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The Contents of this Handbook may be modified and/or changed at any time by the faculty and staff of the Athletic Training Program, with final approval provided by the Program Coordinator. Athletic Training Students will be notified in writing concerning any and all changes.
Part 1 – General Program Guidelines

KSU ATP CLINICAL EDUCATION SITES
See the ATP Program Coordinator or Clinical Coordinator for contact information and procedures.

Kent State University Athletics .................................. Trent Stratton/Michelle Rura
Akron General Medical Center Sports Physical Therapy .............. Art McCreary
    Akron General Montrose
    Akron General Tallmadge
    Akron General North (Stow)
    Akron General Green
Summa Health Care Systems.................................. Scott Barbone/Terri Angelo
PT Center for Orthopedics .................................................. Paul Amendola
Akron Children’s Hospital ........................................... Sheila Shrack
Cleveland Clinic .............................................. Dace Zemzar/Courtney Rutledge
Mercy Medical System ........................................ Kathy Smithberger/Robert Putnam
Aultman Hospital .................................................. Matt Root
University Hospitals ........................................ Paul Smith/Darrell Reed
Kent Roosevelt High School .................................. Terry Slattery/Angela Textor
St. Vincent/St. Mary High School ................................... Brian Knight
Green High School ........................................ Arietta Paulus
Stow Monroe Falls High School ................................ Cory Tilden
Solon High School .................................................. Kassie Brooks
Aurora High School ........................................ Tom Wymer
Twinsburg High School ........................................ Mike Sherer
North Canton Hoover High School ................................ Jessica Williams
Streetsboro High School ........................................ Staci Bohannon
Cuyahoga Valley Christian Academy .................................. Leann Thibio
Woodridge High School ........................................ Mike Johnson
Brecksville-Broadview Heights High School ......................... Tom Iannetta
Walsh University ........................................ Doug Willmott
Malone University .................................................. Jordan Kocher
On behalf of the Athletic Training Program (ATP), I would like to thank you for choosing Kent State University and orient you to the KSU ATP, which is currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE). We would like to take this opportunity to provide you with as much information as possible about the ATP and your role in this program as an athletic training student (ATS). This handbook is designed to act as a guide and to inform you of important policies and procedures for the ATP. This handbook will assist us in conveying to you – the ATS – our expectations for you as a student either entering or continuing through the professional phase of our program.

This academic and clinical program offers a rigorous course of study to prepare you for an entry-level athletic training position after you successfully challenge the BOC certification examination. It is up to you to take full advantage of all of the resources available to you to successfully complete the requirements for selection into this program and maintain good standing within the program so that you can embark upon the exciting pathway towards becoming a certified athletic trainer.

The KSU ATP faculty and staff expect you to make a strong commitment to this program, and to become a dependable, responsible, and skilled member of our program. You will be expected to reflect the basic tenets of this program – honesty, integrity, loyalty, consistency, and trust. We have worked very hard to establish a fine reputation for our Athletic Training Program and expect that you will act in a professional and mature fashion to display your pride in this program.

Please read the following document carefully and keep it available for frequent reference. It is also posted at all times on ATRACK. You will be responsible for all of the information contained in these pages and responsible for adhering to the policies and procedures contained within this handbook. If you have any questions, do not hesitate to contact any of the faculty and staff. We continually strive to make our program stronger, and your feedback is critical to continuous quality improvement efforts.

We are proud to welcome you back to the KSU ATP and look forward to a successful year with each of you. Remember, this program is the first critical step towards your career in athletic training - so take it seriously. Only you can show us that you have the qualifications to succeed in this profession. Take this opportunity to positively reflect your desire to pursue athletic training as a career by working hard to meet the academic and clinical requirements of the program.

Remember, you are now part of a select group of students who are provided the unique opportunities of the clinical and academic components of the ATP. Take advantage of the resources available to you to make this the best year you can.

Respectfully,
KSU ATP Academic Faculty
Jeffery Huston  ATP Program Coordinator  266 MACC ANNEX  21221  jhuston2@kent.edu
Ashley Reed  ATP Clinical Coordinator  266 MACC ANNEX  22691  areed31@kent.edu
Kimberly Peer  Associate Professor  266 MACC ANNEX  20231  kpeer@kent.edu
Cary Hale  Assistant Lecturer  266 MACC ANNEX  21198  chale1@kent.edu
Jay Jonas  Associate Lecturer  266 MACC ANNEX  27900  jjonas2@kent.edu
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KSU ATP Clinical Faculty
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Emily Moran  Asst. AT  MACC ATR  22793  emoran5@kent.edu
Ryan Dean  Asst. AT  MACC ATR  22710  rdeane@kent.edu
McLain Whitney  Asst. AT  MACC ATR  22781  mwhitne2@kent.edu
Alex Walker  Asst. AT  MACC ATR  21688  awalk34@kent.edu
TBD  Asst. AT  MACC ATR  22711
Dr. Tangen  Team Physician  MACC ATR  Through Staff Only
Dr. William Pakan  Orthopedic Surgeon  Rt. 59, Kent  Through Staff Only
INTRODUCTION
This handbook was constructed for the benefit of the ATS at Kent State University. It is not meant to be all encompassing. It is to be used as a tool to help the ATS get the most of his/her academic and clinical education experiences at Kent State University. Please read this handbook with these thoughts in mind and follow the guidelines that outlined in the handbook.

PHILOSOPHY
Athletic training is an extremely diverse field. To meet the demands of this profession, which is also a lifestyle, the ATS must be educated throughout the entire gamut of experience. The ATS is a composite of six individual parts. These parts are known as the intellectual, the spiritual, the physical, the emotional, the social, and finally, the cultural. By encouraging the ATS to develop each of these areas, we believe that a well-rounded and competent person will emerge upon graduation. Being well rounded will enable the ATS to better negotiate the obstacles, both on and off the field.

PROFESSIONAL SKILLS
To maintain professionalism ATSs should:
1. Display a positive attitude (enthusiasm to learn, humor, courteousness, etc.)
2. Display a good rapport with patients, coaches, and staff
3. Aspire to be viewed as dependable and cooperative at all times
4. Display leadership qualities
5. Show initiative and display good judgment
6. Display professionalism and act as a professional in and outside of the athletic training environment
7. Display the following qualities in their actions as a professional:
   • Honesty, Integrity, Loyalty, Consistency, Trust, and Respect, as these qualities are the basis of this program

COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION (CAATE)
The KSU ATP received initial accreditation by Commission on Accreditation of Allied Health Education Programs (CAAHEP) in October of 2002. KSU ATP accreditation was granted for a five-year term. As of 2006, ATPs transitioned to accreditation by the Commission on Accreditation of Athletic Training Education (CAATE). Kent State has had successful annual reviews since the initial accreditation and received re-accreditation for a 10-year term in Spring 2008.

MISSION STATEMENT
It is the mission of this program to promote sound educational and clinical experiences for ATSs in preparation for entry-level careers. A strong commitment to providing a comprehensive perspective of the athletic training profession through cognitive, psychomotor and affective tasks guide this program as it prepares ATSs for the challenges of caring for the physically active in diverse athletic training settings.

VISION STATEMENT
The Kent State University Athletic Training Program strives to promote excellence and diversity in education through a variety of clinical and academic experiences for ATSs. Through an optimal mix of challenge and support, ATSs are prepared to face the challenges of providing health care to the physically active. Kent State University Athletic Training Program is dedicated to involving community resources in the educational preparation of ATSs to broaden the scope of the program. Additionally, the students and staff recognize the nature of the rapidly changing allied health care field and remain informed on current techniques through dedication to continuing education. In an effort to remain consistent with the university mission of promoting research, this program is also committed to advancing research in the field of athletic training through student and staff projects and presentations.

GOALS AND OBJECTIVES
Goal: The Kent State University Athletic Training Program will promote excellence and diversity in education through a variety of clinical and academic experiences for ATSs.
Objectives:

1. The faculty, clinical staff and ATSSs will actively recruit students who have the academic potential and career interest in the athletic training field by providing information to interested students by participating in high school, university and departmental recruiting opportunities.

2. The faculty and clinical staff will recognize the merit of potential and current programs through non-discriminatory selection and retention of ATSSs.

3. The faculty and clinical staff will provide potential students the opportunity to investigate the athletic training field through a comprehensive directed-observation period including exposure to a broad scope of athletic training educational and clinical experiences.

4. The Athletic Training Program will maintain high academic standards for admission in the Athletic Training Program to promote academic excellence and clinical proficiency through the use of selective admission and academic monitoring.

5. The faculty and clinical staff will work cooperatively to ensure that state-of-the-art equipment is available for instructional and clinical purposes for student learning by pursuing funding opportunities and means of expanding the prescribed budget.

6. The faculty and clinical staff will strive to continue and improve the financial support of this academic program through constant communication with the administration at this institution.

Goal: Through an optimal mix of challenge and support, ATSSs will be prepared to face the challenges of providing health care to the physically active.

Objectives:

1. The faculty and clinical staff will provide ATSSs a variety of diversified educational opportunities to promote student learning and self-efficacy through proper sequencing didactic, laboratory and clinical courses.

2. The faculty and staff will utilize sound educational methodologies promoting active learning in the classroom and in clinical education to promote critical thinking and student learning through the use of self and peer evaluations.

3. Through formal and informal evaluations, the student will receive regular and objective feedback regarding academic and clinical proficiency to promote student responsibility for learning and mastery.

4. The ATS will be exposed progressively to all domains in the athletic training field in the classroom and clinical components to promote a comprehensive educational experience with clinical practice deeply rooted in academic and practical theory.

5. The ATS will be proficient in applying the clinical competencies and proficiencies listed in the National Athletic Trainers’ Association Athletic Training Education Competencies as determined by the faculty and clinical instructors in this program.

Goal: The Kent State University Athletic Training Program will actively involve community resources in the educational preparation of ATSSs to broaden the scope of the program.

Objectives:

1. The ATSSs will be exposed to a variety of allied health care professionals in the classroom and clinical settings to promote professional respect for allied health care professionals.

2. The ATSSs will have daily exposure to the Team Physicians throughout the cycle of this program to promote close communication with the Medical Director of this program.

3. The faculty and clinical staff will continually forge relationships with community resources through professional interactions to establish a network for educational opportunities for the ATSSs in this program.

4. The ATS will be able to articulate professionally with allied health care professionals regarding the role of the certified athletic trainer in the allied health care arena by being exposed on a regular basis to a variety allied health care professionals in formal and informal settings.
5. The ATSs will gain an understanding of the allied health care professional’s roles through regular interaction with a variety of professionals from diverse fields.

**Goal:** The ATSs will be exposed to current athletic training information.

**Objectives:**

1. The faculty and clinical staff recognize the nature of the rapidly changing allied health care field and remain informed on current techniques through dedication and continued funding of continuing education activities.

2. The faculty and clinical staff recognize the role of sound educational practices and will make every effort to utilize active learning strategies and frequent assessment in the education of the ATS.

3. The ATSs will become proficient in reading, analyzing and evaluating current athletic training literature and clinical studies through repeated exposure to the research process.

4. The ATS will become proficient in utilizing current technology to perform research and administrative duties related to the profession through repetitive use of computer technology.

**Goal:** In an effort to remain consistent with the university mission of promoting research, this program is also committed to advancing research in the field of athletic training

**Objectives:**

1. The ATS will be actively involved in scholarly activities through student and staff projects and presentations.

2. The faculty and clinical staff will continually investigate opportunities to perpetuate the knowledge base in the field of athletic training by actively pursuing research interests collaboratively and individually.

3. The ATSs will be encouraged to actively participate in state, regional and national research activities.

**Goal:** The Kent State University Athletic Training Program is committed to providing service to active individuals in intercollegiate, selected high school and outreach facilities.

