telecommunication, video link, or

other electronic media. Distance education does not include clinical education or the participation in clinical experiences

**Emergency Action Plan:** A venue-specific "blueprint" used for the management of medical emergencies. See:

<http://www.nata.org/sites/default/files/EmergencyPlanningInAthletics.pdf>

**Faculty:** An individual who has full faculty status, rights, responsibilities, privileges, and full college voting rights as defined by institution policy and that are consistent with similar positions at the institution necessary to provide appropriate program representation in institutional decisions.

**Fees:** Institutional charges incurred by the student other than tuition and excluding room and board.

**Goals:** The primary or desired results needed to meet an outcome. These are usually larger and longer term than objectives.

**Health Care Professional:** Chiropractor, Dentist, Registered Dietician, Emergency Medical Technician, Nurse Practitioner, Nutritionist, Paramedic, Occupational Therapist, Optometrist, Orthotist, Pharmacist, Physical Therapist, Physician Assistant, Podiatrist, Prosthetist, Psychologist, Registered Nurse or Social Worker who hold a current active state or national practice credential and/or certification in the discipline and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of Athletic Training. These individuals may or may not hold formal appointments to the instructional faculty.

**Higher education accrediting agency:** An organization that evaluates post-secondary educational institutions.

**Infectious disease:** A disease caused by microorganisms entering the body. An infectious disease may or may not be contagious.

**Laboratory:** A setting where students practice skills on a simulated patient (i.e., role playing) in a controlled environment.

**Major:** The designation as a major must be consistent with institutional and system wide requirements. Institutional documents (e.g., catalog, web pages) must list athletic training as a major.

**Medical director:** The physician who serves as a resource regarding the program's medical content. There is no requirement that the medical director participates in the clinical delivery of the program.

**Memorandum of understanding (MOU):** Similar to an affiliation agreement, but tends not to include legally-binding language or intent.

**Monetary remuneration:** Direct cash payment received by students for athletic training services and/or time.

**Objectives:** Sub-goals required to meet the larger goal. Generally objectives are more focused and shorter-term than the overriding goal.

**Official publication:** An institutional document (printed or electronic) that has been approved by the appropriate institutional personnel.

**Outcome (program):** The quantification of the program's ability to meet its published mission. The outcome is generally formed by multiple goals and objectives. For example, based on the evaluation of the goals associated with the outcomes, each outcome may be measured as "met," "partially met," or "not met."

**Outcome assessment instruments:** A collection of documents used to measure the program's progress towards meeting its published outcomes. Examples of outcomes assessment instruments include course evaluation forms, employer surveys, alumni surveys, student evaluation forms, preceptor evaluation forms, and so on.

**Physician:** A medical doctor (MD) or doctor of osteopathic medicine (DO) who possesses the appropriate state licensure.

**Preprofessional student:** A student who is not formally admitted into the program. Preprofessional students may be required to participate in non-patient activities as described by the term Directed Observation Athletic Training

**Preceptor:** A certified/licensed professional who teaches and evaluates students in a clinical setting using an actual patient base.

**Professional development:** Continuing education opportunities and professional enhancement, typically is offered through the participation in symposia, conferences, and in-services that allow for the continuation of eligibility for professional credentials.

**Program Director:** The full-time faculty member of the host institution and a BOC Certified Athletic Trainer responsible for the implementation, delivery, and administration of the AT program.

**Release time (reassigned work load):** A reduction in the base teaching load to allow for the administrative functions associated with functioning as the Program Director and/or clinical coordinator.

**Retention:** Matriculating through the AT program culminating in graduation.

**Retention rate:** A time-based measure of the number of students who are enrolled at the start of the period being studied (e.g., 1 year, 4 years) versus those enrolled at the end of the period. Retention rate is calculated as: number at end/number at start \* 100.

**Secondary selective admissions process:** A formal admission process used for acceptance into the AT major following acceptance into the institution. Secondary selective admissions is optional and determined by the program.

**Similar academic institution (Syn: Peer institution):** Institutions of comparable size, academic mission, and other criteria used for comparing metrics. Many institutions

publish a list of peer institutions.

**Sponsoring institution:** The college or university that offers the academic program and awards the degree associated with the athletic training program.