**Objectives:**

1. The ATS will be able to appreciate the diverse population considered physically active through exposure to traditional collegiate, high school and clinical settings.

2. The ATS will be able to apply clinical skills in a variety of settings with diverse tools and equipment.

3. The ATS will recognize the need for the certified athletic trainer in a variety of professional settings by working in varied athletic training arenas.

4. The ATS will complete a minimum of 1000 hours clinical experience under the direct supervision of a BOC certified athletic trainer through exposure to high risk, low risk, opposite sex, upper extremity, lower extremity, general medical, equipment intensive, high school and clinic experiences.

5. The progression through the clinical experience will provide a gradual, increasing level of responsibility for the care of injuries and illnesses associated with the physically active (under the direct supervision of a BOC certified athletic trainer).

**Goal:** The Kent State University Athletic Training Program is committed to maintaining a strong alumni support network.

**Objectives:**

1. The ATSs will be able to interact with KSU ATP alumni at regularly scheduled activities including socials and academic presentations.

2. The ATSs will be proud to be a graduate of the KSU ATP due to the high standards and integrity of this program.
3. The faculty, clinical staff, alumni and ATSs will be recognized on the “Wall of Fame” in the stadium athletic training facility for their unique contributions to the program.

4. The faculty, clinical staff and alumni will continue to work collaboratively to develop scholarship opportunities for ATSs in the program to recognize their excellence and achievement through financial support.

**Goal:** The Kent State University Athletic Training Program will continually evaluate data collected regarding the inputs, processes, and outputs of this program.

**Objectives:**
1. The Program Coordinator will monitor all aspects of the ATP to ensure that CAATE standards and guidelines are being closely followed to continue to receive CAATE accreditation.

2. The ATSs will complete self-evaluations and participate in staff evaluations on a regular basis throughout the clinical experience.

3. The students in the program will actively be involved in faculty evaluations administered through the School of Exercise, Leisure and Sport and within the Athletic Training Program itself.

4. The graduates and employers of the program will have the opportunity to provide feedback regarding ATS satisfaction and entry-level preparation for careers in athletic training.
Athletic training is a health care profession that provides care to physical active individuals. Athletic training includes prevention, evaluation, diagnosis, treatment and rehabilitation of musculoskeletal injuries. Athletic trainers (AT) are certified by the Board of Certification (BOC) and licensed in the state of Ohio by the Occupational Therapy, Physical Therapy, and Athletic Trainers’ Board. The Kent State Athletic Training Program (ATP) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The ATP consists of pre-professional and professional phases. Students must be enrolled as full-time students during both the pre-professional and professional phases of the program. In the pre-professional phase, the student completes a directed observation year. The professional phase begins after formal admission into the ATP and includes clinical courses and clinical educational experiences under the direct supervision of a certified athletic trainer referred to as a preceptor.

Formal application to the professional phase of the program is made during Spring academic semesters. Advancement to the professional phase is controlled through the first practicum course (ATTR 15092). In order to be eligible for this course, students must meet the following criteria: be enrolled as a full-time student during Fall & Spring academic semesters, complete ATTR 15001, 15011, 25036 and 25057; make formal application to the professional phase of the program; provide three professional letters of reference; complete 120 hours of directed observation experiences under the direct supervision of an athletic trainer; achieve a C or better in the 4 ATTR courses in the Pre-Professional Phase; secure first aid and CPR certification; successfully complete ATTR 15011, which includes a written and oral practical exam; secure staff evaluations; complete a self-administered evaluation; and complete an interview with the athletic training faculty. After these requirements have been fulfilled, students may be selected for advancement into the professional phase of the program based upon their competitive rank using their major GPA (15%), evaluation scores (40%), interview scores (20%) and ATTR 15011 written exam (10%) and oral practical exam scores. Students eligible for admission into the ATP must have a minimum cumulative score of 70% to be considered for admission. Those admitted into the ATP may enroll in ATTR 15092 during the following semester. In addition, advancement into the professional phase of the athletic training program is selective and is limited. Limited admission will ensure that an appropriate student to preceptor ratio (approximately 8:1) is maintained.

The professional phase begins after formal admission into the ATP. The professional phase and includes courses and clinical educational experiences under the direct supervision of an athletic trainer. During this time students spend three years applying their knowledge, skill, and acquisition to a variety of settings such as: intercollegiate athletics, high schools, sports medicine clinics, rehabilitation clinics, and physicians’ offices. Upon completing the program, students qualify to sit for the national Board of Certification (BOC) examination. In addition, athletic training is a suitable option for students who wish to pursue graduate degree in Physical Therapy, Occupational Therapy, or Physician Assistant.

Students who are not accepted into the professional phase may reapply the following year by completing another pre-professional year. Due to the extensive clinical component associated with this program, students may reapply only once. Students who are not selected for the professional phase of this program will work with the ATP Program Coordinator to identify alternate academic programs to pursue.

Students who have transferred to KSU must complete the required 120 clinical observation hours at Kent State University prior to advancement into the professional phase of the program as described above. Prompt commencement of the clinical observation period is necessary, as it will take a minimum of six semesters at Kent State University to complete the clinical courses and clinical experiences in the Professional Phase.

ATHLETIC TRAINING CURRICULUM

Each student’s curriculum is based upon the catalog year in which they enter Kent State University. Students may change their catalog year to the most current catalog if they so choose. All current and archived catalogs can be accessed through KSU website.
GRADES & RETENTION CRITERIA

Grades are extremely important to your success at Kent State University. The work you do here in the classroom will follow you for your entire career, and for that reason the ATS must show academic progress each year. Grades that are considered unacceptable under the guidelines described below will precipitate a form of corrective action:

1. First year ATSs are encouraged to maintain a grade point average (GPA) of no less than 2.50 to be eligible for unconditional acceptance. Successful completion of all first-year competencies (Practicum I and Practicum II) and proof of valid First Aid and CPR certification are also required. Those lower than a 2.50 will be placed on academic probation and may be eligible for conditional acceptance.

2. Second year ATSs will need to improve his/her GPA, and to achieve no less than a C in the core classes (ATTR) or be subject to academic counseling by the ATP Program Coordinator. If a student earns below a C in any required academic class the student must retake the class and earn a C or higher in the class. This policy is in effect for all major required classes. Successful completion of all second-year competencies (Practicum III and Practicum IV) and proof of valid First Aid and CPR certification are also required.

3. Third year ATSs will need to continue to improve his/her GPA, and to achieve no less than a C in the core classes (ATTR) or be subject to academic counseling by the ATP Program Coordinator. Successful completion of all third-year competencies (Internship I and Internship II) and proof of valid First Aid and CPR certification are also required.

4. Upon graduation the ATS's final overall GPA should be a 2.500 or higher. Successful completion of all athletic training competencies and proof of valid First Aid and CPR certification are also required.

If at any time the ATS's cumulative grade point falls below a 2.50, they will be placed on academic probation. Each ATS's situation will be reviewed individually and probation criteria will be established. These will be arranged each semester. Failure to meet these requirements will result in disciplinary action in the program.

As stated in the opening paragraph of this section, grades are very important. As an ATS you are expected to maintain satisfactory academic progress towards your degree as well. In order to pursue your professional ambitions, full-time student status is a requirement to participating in the clinical experience program. By maintaining full-time student status, you will have the best possible opportunity to attain a degree and to also maintain a quality, congruous clinical experience. (Revised 1/12)

Any student that is placed upon academic probation or on a contract must meet the expectations of their individual contract as set forth by the ATP Program Coordinator or they may face immediate removal from the program. It is the student’s responsibility to fulfill all of the requirements outlined in their contract.

ACADEMIC ADVISING

Each student will be assigned a university advisor and ATP faculty advisor. You must meet with each advisor at least once per semester to ensure that you are making satisfactory progress toward your degree and to ensure the appropriate course sequencing in the major. The student must bring with them any necessary materials needed in order to properly be advised when meeting with their university or ATP faculty advisor. At the completion of each ATP faculty advising meeting the student must complete an ATP advisor evaluation form to provide feedback on the advising process. ATP advisor evaluation forms are located in the lobby of the ATP office suite (MACC Annex 266) and should be turned into Ms. Tammie Richards.

PRIORITY SCHEDULING

Due to the great time demands placed upon the ATS, they will have the availability of priority registration, after official acceptance into the athletic training program professional phase (which is after the end of successful completion of the Pre-Professional Phase). This will enable him/her to register before the general student population. In addition, it is extremely important to schedule classes during specific times. By doing this, each student maximizes his/her effectiveness and this, in turn, maximizes the effectiveness of our program. With this in mind, each student should make every effort to schedule classes between the hours of 7:45 am and 1:00 pm, and any time after 6:00 pm. Some
upper-division classes may be an exception due to the unavailability of times. Once the desired classes have been scheduled, the ATS is expected to attend each and every class.

**ATHLETIC TRAINING CLASSROOM POLICY**

**Attendance:**

1. Due to the unique nature of practicum and internship courses, attendance is required for each class session.
2. You will be counted absent if you are not on time to class
   a. This will affect your participation grade
3. In the event the door is closed upon your arrival and class is in progress DO NOT knock on the door.
   a. The door will be opened upon the first natural break in the course and you will be allowed into class.
4. Excused absences must be documented and approved by the instructor.
   a. The instructor must be notified within 24 hours of the absence for consideration.
   b. For each unexcused absence, the student will drop ½ a letter grade from your final grade.

This course requires active participation through the means of interaction with the instructor, guest speakers, and/or peers. Failure to be courteous and professional (i.e. falling asleep, asking inappropriate questions, etc.) will result in dismissal for the class session and result in an unexcused absence.

**Professional Dress For Practicum Class and Internship Class**

1. Professional dress for any guest speakers and presentations – business casual
   a. All dress for guest speakers and presentations should be based on requirements for a clinic clinical rotation
   b. NO JEANS, NO SWEATS, NO HATS are PERMITTED
2. Professional dress for class
   a. Students are expected to attend classes in appropriate attire that is conducive to what will be occurring in class on that day – it is at the discretion of the instructor to inform students of proper clothing attire to wear
   b. All clothing should fit appropriately - The stand-up & sit-down rule applies for bottoms – this means that no unnecessary parts of the body should be exposed when the student has to stand up, sit-down, or bend over to perform activities in the classroom
   b. Students CANNOT wear:
      i. Hats, skull caps, stockings caps, or any other clothing on the head
      ii. Pajamas or sleep attire

**Active Participation and Classroom Conduct for Courses**
The following is statement of what is expected of all ATSs in all ATTR courses:

1. Active participation is required in the lecture and laboratory activities for successful completion of this course. In order to participate in the lab section of the course each student must come dressed appropriately. Appropriate attire for lab sessions will include shorts, tee shirts, and tennis shoes or other attire as directed by instructor. (Students who come unprepared to lab will be asked to leave and will be counted absent)
   a. It is imperative for students to come prepared for class in order to maximize learning opportunities (this means completing all the necessary reading and requirements prior to the start of class)
   b. Students who fail to come prepared for the lecture portion of the course and are hindering the progress of the lesson will be asked to leave that session and will be counted absent
   c. Practicum/Internship courses require that students have “hands-on” contact with classmates in order to perform physical assessment techniques. Any breach of professionalism throughout the course of this class will result in disciplinary actions consistent with the ATP program and university policy.
   d. Participation
      i. Physical attendance does not equal participation
      ii. Only answering questions when asked does not equal participation
iii. Students are required to come in prepared to discuss the assigned topic for the day and any other related topics  
iv. Students participation should enhance the quality of the course for both the student and their peers

2. **All work is to be completed and turned in on time via the guidelines provided by the instructor - NO work will be accepted late for a grade.** Failure to meet the assigned deadline will result in a zero for that assignment. **No make-up exams will be given for unexcused absences.** Due to the nature of a lab portion of the course - labs cannot be made up.

3. Cheating and plagiarism of any kind is not tolerated in the class. Students will be required to submit a statement of academic honesty with each assignment. Students who are in breach of the university policy and/or this document will minimally receive a zero for the assignment/test/project/etc. and will have their name and information forwarded to the appropriate academic disciplinary committee for review and ruling.

**ATTENDANCE & ABSENCES OF ACADEMIC CLASSES**

You are expected to attend classes as scheduled in order to progress academically at this institution. Further, you are expected to be in attendance at all in-services and clinical rotations. You must notify the faculty/staff PRIOR to your absence if you cannot attend a class or assigned clinical rotation. Failure to do so will reflect negatively on your progression through this program.

ATSs are required to attend all academic courses associated with the ATP. In the event that a student is unexcused from class and has not communicated their absence with the instructor of the class PRIOR to the start of their clinical rotation on that same day, the student will not be allowed to attend the clinical rotation and will be considered unexcused from that clinical rotation. In the event that a student is unexcused from an academic course and does discuss the absence with that instructor prior to the beginning of their clinical rotation it will be left at the discretion of the instructor as to whether the student may attend their clinical rotation.

**STATEMENT OF STUDENT SUCCESS**

It is the goal of the KSU ATP and all of the associated instructors to promote student success in academic courses. Any and all students who wish to obtain additional assistance in understanding course material are strongly encouraged to meet one on one with the instructors to discuss and incorporation different and or additional study strategies to assist the student in maximizing his/her experience in this course. Students who wish to access resources to assist with basic study skills may contact the Academic Success Center.

**CLINICAL ROTATION EXPERIENCE**

Once accepted into the professional phase of the ATP, students will begin the formal clinical education courses. Directed and supervised clinical experiences are required. Although most of students’ clinical education experiences will be at the Kent State University, off-campus high schools, universities, and clinic sites are also required. These experiences will average 15 – 20 hours a week while school is in session, partially accrued through clinical courses including practicum and internship, in no less than 6 semesters. Completion of the academic courses and clinical rotations are required for endorsement for the BOC examination.

All students in the professional phase must have on file: a physical examination completed by their own physician a completed student contract, completed technical standards form, copies of immunization records, a negative TB test, completed FBI & BCI criminal background checks, a completed HIPPA confidentiality form, a completed insurance form, and student liability Insurance. Failure to have these documents completed will result in failure to participate in the clinical experiences in the program.

Further, blood borne pathogen training must be completed each year and ARC professional rescuer certification must be completed every 2 years to be able to participate in the ATP clinical program.

The following forms are required on a annual basis: a completed ATS verification form, negative TB test, completed FBI & BCI criminal background checks, a completed HIPPA confidentiality form, student liability insurance, copies of updated
immunization records, updated insurance form, and an ATS profile. In addition, students in their second year of the professional phase (junior level) will be required to obtain a flu shot prior to beginning their clinical rotation.

Lastly, all students are required to complete any necessary requirements mandated by a clinical education site to participate in their clinical rotation. It is the student’s responsibility to make sure all requirements of the clinical education site are met and fulfilled on time. If a student is unable to meet the requirements of a clinical education site the student will not be placed at a clinical rotation, which will prevent the student from progressing academically in the ATP.

**CLINICAL ROTATION SUPERVISION**

Students will be under the direct supervision of a certified athletic trainer at all times during your clinical rotations. At no time should you be left alone at any venue during a clinical rotation as part of your required clinical experience. You MUST contact the ATP Program Coordinator or Clinical Coordinator immediately if this occurs. This is for your protection and the protection of the patients at that particular venue. Assist as instructed by an athletic trainer, but you should never act alone.

There may be times when you volunteer to provide first aid services – remember – these are optional experiences and are not part of your structured clinical experience. During any of these volunteer activities you are not to represent yourself as a part of the KSU ATP. Your roles and responsibilities are greatly different in this role than as an ATS. Make sure you understand your scope if you volunteer for these activities.

**CLINICAL ROTATION ASSIGNMENTS**

1. The clinical rotations assignments are based on your need to acquire specific clinical exposures – equipment intensive, upper extremity, lower extremity, male sport, female sport and general medical. Off campus clinical rotations will also be included to area clinics and high schools. You are required to record your exposures on ATRACK daily.

2. When assigned to a preceptor, who you will assist with sport coverage, it will be your responsibility to secure a schedule as early as possible, and then notify instructors of which classes you will be missing (Class Absence form). Do this at the beginning of the season or semester, not the day before the class is to be missed.

3. You are a critical link in communication with your preceptor, coaches, and patients. Keep your preceptor abreast of changes, as well as any injuries pertaining to your clinical rotation.

4. ATSs will cover practices and events under the direction of the preceptor.

5. ATSs shall be in the athletic training facility with adequate time allowed for treatments before and after practice whenever class schedules permit.

6. No patient can participate without pre-participation clearance unless designated the preceptor (as directed by a physician).

7. ATSs are responsible for keeping team's files and records up-date, as directed by the preceptor.

8. ATSs shall be at practice with supplies needed at least five minutes before practice begins.

9. ATSs will not leave the practice area unless there is an emergency and are directed to do so by the preceptor.

10. Host assistance at visiting team practices will be provided at the direction of the preceptor.

11. ATSs are responsible for introducing himself/herself to the visiting team athletic trainer and providing them with supplies (within reason) and help as needed. This includes checking with the visiting athletic trainer again after the contest.
12. The purpose of the off-campus clinical rotations is to expose students to various employment settings including but not limited to: high schools, rehabilitation clinics, and physician’s offices.

13. All students will receive a minimum of 1 off day from their clinical rotation per seven days. This day may be either a day during the academic week or during the weekend. The ATP PC and CEC may adjust the minimum amount of time off for each student individually based upon student’s academic requirements. (revised 8/12)

14. During clinical rotations students will need to schedule clinical experience times consisting of a weekly in school average number of hours as outlined in the chart below, these are based upon CAATE accreditation guidelines which reference Federal Work Study Guidelines:

\[
\begin{align*}
\text{a. PI} & \quad \sim 20 \text{ hours/week} \\
\text{b. PII} & \quad \sim 20 \text{ hours/week} \\
\text{c. PIII & PIV} & \quad \sim 20 \text{ hours/week} \\
\text{d. Internship I & Internship II} & \quad \sim 20 \text{ hours/week} \\
\text{e. Additional Clinical Rotations} & \\
\quad \text{i. General Medical Rotation} & \quad \text{minimum of 10 hours} \\
\quad \text{ii. Specialized Medical Rotation} & \quad \text{minimum of 10 hours} \\
\quad \text{iii. Surgical Observations} & \quad 1 \text{ observation} \\
\end{align*}
\]

Additional clinical rotations are to be completed during PIII, PIV, Internship I, or Internship II courses.

**DOCUMENTATION OF CLINICAL ROTATION HOURS - USE OF ATRACK**

All students are required to utilize online tracking software that is designed for Athletic Training Programs called ATRACK. In order for students to gain access to this program all students must be members of the NATA. When you sign up for membership you must state that your school affiliation is Kent State University.

ATRACK will be used for the following reasons:

1. To log hours and keep track of your clinical education experiences
   a. Students must log all hours within 72 hours of completion of the experience. All hours are logged in 15-minute increments and are rounded to the quarter hour. For example: If a student arrives at 1:05 the student should log their start time as 1:15. If a student should leave at 1:05 the student should log their end time as 1:00.

2. ATRACK will be used to disseminate forms, handbooks, and other various official documentation of the KSU ATP

3. ATRACK will be used to record competency scoring and progress by the ATP.

4. ATRACK will be used by Faculty and Students to complete various forms and paperwork as seen appropriate by the ATP Program Coordinator and Clinical Coordinator.

In order for the KSU ATP to take full advantage of ATRACK students are expected to log in at least daily. Failure to log in and complete requirements as set forth by the ATP may result in disciplinary action.

**ATTENDANCE & ABSENCES OF CLINICAL ROTATIONS**

**Attendance**

a. ATSs are required to report to their assigned clinical rotation site a minimum of 5 minutes prior to the scheduled start time. This allows the student the ability to store personal items and change prior to the scheduled start time.

b. Students are required to attend all scheduled clinical rotation hours with their assigned preceptor. No changes can/may be made to this schedule without written approval from the ATP Clinical Coordinator and the supervising preceptor. Failure to do so will result in an unexcused absence and the ATS will be subject to disciplinary action.

**Absence**

a. Life provides us with unforeseen circumstances that make it difficult if not impossible to meet the immediate requirements of our schedules. In the event an unforeseen circumstance arises, for example a car accident, death in the family, or sudden illness, it is the ATS’s responsibility to contact both the ATP CEC and supervising preceptor as soon as possible. The ATS must then provide the ATP CEC with appropriate documentation of this
incident within 48 hours of its occurrence, using the ATP absence form found on ATRACK. In the event that student is ill, he/she must obtain medical documentation and return to activity documentation from a physician. Any and all hours missed will need to be made up by the student upon approval of the supervising preceptor and ATP CEC. Failure to comply with any of the aforementioned guidelines will result in an unexcused absence and the athletic student will be subject to disciplinary action.

b. Due to the nature of the clinical requirements of the program it is imperative that any ATS who has missed a clinical rotation due to injury or illness provide the necessary documentation to their assigned preceptor and ATP CEC prior returning to clinical responsibilities. The ATS must provide documentation of their clearance by a physician prior to returning to the classroom or clinical rotation. The purpose of this requirement is to provide the necessary medical documentation to indicate that the student is able to resume clinical activities without endangering him/herself or others.

**ATS, PRECEPTOR, & CLINICAL ROTATION EVALUATIONS**

Supervising preceptor(s) will perform an ATS evaluation sheet on each of their assigned ATSs throughout the semester. In addition, the supervising preceptor(s) will also review a mid-semester self-evaluation with their assigned ATSs. Lastly, the supervising preceptor will also evaluate each of their assigned ATSs at the end of the semester.

All of these instances are opportunities not only for the preceptor to perform an evaluation on the ATS, but also an opportunity for the student to do a self-evaluation. The ATS will be evaluated based upon the criteria listed in this handbook. The objective of the evaluation is to inform the ATS where he/she stands in regard to the class objectives listed. In no way are those evaluations meant as a "get even time," but as constructive criticism or praise and to allow time for mutual feedback.

Each ATS will also evaluate the preceptor(s) and clinical experience for each assignment at the end of the semester. Academic faculty (as determined by the ATP PC) will perform an evaluation of each ATS at the end of each semester.

ATS Evaluation sheets by ATS’s preceptor(s) will count for 20% of the ATS’s grade in their current practicum/internship course. End semester evaluations by the ATS’s preceptor(s), ATP PC, and ATP instructor will count for 20% of the ATS’s grade in their current practicum/internship course.

**CLINICAL ROTATION OBJECTIVES**

**LEVEL ONE ATSS (Practicum in Athletic Training I and II)**

1. The ATS will be able to demonstrate competently the standard operating procedures as they are described in this handbook.

2. The ATS will have a GPA of no less than 2.50 at the conclusion of the fall semester. This GPA is expected to increase with the following semester.

3. The ATS will understand what it means to be professional and demonstrate it by being punctual, appropriately dressed at all times, and display a positive attitude.

4. The ATS will assist in home event coverage assigned.

5. The ATS will understand record keeping and file organization and perform this task competently.

6. The ATS will understand basic taping principles and demonstrate them.

7. The ATS will learn note-taking skills for the team physicians.

8. The ATS will know the supplies and their locations in the training facilities and storage areas.

9. The ATS will understand basic modality indications, contraindications, and procedures for use.

10. The ATS will be able to perform basic evaluations on various injuries parts of the body.
11. The ATS will be able to perform the tasks required for the pre-participation exams (i.e. blood pressure, pulse, height, etc.).