**Stakeholder:** Those who are affected by the program's outcomes. Examples include the public, employers, the Board of Certification, Inc., and alumni.

**Team physician:** The physician (MD or DO) responsible for the provision of health care services for the student athlete. S/he may also be the medical director; however, this is not required by the Standard

**Technical standards:** The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by legal counsel.

**APPENDIX II**  
**REGULATING ORGANIZATIONS**

### **Commission on Accreditation of Athletic Training Education**

[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

## **BOC STANDARDS OF PROFESSIONAL PRACTICE**

©Board of Certification, Inc.

Implemented January 1, 2006

### **Introduction**

The mission of the Board of Certification Inc. (BOC) 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. The BOC has been responsible for the certification of Athletic Trainers since 1969. Upon its inception, the BOC was a division of the professional membership organization the National Athletic Trainers' Association. However, in 1989, the BOC became an independent non-profit corporation.

Accordingly, the BOC provides a certification program for the entry-level Athletic Trainer that confers the ATC® credential and establishes requirements for maintaining status as a Certified Athletic Trainer (to be referred to as “Athletic Trainer” from this point forward). A nine member Board of Directors governs the BOC. There are six Athletic Trainer Directors, one Physician Director, one Public Director and one Corporate/Educational Director.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every five years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the National Organization for Competency Assurance.

The *BOC Standards of Professional Practice* consists of two sections:

- I. Practice Standards
- II. Code of Professional Responsibility

### **I. Practice Standards**

#### **Preamble**

The Practice Standards (Standards) establish essential practice expectations for all Athletic Trainers.

Compliance with the Standards is mandatory.

The Standards are intended to:

- assist the public in understanding what to expect from an Athletic Trainer
- assist the Athletic Trainer in evaluating the quality of patient care

assist the Athletic Trainer in understanding the duties and obligations imposed by virtue of holding the ATC® credentia'

The Standards are NOT intended to:

- prescribe services
- provide step-by-step procedures
- ensure specific patient outcomes

The BOC does not express an opinion on the competence or warrant job performance of credential holders; however, every Athletic Trainer and applicant must agree to comply with the Standards at all times.

### **Standard 1: Direction**

The Athletic Trainer renders service or treatment under the direction of a physician.

### **Standard 2: Prevention**

The Athletic Trainer understands and uses preventive measures to ensure the highest quality of care for every patient.

### **Standard 3: Immediate Care**

The Athletic Trainer provides standard immediate care procedures used in emergency situations, independent of setting.

### **Standard 4: Clinical Evaluation and Diagnosis**

Prior to treatment, the Athletic Trainer assesses the patient's level of function. The patient's input is considered an integral part of the initial assessment. The Athletic Trainer follows standardized clinical practice in the area of diagnostic reasoning and medical decision making.

### **Standard 5: Treatment, Rehabilitation and Reconditioning**

In development of a treatment program, the Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short-term goals and an appraisal of those which the patient can realistically be expected to achieve from the program. Assessment measures to determine effectiveness of the program are incorporated into the program.

### **Standard 6: Program Discontinuation**

The Athletic Trainer, with collaboration of the physician, recommends discontinuation of the athletic training service when the patient has received optimal benefit of the program. The Athletic Trainer, at the time of discontinuation, notes the final assessment of the patient's status.

### **Standard 7: Organization and Administration**

All services are documented in writing by the Athletic Trainer and are part of the patient's permanent records. The Athletic Trainer accepts responsibility for recording details of the patient's health status.

## **II. Code of Professional Responsibility**

### **Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code.

The *Professional Practice and Discipline Guidelines and Procedures* may be accessed via the BOC website, [www.bocatc.org](http://www.bocatc.org).