12. Successfully complete the blood borne pathogen training prior to beginning their clinical rotation.

13. Commence the Hepatitis B vaccination series upon acceptance into the ATP, when made available according to athletic training staff guidelines.

14. Maintain American Red Cross Professional Rescuer and First Aid certification.

15. The ATS will have joined the NATA by the assigned due date on their Master Check Sheet in order to access the ATRACK system as well as take advantage of the other benefits of membership.

16. ATS will be required to take courses and make academic progress that aligns with the athletic training curriculum/roadmap.

**17. Successful completion of Practicum I, Practicum II, and all assigned competencies.**

**LEVEL TWO ATHLETIC TRAINING STUDENTS (Practicum in Athletic Training III & IV)**
1. The ATS will be able to guide first year freshmen with respect to standard operating procedure.
2. The ATS will have maintained their membership in the NATA.
3. The ATS will be able to demonstrate a thorough working knowledge of injury evaluation.
4. The ATS will develop an understanding of injury rehabilitation and its implementation.
5. The ATS must have current American Red Cross Professional Rescuer and First Aid certification.
6. ATS will be required to take courses and make academic progress that aligns with the athletic training curriculum/roadmap.

**18. Successful completion of Practicum III, Practicum IV, and all assigned competencies.**

**LEVEL THREE ATHLETIC TRAINING STUDENTS (Internship in Athletic Training I & II)**
1. The ATS will present a positive role model to the underclassmen and demonstrate leadership qualities.
2. The ATS will have a thorough knowledge of injuries, their prevention, evaluation, treatment, and rehabilitation.
3. The ATS will demonstrate a working knowledge of the injury referral system.
4. The ATS will have a working knowledge of the athletic trainer/coach line of communication.
5. The ATS will demonstrate general competence through proper management of a team and its ramifications.
6. The ATS will be able to demonstrate and explain evaluation techniques of various body parts to underclassmen.
7. The ATS will have a resume completed and reviewed by the staff athletic trainers by the end of his/her third year.
8. The ATS must have current American Red Cross Professional Rescuer and First Aid certification.
9. ATS will be required to take courses and make academic progress that aligns with the athletic training curriculum/roadmap.

**10. Successful completion of Internship I, Internship II, and all assigned competencies.**
11. The ATS will have completed requirements to sit for the BOC certification examination.
12. The ATS will actively participate in educational activities designed to prepare the student for challenging the BOC examination.

**DRESS CODE**

In order to maintain the level of professionalism needed in the Athletic Training Program, the following dress code is in effect:

A. Overall Appearance
   1. Appearance is a non-verbal communicator of yourself. As a result, you will be expected to dress according to the occasion (as listed) and maintain appropriate professional personal hygiene.
   2. During the times when you are "AT YOUR CLINICAL ROTATION", "INVOLVED IN AN ATHLETIC TRAINING RELATED EXPERIENCE", or "ATTENDING AN ATHLETIC TRAINING ACADMEMIC REQUIREMENT" the following will apply:
      a. No exposed body piercings will be worn other than piercings on the lobes of the ears – no ear gauge piercings are permitted
      b. All tattoos will remain covered regardless of location
      c. Jewelry on hands and earrings in ears will be worn in a conservative, yet professional manner, and approved by the head athletic trainer and/or preceptor
      d. No facial hair is permitted for any ATS
      e. Haircuts must be appropriate length and appropriate in nature as deemed by the head athletic trainer and/or preceptor – if males or females are asked to pull their hair back by their preceptor they are expected to comply with this request

B. Athletic Training Clinical Rotations – On Campus Dress Code
   2. Tops
      a. Polos, t-shirts, and tops issued and approved through KSU athletics ONLY
   3. Bottoms
      a. Pants – khakis or dress pants
      b. Shorts – khakis - shorts cannot be rolled –
         i. Males - length should be at the knee
         ii. Females - length should be longer than the fingertips of the student fully extended arm down the side of their body
      c. Students may wear athletic pant/shorts as approved by the head athletic trainer or preceptor for the August preseason ONLY
      d. The stand-up & sit-down rule applies for bottoms – this means that no unnecessary parts of the body should be exposed when the student has to stand up, sit-down, or bend over to perform their clinical rotation duties
   4. Shoes
      a. Conservative tennis shoes or casual work shoes
      b. No open toed or open backed shoes
   5. Hats
      a. Hats are only worn when working an outside event - only KSU or a hat in plain KSU color will be accepted
   6. Adjustments in allowable attire will be made for outside practices and approved by the head athletic trainer or preceptor
   7. Some sporting events may require a more formal dress – requirements for formal dress will be approved by the head athletic trainer or preceptor

D. Team Travel with Certified Athletic Trainer – KSU Athletics
   1. Traveling to and from contest attire should be according to the respective team and approved by the head athletic trainer or preceptor
   2. During games/contests/events the student will comply the same dress code under Section B or approved by the head athletic trainer and preceptor
   3. Students should look and act in a professional manner at all times

E. Off Campus Dress Code
   1. ATSS are required to wear the approved dress code for their assigned clinical rotation. Due to the variations in the clinical education settings it is impossible to provide a comprehensive list. However, there is a minimum dress code standard that must be met at all times, these are provided below:
2. Clinic
   a. All standards in Section A – Overall Appearance – apply to all clinical education sites
   b. Tops
      a. Pressed button-down shirt, polo, or sweater (conservative color – white, blue, yellow, light pink, etc.)
      b. Males - professional tie (conservative color - no wild or offensive colors/logos)
      c. Females – professional and conservative blouses or tops (top should not expose any aspect of the female chest)
   c. Bottoms
      a. Pressed pants with belt (tan, khaki, blue, black) – no cargo pants are permitted
      b. Females – pressed skirt or dress below the knee – skirt or dress should not interfere with patient care
   d. Shoes
      a. Conservative casual work shoes - no sneakers or open toed or open backed shoes
   e. Aquatic therapy – if students are permitted to take part in aquatic therapy
      a. Males - conservative swim trunks – NO “SPEEDO’s”
      b. Females – conservative one-piece bathing suit
   f. Name tag and/or ID badge if required by the clinical education site
3. High School
   a. All standards in Section A – Overall Appearance – apply to all clinical education sites
   b. All standards in Section B – Athletic Training Clinical Rotations – apply to high school clinical education sites
   c. Student may wear clothing that is issued and approved by the high school and the preceptor.
   d. Name tag and/or ID badge if required by the clinical education site

**AHTLETIC TRAINING FACILITY PROCEDURES**

All clinical education sites require different policies and procedures in their athletic training facility or health care facility. The following are general guidelines you should follow. However, please check with the head of each facility for specific policies and procedures:

1. Make sure all documentation is completed as required by your preceptor
2. It is your responsibilities to not only learn how to give all the various treatments, but also to understand the physiological basis of the treatment so that you may explain to the patient as required. Also, to know the psychological benefits for your understanding of why some treatment plans are followed.
3. You are responsible for recording your supervised athletic training hours on ATRACK in a timely manner.
4. It is your responsibility to observe injury evaluations performed by the clinical staff to enable you to learn the correct procedures.
5. Ask questions at an appropriate time.
6. When assigned to general athletic training facility responsibilities, practice evaluations and tapings during the periods of inactivity. Also, utilize the resources that are available in order to enhance your learning experience.
7. Learn the location of equipment and supplies in the athletic training facility and storage.
8. If you cannot attend your clinical rotation at your assigned times, it is your responsibility to call and inform your preceptor immediately so adjustments may be made.
9. ATSs shall not administer treatments using modalities without proper, prior, clearance and supervision from preceptor.
10. ATSs shall not tape any athletes without preceptor prior approval.
11. All injuries must be reported to your preceptor.
12. ATSs will not be asked, or placed, in situations where blood borne pathogens or other potentially infectious materials (OPIM) are present until they have received the Hepatitis B vaccination or have had the opportunity to deny the vaccination as per their option.

**USE OF ACADEMIC OR CLINICAL FACULTY OFFICES, TELEPHONES, & COMPUTERS**

No ATS will be permitted in the academic or clinical faculty offices unless consent from the academic or clinical faculty member is granted. These offices are for private use by the academic or clinical faculty and contain important confidential academic and/or medical information that must be protected. Only enter these offices if granted permission. Further, an academic or clinical faculty member prior to completing a call should also approve office phone use. These phones are for business and emergency use and should not be used for personal calls during clinical rotations or during academic hours.

If you have the responsibility of answering incoming calls, please state the following:

- KSU Athletic Training Facility - (Your Name) Speaking
- For messages, Include the full name of the individual calling, complete phone number, time and date call was received, and do not attempt to answer questions. Simply take the message.

**CONFIDENTIALITY**

Athletic Training is recognized in the medical community as a health care profession. As a result of this we, as athletic trainers, are governed by the same patient (i.e. student-athlete) confidentiality rules that apply to all medical professionals. Also, we are caring for a population, which, by definition, is legally considered of adult age. In abiding with the Patient Confidentiality Law of 1974 and HIPPA, no information is released, unless strict procedures are followed.

Consequently, we as a faculty must use extreme caution in disseminating medical/health care information. We must have the student-athlete/patient’s permission to release any information pertaining to medical issues, even to their parents (remember they are adults by law). In your role as an ATS you will see many student-athletes/patients with injuries/illnesses. Please bear in mind that it is important that you see these situations to help you in your learning process, but that is the only reason, for your learning.

To use a phrase “What you see here, stays here”. You being privy to the health status of a student-athlete should be discussed with no one outside the athletic health care environment. This means that **ALL** media (print, viewing, website), your friends and roommates, coaches, the student-athlete’s family and teammates, and finally, the student-athlete themselves should hear nothing from you concerning the patient’s health and well-being.

Providing medical/health care information to unauthorized persons is one of the quickest routes to the door and dismissal from the Athletic Training Program. We do want you to ask about injuries/illness in our domain, so that you may learn from each situation. You will be required to complete the **ATS and ATSA Confidentiality and Release of Information Form** demonstrating your understanding of confidentiality procedures.

**COMMUNICABLE DISEASE POLICY**

Students with active communicable disease should not report to clinical rotations due to the risk of spreading the infection. They should, however, contact their preceptor and the ATP Clinical Coordinator to inform them of the situation. Students with active communicable disease will be required to provide physician documentation allowing them to return to their clinical rotation. You will be required to sign verification of understanding of the communicable disease policy prior to admittance into the ATP.

**HOLIDAY POLICY**

As stated in the ATS Contract, it is the expectation of the ATS to be prepared to comply with the demands of the clinical rotation. Due to the unique nature of the field of athletic training, clinical rotations are not confined to traditional academic terms. As a result of this, all ATSs enrolling in Practicum III, Practicum IV, Internship I, and Internship II courses are required to be available from the 1st week in August through Christmas/winter break, spring break, and through the completion of their clinical rotation assignment, which may require additional clinical requirements after the
end of spring semester. Practicum I and Practicum II students are not expected to attend clinical rotations during, pre-season, Christmas/winter break, and spring break.

ATSs schedules during the non-traditional academic times will be assigned and approved by designated preceptor and the ATP Clinical Coordinator.

Each ATS will receive a minimum of 7 days off during the Christmas/winter break. In order to facilitate this process, it is the responsibility of each ATS to provide the ATP Clinical Coordinator with a December/January Schedule for his/her clinical rotation and a completed request form for time off by the last Friday of October. The ATP Clinical Coordinator will review the schedule and request with the preceptor of the assigned clinical rotation and provide each ATS with written approval no later than the Monday of Thanksgiving Break.