### **Code 1: Patient Responsibility**

The Athletic Trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's race, religion, age, sex, nationality, disability, social/economic status or any other characteristic protected by law
- 1.2 Protects the patient from harm, acts always in the patient's best interests and is an advocate for the patient's welfare
- 1.3 Takes appropriate action to protect patients from Athletic Trainers, other healthcare providers or athletic training students who are incompetent, impaired or engaged in illegal or unethical practice
- 1.4 Maintains the confidentiality of patient information in accordance with applicable law
- 1.5 Communicates clearly and truthfully with patients and other persons involved in the patient's program, including, but not limited to, appropriate discussion of assessment results, program plans and progress
- 1.6 Respects and safeguards his or her relationship of trust and confidence with the patient and does not exploit his or her relationship with the patient for personal or financial gain
- 1.7 Exercises reasonable care, skill and judgment in all professional work

### **Code 2: Competency**

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities
- 2.2 Participates in continuous quality improvement activities
- 2.3 Complies with the most current BOC recertification policies and requirements

### **Code 3: Professional Responsibility**

The Athletic Trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards
- 3.2 Knows and complies with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.3 Collaborates and cooperates with other healthcare providers involved in a patient's care
- 3.4 Respects the expertise and responsibility of all healthcare providers involved in a patient's care

- 3.5 Reports any suspected or known violation of a rule, requirement, regulation or law by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training, public health, patient care or education
- 3.6 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline or sanction received by him/herself or by another Athletic Trainer that is related to athletic training, public health, patient care or education
- 3.7 Complies with all BOC exam eligibility requirements and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
- 3.8 Does not, without proper authority, possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials
- 3.9 Is candid, responsible and truthful in making any statement to the BOC, and in making any statement in connection with athletic training to the public
- 3.10 Complies with all confidentiality and disclosure requirements of the BOC
- 3.11 Does not take any action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse of a child or patient; actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute; or the use of the position of an Athletic Trainer to improperly influence the outcome or score of an athletic contest or event or in connection with any gambling activity
- 3.12 Cooperates with BOC investigations into alleged illegal or unethical activities; this includes but is not limited to, providing factual and non-misleading information and responding to requests for information in a timely fashion
- 3.13 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

#### **Code 4: Research**

The Athletic Trainer or applicant who engages in research:

- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
- 4.2 Protects the rights and well being of research subjects
- 4.3 Conducts research activities with the goal of improving practice, education and public policy relative to the health needs of diverse populations, the health workforce, the organization and administration of health systems and healthcare delivery

#### **Code 5: Social Responsibility**

The Athletic Trainer or applicant:

- 5.1 Uses professional skills and knowledge to positively impact the community

#### **Code 6: Business Practices**

The Athletic Trainer or applicant:

- 6.1 Refrains from deceptive or fraudulent business practices

6.2 Maintains adequate and customary professional liability insurance

## **NATA CODE OF ETHICS**

September 28, 2005

### **PREAMBLE:**

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession. The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

### **PRINCIPLE 1:**

Members shall respect the rights, welfare and dignity of all.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

### **PRINCIPLE 2:**

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.

2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

### **PRINCIPLE 3:**

Members shall maintain and promote high standards in their provision of services.

3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

3.4 Members shall recognize the need for continuing education and participate in

educational activities that enhance their skills and knowledge.

3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.

3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

**PRINCIPLE 4:**

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.

4.2 National Athletic Trainers' Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

4.3 Members shall not place financial gain above the patient's welfare and shall not participate in any arrangement that exploits the patient.

4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

# LOUISIANA STATE BOARD OF MEDICAL EXAMINERS

## Chapter 57. Athletic Trainers

### Subchapter A. General Provisions

#### §5701. Scope of Chapter

A. The Rules of this Chapter govern the employment and practice of certified athletic trainers in the state of Louisiana.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:526 (August 1986).

#### §5703. General Definitions

A. As used in this Chapter, the following terms shall have the meanings specified.

*Board*-the Louisiana State Board of Medical Examiners.

*Certification*-the board's official recognition of a person's lawful authority to act and serve as an *athletic trainer* as such term is defined by the Law, R.S. 48:3302, and by §5705 hereof.

*Certified Athletic Trainer*-a person possessing a current certificate, duly issued by the board, evidencing the board's certification of such person under the law.

*Louisiana Athletic Trainers Law or the Law*-Acts 1985, Number 288, as amended, R.S. 48:3301-3312.

*NATA*-the National Athletic Trainers Association, or its successor.

*Physician*-a person holding a current unrestricted license to engage in the practice of medicine in the state of Louisiana, duly issued by the board.

B. Masculine terms wheresoever used in this Chapter shall also be deemed to include the feminine.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:526 (August 1986).