A critical part of clinical exposure is to participate fully in the daily demands of the assigned clinical rotation to maximize educational experiences. ATSs who fail to comply with these guidelines will be subject to one of the following

a. Forfeit the opportunity to request specific days off
b. In the event an ATS fails to comply with their assigned clinical rotation schedule will be subject to disciplinary action (which include but are not limited to...)
   1. Removal from Clinical Rotation – with disciplinary actions
   2. Failure from Clinical Course
   3. Removal from ATP Program

TRAVEL POLICY

Clinical rotations will require that you to travel to on-campus and off-campus sites. The ATP has specified clinical education sites with which we have contractual agreements for you to complete your clinical education requirements. We have maintained that all sites are within 30-45 miles of the Kent campus to ensure reasonable access. It is your responsibility to ensure transportation to and from these clinical rotations. If you do not have transportation, you must notify your preceptor and the ATP Clinical Coordinator as soon as possible so that public transportation options can be discussed with you. You agree to assume all liability and expenses for travel to and from these sites.

WRITTEN COMMUNICATION & PUBLIC RECORD

Any and all correspondence through a student’s KSU email account is subject to public record. Therefore, any type of written communication that occurs through a student’s KSU email account can be legally accessed when and if requested. In addition, this include access to any and all accounts that are linked to a student’s KSU email such as: Facebook, Twitter, Instagram, Google, TopHat, etc.

It is requested that students only use their KSU email accounts for academic and professional purposes. Students should also follow all policies and procedures as outlined in the handbook regarding professionalism during all forms of written communication.

CELL PHONE POLICY

The use of cell phones to communicate inappropriate photos, inappropriate information, to exchange information during or after an exam, or to exchange any other academic information/activity may result in immediate dismissal from the program. Further action from the university may also result (Adapted from “Team Policy for Cell Phones, 8/13/04). Personal cell phone use is strictly prohibited in the classroom and at clinical rotations. Cell phone use for contacting emergency medical personnel is the only exception.

DRUG AND ALCOHOL POLICY

Any ATS or ATSA suspected of drug or alcohol abuse/use prior to or during an assigned clinical rotation will be immediately suspended and possibly terminated from the ATP and referred to the Medical Director for counseling. If any ATS or ATSA is apparently affected by alcohol and/or drug use as evidenced by personal and professional behaviors, he/she will be referred to the Medical Director for counseling. If the behavior continues to lack improvement, suspension and/or termination from the program will occur.
STUDENT CODE OF CONDUCT

In addition to the Policies and Procedures outlined in this handbook, you are obviously responsible for adhering to the Kent State University Student Code of Conduct available online at www.kent.edu.

DISCIPLINARY POLICIES & PROCEDURES

Failure to Comply with Policies and Procedures

Failure to comply with any of the policies and procedures outlined in this manual will result in disciplinary action. These actions could result in dismissal from the program depending upon the severity of the offense (see below for further explanation). Failure to comply with basic procedures could result but is not limited to the following actions:

1. Delay in starting clinical rotations
2. Removal from Clinical Rotation – with disciplinary actions
3. Failure from Clinical Course
4. Removal from ATP

In order to ensure appropriate professional behaviors and maintain a professional program, it may be necessary to implement disciplinary procedures within the program. Disciplinary actions are cumulative within this program and include, but are not limited to, the infractions listed in this handbook.

It is the prerogative of any preceptor to write up a disciplinary notice if he/she feels you have breached the professional code of conduct as outlined in this handbook. Repeated infractions will have increasingly limiting ramifications for your progress in the program.

Students can be placed on a “contract” if repeated disciplinary actions accrue in a limited time. Contracts will ensure alignment with the mission and objectives of this program and will be the final step prior to removal from the program for repeated violations. Any breach of the law however will result in immediate removal from the program.

Disciplinary notices are addressed first with the person who writes up the ATS then the ATS is required to meet with the ATP Program Coordinator as well. All notices will be kept in the student file in a secure location in the office of the ATP Program Coordinator as well as on the student’s online portfolio on ATRACK.

At any time, the ATS can implement the grievance policy for the program and/or SHS if he/she feels the write-up was unjust, unfair and/or unwarranted. The university ombudsman is also available to assist students with any grievances within the program.

Our goal is for each student to be successful in his or her endeavors at KSU and within our ATP. Compliance with policy and procedure is critical for your success in our program. Open communication is a key piece of preventing disciplinary actions – in most cases – so please communicate readily with all personnel.

REINSTATMENT POLICY
(Effective 1/2012)

In the instances of programmatic dismissal for disciplinary reasons, voluntary withdrawal or failure to comply with probationary requirements, a candidate may apply for re-instatement into the ATP. This process is voluntary and must be initiated within one year of the dismissal. Students may be reinstated after one full semester (excluding summer term) out of the program. In the event that a formal grievance and/or legal action has been filed against the student, due process must be concluded prior to reconsideration for reinstatement into the ATP.

In order to be CONSIDERED for reinstatement, the candidate must complete the following requirements:

1. Submit a letter of intent for reconsideration to the ATP Program Coordinator no later than the 3rd week of the semester preceding the semester for which reinstatement is being considered (you cannot be reinstated into the program effective in a summer semester).
2. Submit an essay declaring reasons for reinstatement and including a full description of lessons learned/positive steps toward remedying reasons for dismissal.
3. Submit 2 letters of character reference from Athletic Training PROFESSIONALS clinical education with the KSU ATP – one must be a PRECEPTOR who supervised you on the KSU clinical rotations in prior semesters.
4. Complete an interview with a panel from the ATP consisting of the ATP Program Coordinator, ATP Clinical Coordinator, 2 ATP faculties, and 3 ATP clinical faculties (none of whom may have written letters of reference).

5. Complete the entry-level content exam with a first-time pass rate of 75% or better (includes the ICAT written and clinical exams each weighted equally).

6. Be enrolled as a full-time student in good academic standing with a 2.5 cumulative GPA or higher

7. Have a current American Red Cross Professional Rescuer Certification.

It is the students’ responsibility to meet the deadlines and arrange interview and testing. All requirements must be completed prior to the 12th week of the semester. Following a meeting of the ATP Advisory committee consisting of the ATP Program Coordinator, ATP Clinical Coordinator, 2 ATP faculties, and 3 ATP clinical faculties, a decision will be granted. The student must receive 5/7 positive votes for reinstatement. Students will be notified within one week of completion of the requirements about reinstatement. If not reinstated, the student has the right to follow university grievance procedures (Academic Complaint Process) to appeal the decision.

If reinstated, students will be placed on probationary contract outlining academic requirements and performance expectations. Failure to comply with these will result in dismissal without reconsideration. Students may apply for reinstatement a maximum of 2 times but will only be reinstated one time during their academic career. During dismissal, it is the responsibility of the student to maintain satisfactory academic progress.

GRIEVANCE PROCEDURES

If an ATS feels at any time that they have a grievance with procedures or staff/faculty within the program, it is your responsibility to address the concern with the staff/faculty member first. If concern is not resolved contact the school director, Dr. Lynne Rowan. In general, programmatic manners that do not concern a specific staff/faculty address the concern first with the ATP Program Coordinator.

COMPETENCY LABORATORY USE

The Athletic Training Competency and Research Laboratory (MACC ANNEX) are designed for instruction and practice of AT competencies and proficiencies. The lab will be open during specific times – if the lab is not open or is in use, students may not enter. A faculty member or teaching assistant must be present at all times when a student is in the competency lab.

General Competency Lab Rules:

- Students must sign-in when they arrive to the lab.
- NO FOOD OR DRINK AT ANY TIME is permitted in the lab or classroom space.
- The laboratory is not a lounge and must be used for AT activities only. Students should only be in the lab when completing competencies or engaging in academic related activities (skills, research, etc.). Students will be asked to leave the competency lab if they are found to not be engaging in academic related activities.
- All bags, backpacks, materials, etc. will be placed in the cubbies prior to entering the lab.
- Students are responsible for cleaning up the lab after using it. In addition, students are required to replace all items/supplies in appropriate places after using them.
- Students should not interfere with any on-going research that is being conducted in the lab and should respect the space of the researcher and their subjects at all times.
- Failure to comply with any of the rules above will result in a disciplinary notice.

NO MATERIALS WILL BE REMOVED FROM THIS LAB WITHOUT THE WRITTEN CONSENT FROM AN ATP FACULTY MEMBER. REMOVAL OF ANY MATERIALS OR MISUSE OF THE LAB (i.e.: using the computers for work other than AT, sleeping, etc.) WILL RESULT IN DISCIPLINARY ACTION.

SCHOLARSHIPS, AWARDS, and ORGANIZATIONS

ATSs who are eligible are encourage to apply for any and all awards and scholarships that are available to them including those offered through the NATA, GLATA, OATA and MAC SMA. Applications are available from the AT PC or can be downloaded from the respective websites associated with each entity.
Students also have the opportunity to participate in the KSU OATS (Organization of ATSs). A faculty advisor will organize the initial meetings and officers will then be elected according to the KSU policy. Active participation in the OATS is encouraged to acquire leadership skills.

IN-SERVICES

In-services aid the ATS in learning the proper procedures of the Kent State University ATP as well as different athletic training skills and applications. In-services will occur at the discretion of the ATP Program Coordinator and will provided when necessary. ATSs must attend all ATP in-services.

In-services will consist of handouts, hands-on experiences, quizzes, outside reading assignments, and guest speakers.

ATHLETIC TRAINING RESOURCES

In addition to the academic resources available to you within the program, you should become familiar with national and local organizations associated with the profession of athletic training. The National Athletic Trainers’ Association website (WWW.NATA.ORG), Great Lakes Athletic Trainers’ Association website (WWW.GLATA.ORG), Ohio Athletic Trainers’ Association (WWW.OATA.ORG), Commission on Accreditation of Athletic Training Education (WWW.CAATE.ORG), and the Board of Certification (WWW.BOCATC.ORG) each have valuable information regarding the profession, scholarship opportunities, and much more. Take time to familiarize yourself with the NATA Code of Ethics and the Role Delineation Study Information as well since they are valuable components to our program.

STUDENTS WITH DISABILITIES

University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

COMPLETION OF BOC PRE-REQUISITES

To be eligible for endorsement for the BOC Examination, the following requirements must first be completed:

1. Meet all academic requirements – Receive a “C” or better in all ATTR courses
2. Successful completion of our accredited ATP curriculum.
3. Completion of BOC Exam Application and supporting documentation via REG-X at http://www.bocatc.org/index.php#
Part 2 - Practicum and Internship Handbooks

Section A: General Practicum/Internship Requirements

MASTER COMPETENCY SIGN OFF SHEETS

The purpose of this documentation is to provide each ATS enrolled in an Practicum or Internship course a comprehensive outline of the requirements necessary for successful completion of the courses. At the start of each semester each ATS is provided with a Competency Sign Off Sheet for the ATTR Practicum or Internship course he or she is enrolled in.

Each ATS must successfully complete this sign off sheet by the assigned due date in order to be eligible for successful completion of the course.