#### §5705. Special Definitions

A. The term *the activities of an athletic trainer* means and includes the practice of prevention, emergency management, and physical rehabilitation of injuries incurred by athletes at an educational institution, professional athletic organization, and by any athletes participating in athletic competition or events sponsored by those organizations or other board-sanctioned organizations, all under the direction and supervision of a physician.

B. The term *practice of prevention*, as used in §5705.A, means and includes:

1. establishing and implementing a program of physical conditioning for athletes in cooperation with physicians, supervisors, and coaches;

2. application of protective or injury-preventive devices such as taping, padding, bandaging, strapping, wrapping, or bracing;

3. selecting and fitting protective athletic equipment for individual athletes and monitoring of such equipment for safety, in cooperation with physicians, supervisors, and coaches; and

4. counseling and advising supervisors, coaches, and athletes on physical conditioning and training, such as diet, flexibility, rest, and reconditioning.

C. The term *emergency management* means the application and use of accepted first aid procedures, as established by the American Red Cross and the American Heart Association, or pursuant to written

protocols for emergency established by a team or consultant physician to render conservative care to an injured athlete until such athlete may be attended by a physician.

D. The term *physical rehabilitation of injuries* means the care given to athletes following injury and during recovery, including reconditioning procedures; application of therapeutic devices and equipment; fitting of braces, guards, and other protective devices; and referral to physicians, auxiliary health services and institutions, all pursuant to and in accordance with preestablished methods of physical modality use and exercise as prescribed by a team or consultant physician.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:526 (August 1986).

## **Subchapter B. Prohibitions**

### **§5709. Unauthorized Practices**

A. No person shall hold himself out to the public, any public educational institution, any athletic organization, or any individual student, amateur, or professional athlete as a certified athletic trainer in the state of Louisiana, nor identify or designate himself as such, nor use in connection with his name the letters, "CAT" or "ATC," or any other words, letters, abbreviations, insignia, or signs tending to indicate or imply that the person is a certified athletic trainer, unless he is currently certified by the board as a certified athletic trainer.

B. No person shall undertake to perform or actually perform, for compensation or other remuneration, the activities of an athletic trainer, as defined in this Chapter (§5705) unless he is currently certified by the board as a certified athletic trainer, as evidenced by a certificate duly issued by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986).

### **§5711. Exemptions**

A. The prohibitions of §5709.B of this Chapter shall not apply to:

1. a person who undertakes to perform or actually performs the activities of an athletic trainer at an educational institution which is not operated by the state of Louisiana, or a parish or municipal school board, district, or subdistrict;

2. an athletic coach assigned or employed by an educational institution or athletic organization, in the performance of his usual and customary duties as such;

3. a person who undertakes to perform or actually performs the activities of an athletic trainer in the employment of an educational institution or athletic organization domiciled in another state, while accompanying and attending athletes of an educational institution or athletic organization domiciled in another state during or in connection with an athletic contest conducted in Louisiana; or

4. a person acting under and within the scope of professional licensure or certification issued by an agency of the state of Louisiana.

B. The prohibitions of §5709.B shall not apply to any person who performs the functions of an athletic-trainer as a student-trainer, assistant-trainer, teacher-trainer, or any similar position under the direction and supervision of a certified athletic trainer.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986).

### **§5713. Prohibitions: Certified Athletic Trainers**

A. A certified athletic trainer shall not:

1. undertake to perform or actually perform any activities, preventive measures, emergency management, physical rehabilitation of injury, or any other functions, treatments, modalities, procedures, or

regimes, except under the direction and supervision of a physician, employed or engaged as a team or consulting physician by the educational institution or athletic institution by which the certified athletic trainer is employed or engaged;

2. prescribe, dispense, or administer any controlled substances;

3. dispense or administer any medications for ingestion, subcutaneous, transdermal, intramuscular, or intravenous injection or topical application, except upon the prescription and direction, or pursuant to the written protocol of a physician; or

4. undertake to concurrently supervise more than three uncertified student, assistant, or teacher-trainers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986).

### **Subchapter C. Ethical Guidelines and Standards of Practice**

#### **§5715. Ethical Guidelines**

A. A certified athletic trainer shall, in performance of the activities of an athletic trainer, observe and abide by the code of ethics of the National Association of Athletic Trainers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986).