Master Competency Sign Off Sheet Sections

1. Certification and Membership
   a. ARC – Professional Rescuer
      i. ATS have the opportunity to complete this requirements during the following courses – Principles of AT, ICAT II, and Practicum IV
      ii. In the event an ATS is unable to successfully complete the requirements during any of these courses it is the ATS’s responsibility to successfully complete the ARC Professional Rescuer course at an ARC chapter prior to the start of the next Practicum/Internship course.
      iii. Note: Failure to hold a current ARC – Professional Rescuer certification will delay the ATS’s ability to begin the clinical aspect of the Practicum/Internship courses and will result in immediate removal from the student’s clinical rotation. In addition, the student will receive a disciplinary notice in their permanent file.
   b. Professional Membership
      i. NATA, OATA, GLATA
         1. ATS must provide proof of membership by the assigned due date on the Master Competency Sign Off Sheet
         2. ATS will not be able to successfully complete any of the Practicum or Internship courses without proof of membership
         3. Proof of membership includes one of the following
             a. Membership card
             b. Print out from NATA documenting paid membership

2. Video Tape Competency
   i. Purpose of videotaped comps are to provide the ATS a learning tool to review and constructively critique clinical performances on Competencies
   ii. ATS are required submit the following
      1. Sit with a preceptor of their choosing and watch and review their video
      2. Fill out self-evaluation video tape competency form on ATRACK
   iii. Self-evaluation video tape competency form is to be submitted online by the due date identified on the Competency sign off sheet
   iv. ATSs will lose 1 point off their final competency grade for a late submission
   v. ATS must complete all video tape competency requirements by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
   vi. Failure to complete videotape competency requirements will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.

3. Administration
   a. Annual Programmatic Forms
      i. OSHA – Blood borne Pathogen Training
      ii. Immunization Records
      iii. TB Test results
      iv. HBV Vaccinator Form
      v. Professional Liability Insurance
vi. Background Check
b. ATSs must complete each part of this section in order to begin their assigned clinical rotation for the current semester

4. Evaluations (PI & PII–Level 1, PIII & PIV– Level 2, Interns–Level 3)
   a. Mid Semester Self Evaluation
      i. Purpose – reflection on ATS’s personal, clinical and professional performance in the clinical setting for the first ½ of the semester
      ii. ATS should review their goals as well as their strengths and weaknesses prior to completing this evaluation
   b. End Semester Self Evaluation
      i. Purpose – reflection of ATS’s personal, clinical and professional performance in the clinical setting for the 2nd ½ of the semester
      ii. ATS should review their preceptor and self mid clinical rotation evaluation along with their goals as well as their strengths and weaknesses prior to completing this evaluation
   c. ATS Evaluation - 1 from each supervising preceptor
      i. Purpose – Preceptors impression of the ATS’s personal, clinical and professional performance in the clinical setting for the entire the semester
   d. Evaluation of Preceptor – 1 for each supervising preceptor
      i. Purpose – allows the ATS the opportunity to provide constructive professional feedback regarding the interactions he/she had with his/her assigned preceptor
   e. Evaluation of Clinical Rotation Experience
      i. Purpose – the ATS’s evaluation of what the clinical rotation had to offer them clinically and professionally
      ii. This evaluation form is reviewed by the ATP clinical coordinator to identify strengths and weaknesses of each physical rotation site
      iii. This evaluation should not be a reflection of an ATS’s preceptor(s)
   f. Evaluation of Teaching Assistant – only on TA that assisted with practicum/internship course
      i. Purpose – allows the ATS the opportunity to provide constructive professional feedback regarding the interactions he/she had with the teaching assistant
   g. ATS must complete all evaluations by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
   h. Evaluations of ATS by the preceptor, program director, and clinical education coordinator will count for 20% of the ATS’s grade in their current practicum/internship course

5. Portfolios, Competencies, Skills, & Binders
   a. Skills Sheets
      i. Purpose – to provide the ATS an opportunity to practice and receive feedback regarding their clinical skills
      ii. ATSs must submit a completed skills sheet by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
      iii. A late skill sheet will result in a disciplinary notice, which could result in removal from the ATP.
      iv. Failure to complete a skill sheet will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.
   b. Competencies
      i. Two types of competencies
         1. Scored competency
            a. Clinical application of skills, knowledge, and acquisition on a model in a controlled educational setting
            b. Purpose – to evaluate and provide feedback to the ATS in order to allow them to refine their clinical skills
            c. These competencies must be completed with one of KSU’s preceptors that have been approved by the ATP Program Coordinator and Clinical Education Coordinator
            d. These competencies are graded with a percentage score
         2. Authentic competency
a. Clinical application of skills, knowledge, and acquisition on a patient in an authentic setting
b. These competencies need to be performed on a patient under the direct supervision of a preceptor
c. These competencies must be performed in the athletic training facility or at the high school under the direct supervision of the ATS's assigned preceptor
d. Purpose – to evaluate the provide feedback to the ATS regarding their critical thinking, clinical skills application and professionalism in the care and treatment of a patient
e. These competencies are graded as pass/fail

ii. Due Dates
1. At the beginning of each semester each ATS will be provided a Competency Sign Off Sheet with the due dates for the competencies
2. ATSs must submit a completed competency sheet by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
3. ATSs must complete any skill re-takes (if applicable to student) by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
4. Failure to complete all scored competencies, authentic competencies, and skill re-takes will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.

iii. Competency Requirements
1. ATS must complete the necessary number of competencies by the assigned due dates
2. Each competency will have a identification number, it is the ATSs responsibility to identify to the PRECEPTOR the name and number of the competency the student is signing up for
3. It is the ATS's responsibility to make sure all of the necessary equipment is present and in working order prior to the start of the competency
4. It is the ATS's responsibility to ensure that they have a model who is appropriately dressed for the competency they signed up for
5. It is the ATS's responsibility to have their Comp Sign Off Sheet at the completion of the competency

iv. Further information regarding competency policy can be found following this section in the ATS Handbook

c. ATS Evaluation Sheet
i. Purpose – provide constructive professional feedback regarding an ATS’s performance in the clinical setting
ii. At the beginning of each semester the ATSs will be provided with due dates in their Practicum/Internship Binder.
iii. ATSs need to submit the completed a SELF EVALUATION & a PRECEPTOR EVALUATION sheet to the clinical education coordinator on the assigned due dates
iv. LATE ATS evaluation sheets (meaning if it is late on any of the due dates) will result in a 0% for the student evaluation score for that week.
v. ATSs must complete all sections of the ATS evaluation sheets to successfully complete a practicum/internship course.
vi. Failure to complete both ATS evaluations sheets will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.
vii. ATS evaluation sheet completed by the preceptor will count for 20% of the ATS's grade in their current practicum/internship course

d. Portfolio
i. Purpose – provide a comprehensive collection of a student’s academic and clinical work
ii. Portfolios are cumulative throughout the course of an ATs academic involvement with the program
iii. Guidelines for portfolio will be provided to students through Practicum/Internship courses
iv. ATSs must submit a portfolio by the due date indicated on the Master Check Sheet in order to successfully complete a practicum/internship course
Failure to complete a portfolio will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.

6. **Miscellaneous**
   a. **Advisor appointment w/ EHHS Advisor**
      i. **Purpose** – to provide each ATS the opportunity to review their academic progress with their assigned EHHS advisor to make sure they are fulfilling all necessary requirements for graduation.
      ii. ATS must complete advising by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
      iii. A late advising appointment will result in a disciplinary notice, which could result in removal from the ATP.
      iv. Failure to complete advising will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.
   b. **Advisor appointment w/ assigned ATP faculty advisor**
      i. **Purpose** – to provide each ATS with individualized attention from an ATP faculty member to review academic and clinical career goals in order to establish a comprehensive academic plan in order to maximize an ATS’s ability to achieve their established goals
      ii. ATS must complete advising by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
      iii. A late advising appointment will result in a disciplinary notice, which could result in removal from the ATP.
      iv. Failure to complete advising will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.
   c. **Advisor Evaluation**
      i. **Purpose** – to provide the ATS an opportunity to anonymously provide constructive feedback to their assigned advisor
      ii. Student will get evaluation form from the ATP secretary, complete the evaluation, and turn it in to the ATP secretary. The ATP secretary will sign-off the student's Master Competency Sign Off Sheet.
      iii. ATS must complete advising evaluation by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
      iv. A late advisor evaluation will result in a disciplinary notice, which could result in removal from the ATP.
      v. Failure to complete advising will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.
   d. **Educational Seminar/CEU**
      i. **Purpose** – to expose ATS’s to future state and national requirements for acquiring Continuing Education Units (CEUs) to maintain certification, licensure, etc.
      ii. Each ATS is required to attend or participate in some form of CEU activity throughout the course of the semester
      iii. It is the ATP programs expectation that each ATS can fulfill this requirement at no cost to the ATS
      iv. ATSs must provide proper documentation, as informed of my practicum/internship instructor, by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
      v. A late educational seminar/CEU will result in a disciplinary notice, which could result in removal from the ATP.
      vi. Failure to complete and educational seminar/CEU will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.
   e. **Volunteer Event**
      i. **Purpose** – to promote citizenship
      ii. ATSs need to check with their Practicum or Internship instructor to identify appropriate volunteer events
         1. **Examples:**
a. Volunteering to work another sports game/tourney
b. Working at a soup kitchen
c. Volunteering for habitat for humanity

iii. ATSs must provide proper documentation, as informed of my practicum instructor, by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course

iv. A late volunteer event will result in a disciplinary notice, which could result in removal from the ATP.

v. Failure to complete a volunteer event will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.

f. Scholarship
   i. Purpose – assist ATSs in finding financial aid opportunities to assist with the cost of tuition
   ii. ATSs must complete a scholarship form from a professional organization associated with Athletic Training (NATA, GLATA, OATA, etc.) if they qualify, all other scholarships must be approved by their practicum/internship instructor
   iii. ATSs must provide proper documentation, as informed of my practicum/internship instructor, by the due date indicated on the Master Competency Sign Off Sheet in order to successfully complete a practicum/internship course
   iv. A late scholarship will result in a disciplinary notice, which could result in removal from the ATP.
   v. Failure to complete a scholarship will result in incomplete requirements of a practicum/internship course. Therefore, the student will not be permitted to continue onto the next practicum/internship course.

AMERICAN RED CROSS (ARC) CERTIFICATION

ATSs receive formal ARC training and certification as part of their Principles of AT, ICAT II, and PIV courses. In order to be eligible for participation in the clinical aspect of the practicum/internship course, each student enrolled in a practicum/internship course must have current ARC cards.

1. Student must hold a valid ARC Professional Rescuer and First Aid cards

Costs associated with this certification:
   1. ATSs are required to buy the appropriate text book as part of their required course text
   2. ATSs are required to buy a face mask and any other necessary protective equipment as dictated by the ATP

Students who fail to meet the requirements of the KSU ARC training and certification process will be required to obtain training and certification through an ARC chapter unit prior to the expiration of their old card.

Students must have a current valid ARC certification cards. Students who do not have valid ARC certification cards will be removed from their clinical rotation until they acquire proper certification through an ARC chapter unit.

OSHA BLOODBORNE PATHOGEN TRAINING & CERTIFICATION

All ATS’s will be required to attend an Infection Control/Blood Borne Pathogens In-service. Failure to attend blood borne pathogen training will result in removal of the student from clinical rotations until completed. The Kent State University Athletic Training Staff follows the OSHA regulations as they pertain to the Universal Precautions concerning blood/body fluids.

1. Biohazardous Waste Policy: In the Athletic Training Facility environment there exists several types of potentially infectious wastes/bio-hazardous materials. In response to this and in adhering to present, accepted medical practices and NCAA recommended guidelines, the following safeguards and universal precautions will be used in the Athletic Training Facilities at Kent State University by the Athletic Training Staff.

   Infectious waste defined:
Gauze, dressings, tissue, towels, gloves, and other material having been in contact with body fluids (i.e. blood), and all sharp instruments having been in contact with body fluids is considered infectious waste.

2. **Infectious waste containers** are be available in the athletic training facilities (MAC CENTER AND DIX STADIUM). Infectious waste containers will be on location at other sites as required for event and practice coverage. The containers are to be used **ONLY FOR INFECTION WASTES (as defined above)** and not trash. Containers will be lined with a bio-hazard bag and appropriately labeled with a Bio-hazardous warning tag.

3. **SHARPS** containers will be available in each athletic training facility as described above. These containers are for disposing of sharp instruments (suture needles, scalpel blades, syringes and needles, etc.). Syringes with needles should be disposed of intact (needle remains on syringe) and NOT RECAPPED.

4. Sterile and Non-sterile latex gloves will be available for use in all Athletic Training Facilities. All Athletic Staff members are asked to wear the gloves when at all possible when dealing with body fluids and wounds. Proper hand washing procedures must be followed after each potential exposure.

5. Contaminated surfaces (tables, counters, etc.) shall be cleaned with a dilute solution of household bleach(1:10) and an OSHA approved cleaning solution.

6. Lightly soiled towels, clothing, uniforms, etc., may be washed in the normal hot water cycle without risk of contamination. Grossly soiled articles must be disposed of in the appropriate manner as described in number one above.

7. Your Preceptor will handle proper disposal of the infectious waste container liners and SHARPS containers. The disposal will be as follows:
   1. Infectious waste liners:
      a) **Biohazard** Liners will have as much air as possible removed from bag and then tied shut.
      b) When sealed **Biohazard** Liners are full, they will be taken to the Health Center Central Processing for proper disposal
   2. **SHARPS** containers:
      a) When full will be sealed.
      b) Taken to Health Center Central Processing for disposal.
      c) DO NOT place in **Biohazard Liners**.

Each clinical education site will have its own policy regarding infectious waste. Although likely very similar to KSU, it is imperative that you familiarize yourself with these policies at the beginning of each of your clinical rotations. Each clinical education site will provide you with their policies and procedures. In addition, the will be posted at the clinical education site to ensure easy access to policies and procedures. Lastly, each clinical education site will provide necessary protective equipment for you to use.

**Hepatitis B vaccinations:** Hepatitis B vaccinations are available at KSU’s health center at a minimal cost. Hepatitis B vaccination is a three-part vaccination that will be administered through the University Health Center. The **second vaccination** occurs one month after the first and the **third** comes 6 months after the first. It is imperative that you complete the entire series for your best protection.

ATS's in their observation period are **not expected to or will be allowed to care** for any bloody/body fluid situation. This is a period of learning the appropriate procedures to follow.

ATSs are required to complete an annual OSHA training session. This training session is performed within the first 2 weeks of the semester in ICAT I and during the last 2 weeks of the ICAT II, PII and PIV courses. All ATSs students are required to attend these sessions.

- **Excused Absence**
  - ATS must meet with the KSU – BBP training officer to schedule a make-up session.
- **Unexcused Absence**
  - ATS will receive a disciplinary notice
  - ATS must meet with the KSU – BBP training officer to schedule a make-up session.
Should a situation of a needle stick, puncture wound, other contact with blood, or other OPIM occur, this must be reported to a staff athletic trainer and the clinical education coordinator. All ATs are expected to follow the universal precautions when coming into contact with potentially infectious materials.

**TB TESTING**

Prior to the beginning of the clinical courses in the KSU ATP and in compliance with clinical education site policies and procedures each ATS is required to obtain a tuberculosis (TB) test prior to the start of each fall practicum/internship clinical course. This test is valid for 1 calendar year. The price of the test is the responsibility of the ATS. TB tests are through most medical facilities, clinics, and physician offices. In addition, TB tests are available at the KSU Student Health Center at a small cost. The TB Test is a two-part test. Failure to show up for the reading of the test in the time frame provided will nullify the results and the process (including fees) must be repeated.

The ATS must provide documentation of a negative TB test by assigned due date. ATs may not begin their clinical rotations unless they have provided current documentation of a negative TB test.

**PROFESSIONAL LIABILITY INSURANCE**

KSU has liability insurance that will cover you during your clinicals, as they are part of your academic program of study. However, personal liability insurance is required and is available at a modest price through many national associations. It is required that you purchase liability insurance through a provider for students in allied health care professions. Due to the unique clinical nature of the Practicum & Internship courses, ATs are required to perform hands on clinical skills, under the direct supervision of an BOC certified and state licensed athletic trainer and/or state licensed medical professional, including but not limited to physicians, physical therapists, physician’s assistants, occupational therapist and nationally certified strength and conditioning specialist during their clinical hours. In order to provide the ATS with the optimal amount of protection, each ATS enrolled in a Practicum/internship course will be required to obtain ATS liability insurance, prior to the start of his/her clinical rotations. ATs may not begin their clinical rotations until they are able to provide the ATP Program Coordinator and Clinical Coordinator with documentation of a current student liability insurance policy. Photocopies of each student’s policy will be kept on file in the ATP Program Coordinator’s office in the student’s comprehensive program file and in the ATP Clinical Coordinator’s office in the student’s Practicum/internship folder. In addition, each student will be responsible for supplying a photocopy of his/her ATS professional liability insurance policy to the supervising preceptor.

Each ATS will be responsible for providing documentation of a current valid policy to the ATP Clinical Coordinator and Program Coordinator on an annual basis. In the event there has been a change in status of a student’s policy, or a student has decided to switch polices, the student must provide the appropriate documentation to the ATP Program Coordinator, Clinical Coordinator and any and all appropriate supervisors immediately.

ATS must provide documentation to ATP PC and ATP CEC prior to beginning their assigned clinical rotations.

**Professional Liability Insurance Carriers**

Students may choose one of the following Professional Liability Insurance carriers, or they may choose to use an alternative carrier. Regardless of the insurance carrier it is mandatory that the ATs policy provide professional liability coverage for ATs based clinical responsibilities assigned to the ATS.
**Healthcare Providers Service Organization (HPSO)**

*Bronze Corporate Partner*

HPSO offers professional liability insurance and risk management information for health care professionals. HPSO also offers LTD, AD&D and term life insurance. Visit our Web site at [www.hpso.com](http://www.hpso.com) for a no-obligation quotation.

Jennifer Lydon  
159 East County Line Road  
Hatboro, PA 19040-1218  
Phone: (800) 982-9491  
Fax: (800) 739-8818  
[service@hpso.com](mailto:service@hpso.com)  
[www.hpso.com](http://www.hpso.com)

**Marsh Affinity Group Services**

*Bronze Corporate Partner*

Marsh Affinity Group Services, a service of Seabury and Smith, has provided the NATA-endorsed professional liability insurance program for over 25 years. Details regarding this program, which offers a 10% premium credit for BOC-certified members, may be found at [www.proliability.com](http://www.proliability.com) or by calling the toll-free number noted below. Other quality endorsed insurance programs include term-life, long-term disability, medical and catastrophe major medical.

1440 Renaissance Drive  
Park Ridge, IL 60068-1400  
Phone: (800) 503-9230  
[www.seaburychicago.com/plans/NATA](http://www.seaburychicago.com/plans/NATA)

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**BACKGROUND CHECKS**

All ATSs will be required to obtain a FBI & BCI background check on an annual basis prior to beginning the start of their Fall clinical rotation. Each student must show verification of completion of the background check to the ATP Program Coordinator and the Clinical Education Coordinator prior to the beginning of Fall clinical rotations.

All ATSs are required to obtain a FBI & BCI background check and present a background check verification form to the ATP CEC by assigned due dates. When completing the background check the ATS should have their background check sent to the following address:

Ashley Reed, MS, AT  
Kent State University  
266C MACC Annex  
Kent, OH 44242

The ATP CEC will keep all ATSs background checks received until the Fall semester starts. Each ATS will receive their personal background check during the first week of the Fall semester to keep for their own records. Background checks will not be kept in each ATS’s files.

**Who sees the information**

The content of an ATS’s background check is confidential and only the student and the approved clinical education site personnel who require this information will have access to it. Individuals whose background check presents any form of legal charges or indiscretions (“red flags”) are strongly encouraged to sign a release of information form to allow the ATP Program Coordinator and Clinical Coordinator to discuss the specifics of the situation with the student, and with the assistance of University Legal Counsel identify what can and should be done to allow the student to successfully comply with and complete the requirements of their clinical rotations.

Students who are charged with a criminal act during the course of the affiliation with KSU ATP are strongly encouraged to disclose this information to the ATP Program Coordinator and Clinical Coordinator immediately to ensure the student remains in compliance with the policies and procedures of their assigned clinical education site. Information acquired
during this meeting will be kept confidential and will only be shared with the approved clinical education site personnel if it is required by their operating policies and procedures.

**What happens if you have a red flag**
A student who has a red flag recognized by a given high school, clinic, university, or physician’s office will be disqualified from completing his/her clinical rotation at that site. If an alternative clinical education site cannot be secured the student will be unable to successfully complete the requirements of the Practicum/Internship course, resulting in an inability to successfully meet the requirements of the ATP. As a result, the student will be required to meet with the ATP Program Coordinator to discuss alternative program studies.

**EVALUATIONS**

The purposes of evaluation are to provide useful and constructive feedback to the student and their preceptor in order to maximize their clinical education experience. All evaluations are located in the administrator, preceptor, or student’s portfolio on ATRACK. All of the evaluations will be completed and submitted electronically on ATRACK.

Students are expected to complete the following evaluations each semester:
1. **ATS Self Evaluation** – student will complete 2 self-evaluations per semester (mid-semester & end-semester)
   a. Level 1 Evaluation – PI & PII students
   b. Level 2 Evaluation – PIII & PIV students
   c. Level 3 Evaluation – Internship I & Internship II students
2. **Evaluation of Preceptor** – student will complete 1 evaluation for each preceptor they have during that semester
3. **Evaluation of Clinical Rotation Experience**
4. **Evaluation of Teaching Assistant** – student will complete 1 evaluation for each teaching assistant they have in an athletic training course that semester

Preceptors are expected to complete the following evaluations each semester:
1. **ATS Evaluation** – preceptor will complete 1 evaluation per student at the end of the semester
   a. Level 1 Evaluation – PI & PII students
   b. Level 2 Evaluation – PIII & PIV students
   c. Level 3 Evaluation – Internship I & Internship II students

Administrators (Program Director and/or Clinical Education Coordinator) are expected to complete the following evaluations each semester:
1. **ATS General Attributes Evaluation** – administrator will complete 1 evaluation for each student they instruct/teach at the end of the semester

**General Policies for Evaluations**
The following policies are to ensure all evaluations are completed in an appropriate manner and on time. Failure to comply with these polices will result in a disciplinary notice.