#### **§5717. Standards of Practice**

A. A certified athletic trainer shall, in performance of the activities of an athletic trainer, observe and abide by the standards of practice announced and promulgated from time to time by the board pursuant to rules and regulations, advisory opinions, and interpretations and statements of position.

B. It shall be deemed a violation of minimum standards of practice applicable to certified athletic trainers for a certified athletic trainer to:

1. be convicted of or enter a plea of guilty or nolo contendere to a criminal charge constituting a felony under the laws of the United States or of any state;

2. to be convicted of or enter a plea of guilty or nolo contendere to a criminal charge arising out of or in connection with the performance of the activities of an athletic trainer;

3. fail to maintain any qualification requisite to initial certification under the law;

4. have his certification or licensure as an athletic trainer suspended, revoked, or placed on probation by any state or to have voluntarily surrendered any such certification or licensure while administrative proceedings were pending against such certification or licensure;

5. be incapable of performing the activities of an athletic trainer with reasonable skill and safety to athletes by virtue of physiological or mental condition, illness, deficit, deformity, or injury, or the abuse or excessive use of drugs, including alcohol;

6. give or suborn false testimony before the board; or

7. incompetency in performing the activities of an athletic trainer.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986).

#### **Subchapter D. Grounds for Administrative Action**

##### **§5719. Causes for Administrative Action**

A. The board may refuse to issue certification to, or suspend, revoke, or impose probationary conditions and restrictions on the certification of an applicant for certification or a certified athletic trainer upon a finding of any of the cause provided by §3308.A of the Louisiana Athletic Trainers Law, as such causes are further defined in §5721 hereof.

B. The board may reinstate any certification suspended or revoked hereunder, or restore to unrestricted status any certification subjected to probationary conditions or restrictions by the board upon payment of the reinstatement fee and satisfaction of such terms and conditions as may be prescribed by the board; provided, however, that an application for reinstatement of certification revoked by the board shall not be made or considered by the board prior to the expiration of one year following the date on which the board's order of revocation became final.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986).

##### **§5723. Causes for Action; Definitions**

A. As used in §3308.A of the Law, a person who has "secured the certificate by fraud or deceit" means and includes a person who:

1. makes any representation to the board, knowingly or unknowingly, which is in fact false or misleading as to a material fact or omits to state any fact or matter that is material to an application for certification under Chapter 31 of these Rules; or

2. makes any representation, or fails to make a representation, or engages in any act or omission which is false, deceptive, fraudulent, or misleading in achieving or obtaining any of the questions for certification required by Chapter 31 of these Rules.

B. As used in §5717.B of this Chapter, the term *convicted*, as applied to a certified athletic trainer or applicant for certification as an athletic trainer, means that a judgment has been entered against such person by a court of competent jurisdiction on the basis of a finding or verdict of guilt or a plea of guilty or nolo contendere. Such a judgment provides cause for administrative action by the board so long as it has not been reversed by an appellate court of competent jurisdiction and notwithstanding the fact that an appeal or other application for relief from such judgment is pending.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3301-3312.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, LR 12:527 (August 1986)

**APPENDIX III**  
**CLINICAL FORMS**

**ATHLETIC TRAINING 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 Athletic Training Program Director's office.

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

\_\_\_\_\_  
Athletic Training 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 disciplinary 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

**COMMUNICABLE DISEASE POLICY**  
**Athletic Training Program**  
**Department of Kinesiology and Health Studies**  
**Southeastern Louisiana University**

The purpose of the Southeastern Louisiana University Department of Kinesiology and Health Studies and the Athletic Training 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

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 Erin Kennedy, Program Director, Chad Dufrene, Clinical Education Coordinator for the Athletic Training 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 Athletic Training Program Communicable Disease Policy. Any breach of the Communicable Disease Policy will result in disciplinary action determined by Erin Kennedy, the Athletic Training Program Director and the Department of Kinesiology and Health Studies Department Head.

\_\_\_\_\_  
Athletic Training Student (Print):

\_\_\_\_\_  
Athletic Training Student (Signature):

\_\_\_\_\_  
Date

Updated: Spring 2014, Summer 2016