- **All evaluations must be submitted on ATRACK 24 hours PRIOR to discussing the evaluation with the administrator, preceptor, or student**
  - Example: If a student has an end of semester evaluation scheduled for Tuesday at 12:00 pm all evaluations must but completed and submitted on ATRACK by Monday at 12:00 pm. All evaluations include administrator, preceptor, and student evaluations.
- Administrators, preceptors, and students are required to review all evaluation PRIOR to discussing them in person. The first time an administrator, student, or preceptor is reviewing an evaluation should not be at the scheduled meeting.
- Administrators, preceptors, and students must have a computer, tablet, or electronic device present when discussing the evaluation. This is necessary so all parties can reference the evaluations when discussing them. This will also allow for all digital signatures to take place at the meeting.
- Students are expected to keep a hard copy of all of their evaluations
GENERAL COMPETENCY POLICY

1. A selected number of competencies will be due by specified due dates as outlined on the Competency Sign Off Sheet.
2. ATS must complete the specified number of competencies at 80% or better by the due date.
3. ATSs who fail to receive an 80% on a competency must retake that competency prior to the due date without penalty.
   a. Note the initial grade will stand for the overall competency grade and the ATS must receive an 80% or better on the retake prior to the due date.
4. ATSs who fail to receive an 80% on a 1st, 2nd, 3rd, etc.... attempt prior to the due date will have 1 calendar week to retake the comp and receive an 80% or better in order to be able to successfully progress to the next Practicum/Internship Course.
   a. The ATS will lose 1% point off their final competency grade for each late comp.
   b. In the event an ATS fails to retake that competency with an 80% or better within that calendar week they will be unable to successfully progress to the next Practicum/Internship course.
5. ATSs who fail to attempt a competency by the assigned due date will receive a zero (0) for the comp in addition to.
   a. ATSs will have 1 calendar week to complete this competency with an 80% or better.
   b. The ATS will lose 1%, in addition to the (0), off their overall competency grade for the class.
5. ATSs who fail to attempt a competency by the assigned due date will receive a zero (0) for the comp in addition to the (0), off their overall competency grade for the class.
   a. ATSs will have 1 calendar week to complete this competency with an 80% or better.
   b. The ATS will lose 1%, in addition to the (0), off their overall competency grade for the class.
5. ATSs who fail to attempt a competency by the assigned due date will receive a zero (0) for the comp in addition to the (0), off their overall competency grade for the class.
   a. ATSs will have 1 calendar week to complete this competency with an 80% or better.
   b. The ATS will lose 1%, in addition to the (0), off their overall competency grade for the class.
5. ATSs who fail to attempt a competency by the assigned due date will receive a zero (0) for the comp in addition to the (0), off their overall competency grade for the class.
   a. ATSs will have 1 calendar week to complete this competency with an 80% or better.
   b. The ATS will lose 1%, in addition to the (0), off their overall competency grade for the class.
5. ATSs who fail to attempt a competency by the assigned due date will receive a zero (0) for the comp in addition to the (0), off their overall competency grade for the class.
   a. ATSs will have 1 calendar week to complete this competency with an 80% or better.
   b. The ATS will lose 1%, in addition to the (0), off their overall competency grade for the class.
6. ATSs who fail 3 comps will meet with the ATP Clinical Coordinator and their assigned course instructor and be placed on study sheets.
   a. Purpose of study sheets are to provide the ATS with a more structured way of studying and practicing for clinical competencies.
   b. Study sheets must be completed by the ATS and signed off by 2 preceptors, prior to taking the competency. The ATP PC or ATP CEC will inform student of approved preceptors who can sign their study sheets.
      a. Preceptor signature of study sheet:
         i. The ATS must present the study sheet to the preceptor prior to practicing the necessary skills.
         ii. Once the preceptor feels that the ATS’s skills are at an appropriate level of proficiency the preceptor will sign off on the ATS’s skills sheet.
      c. The ATS must take the study sheet to their comp and present the signed study sheet to the preceptor he/she is performing the competency with.
      d. At the completion of the competency the ATS will give the preceptor the study sheet and the preceptor will turn it in with the completed competency.
7. ATSs who fail 7 comps will not be able to successfully complete the course and progress on to the next Practicum/Internship course.

ATSs responsibilities

1. Complete the necessary number of competencies by the assigned due dates.
2. It is the ATS’s responsibility to make sure all of the necessary equipment is present and in working order prior to the start of the competency.
3. It is the ATS’s responsibility to ensure that they have a model who is appropriately dressed for the competency they signed up for.
4. It is the ATS’s responsibility to have their Comp Sign Off Sheet present at the completion of the competency.
5. In the event an ATS is on study sheets it is the ATS’s responsibility to provide the preceptor with a completed and signed study sheet prior to attempting the competency.

Competency Sign Up Policy

1. When signing up for a competency the ATS must provide their name and the name of the competency. A student CANNOT sign-up for a competency WITHOUT listing their NAME and the NAME OF THE COMPETENCY they are taking. Not including the name of the competency at the time of signing-up will result in a ZERO for that competency.
2. ATS must sign up for scored competencies by Friday at 12 pm of the preceding week. The sign-up sheet will then be removed and distributed to preceptors administering competencies.
3. ATS must make sure that they schedule enough time to complete the competency.
4. ATS cannot sign-up for more than 2 competencies in 1 week unless approved by the ATP CEC.
5. ATS should not sign-up for competencies during clinical hours; ATS should make accommodations to complete their competencies outside of their scheduled clinical rotations
6. ATSs will be prohibited from scheduling and or performing any more then 1 scored competency per day, unless approved of by the ATP CEC.
7. Sign-ups for failed scored competencies must be re-scheduled with the preceptor the ATS failed the competency with. Failed scored competencies SHOULD NOT be scheduled on the competency sign-up sheet in the ATP competency lab; they should be scheduled on an individual basis with the preceptor.
8. It is not necessary for an ATS to sign-up for authentic competencies because these comps should be performed during their clinical rotation. If necessary, an ATS may sign-up for an authentic competency if informed of by the ATP CEC.
9. An ATS can perform an authentic comp on the same day as a scored competency.

**Competency Cancellation Policy**
1. In the event an ATS needs to cancel a competency he/she must do so a minimum of 24 hours prior to the competency
2. If an ATS needs to cancel a competency they should inform the ATP CEC for approval – approval will be determined by the ATP CEC
3. ATSs who fail to comply with the competency cancellation policy may receive a zero for the competency

**COMPETENCY GRADING**

### Scored Competencies

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>not addressed and/or performed</td>
</tr>
<tr>
<td>1</td>
<td>verbally addressed, but not performed</td>
</tr>
<tr>
<td>2</td>
<td>execute task with a critical error (i.e. life or limb threatening)</td>
</tr>
<tr>
<td>3</td>
<td>execute task with noteworthy errors (put athlete at risk of further injury or infection)</td>
</tr>
<tr>
<td>4</td>
<td>execute task with minor/adjustable errors (would not change the outcome of care/tx)</td>
</tr>
<tr>
<td>5</td>
<td>mastery</td>
</tr>
</tbody>
</table>

### Authentic Competencies

<table>
<thead>
<tr>
<th>Content- Knowledge and understanding of concepts, principles, and processes</th>
<th>Target</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precise</td>
<td>Completely Accurate, All Fact and Concepts are Correct</td>
<td>Mostly Accurate, Minor Inaccuracies Do Not Detract from Overall Result</td>
<td>Inaccurate, Numerous Errors Detract from Result</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process- Process or method used</th>
<th>Relevant</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Process</td>
<td>Mostly Appropriate Process</td>
<td>Somewhat Appropriate or Inappropriate Process</td>
<td></td>
</tr>
</tbody>
</table>

| Sequential | Complete Organized Process | Mostly Organized Process | Somewhat Organized or Disorganized |
| Concise | Completely Efficient Process | Mostly Efficient Process | Somewhat Efficient or Inefficient Process |

<table>
<thead>
<tr>
<th>Result- Overall impact, extent to which goals are achieved</th>
<th>Effective</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful</td>
<td></td>
<td>Not Successful</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality- Degree of quality evident in products (result) and performances (process)</th>
<th>Thorough</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Coverage</td>
<td>Substantial Coverage</td>
<td>Partial or Incomplete Coverage</td>
<td></td>
</tr>
</tbody>
</table>
ATS EVALUATION SHEETS

ATS evaluation sheets will be performed every 3-weeks during each academic semester. Students will complete the "ATS evaluation sheet - self-evaluation" and preceptors will complete the "ATS evaluation sheet – preceptor" prior to meeting. Student and preceptor will meet and discuss both ATS evaluation sheets and then create a goal that the student should work on achieving for the next 3-week period. This goal should be written on the "ATS evaluation sheet – preceptor". ATS evaluation sheets will follow a Likert scale of 1 – 10 depending upon their performance. An 8 is an indicator of performing skills to the expected level. Scores on the "ATS evaluation sheet – preceptor" will count for 20% of the student’s current practicum/internship grade.

In the event an ATS received an NBE the student will need to meet with both their assigned preceptor and the ATP Clinical Coordinator to address this matter and develop a productive course of action on how the ATS can become proficient and competent in performing the skill set in question.
Section B: PI Requirements

PI - SPECIFIC INFORMATION

CLINICAL ROTATIONS

Each ATS will be assigned to a KSU preceptor associated with an on-campus athletic team for the fall semester. During that time period the ATS will have a primary sport responsibility and will default to their assigned ATR when the sport is traveling and not in season.

Due to the nature of the assignments and the possible limitations of an ATS’s academic schedule, clinical rotation schedules may vary from week to week.

At the end of the academic semester each ATS should have an academic semester weekly clinical rotation exposure of 15 - 20 hours a week. Note clinical exposures prior to the start of the academic semester are not calculated in the overall semester average numbers.

HOLIDAY POLICY

Students will complete two full clinical rotations at Kent State University during PI & PII courses. You will be assigned to a preceptor for each semester. While every attempt is made to have you see the majority of the season, we will move you to your next assignment at the semester break. If you have an in-season fall sport, you are not required to complete pre-season. You will be given the opportunity to assist with your assigned sport’s pre-season if you wish. Your fall sport will conclude at the end of the Fall semester which likely means you will be rotating into an ATR clinical rotation for a few weeks. If you are assigned a winter clinical rotation, you will begin with your clinical rotation in the designated ATR then move into the clinical rotation once the winter sport begins. If you are assigned a winter clinical rotation in the Spring semester, you will begin in January with the team and remain with the team until the end of the season. The remainder of your clinical rotation will then be in the respective ATR. If you have a spring sport, you will likely start in the ATR then move to the designated sport later in the spring semester when the sport season commences.

REQUIRED PAPERWORK

- Competency Sign Off Sheet
  i. Due date provided on the PI Comp Sign Off Sheet & Master Check Sheet
- ATS Evaluation Sheet
  i. To be turned in to ATP CEC by dues dates provided in binder
  ii. Due dates are distributed at the start of each semester
- Skills Sheet
  i. Due date provided on the PI Master Check Sheet
- ATS Profile
  i. Due to ATP CEC prior to the fall semester starting
  ii. Due to assigned KSU preceptor 1 week prior to start of clinical rotation
- Portfolio
  i. Due to PI course instructor during end of semester evaluation
- Scholarship
  i. Hard copy of scholarship application
  ii. Due date provided on PI Master Check Sheet
- Video Tape Comp
  i. Due date provided on PI Master Check Sheet
- NATA Membership
  i. Hard copy of card or print off of membership from NATA website
  ii. Due date provided on PI Master Check Sheet
- CEU form
  i. Hard copy of proof CEU completion
  ii. Due date provided on PI Master Check Sheet
- Evaluations
  i. Mid-Semester
1. Self-evaluation – level 1

ii. End-Semester

2. Self-evaluation – level 1
3. ATS Evaluation – level 1
4. Evaluation of clinical rotation experience
5. Evaluation of preceptor
6. Evaluation of teaching assistant

ii. Due date provided on PI Master Check Sheet
Section C: PII Requirements

PII - SPECIFIC INFORMATION

CLINICAL ROTATIONS

Each ATS will be assigned to a KSU preceptor associated with an on-campus athletic team for the fall semester. During that time period the ATS will have a primary sport responsibility and will default to their assigned ATR when the sport is traveling and not in season.

Due to the nature of the assignments and the possible limitations of an ATSs academic schedule, clinical rotation schedules may vary from week to week.

At the end of the academic semester each ATS should have an academic semester weekly clinical rotation exposure of 15 - 20 hours a week. Note clinical exposures prior to the start of the academic semester are not calculated in the overall semester average numbers.

HOLIDAY POLICY

Students will complete two full clinical rotations at Kent State University during PI & PII courses. You will be assigned to a preceptor for each semester. While every attempt is made to have you see the majority of the season, we will move you to your next assignment at the semester break. If you have an in-season fall sport, you are not required to complete pre-season. You will be given the opportunity to assist with your assigned sport’s pre-season if you wish. Your fall sport will conclude at the end of the Fall semester which likely means you will be rotating into an ATR clinical rotation for a few weeks. If you are assigned a winter clinical rotation, you will begin with your clinical rotation in the designated ATR then move into the clinical rotation once the winter sport begins. If you are assigned a winter clinical rotation in the Spring semester, you will begin in January with the team and remain with the team until the end of the season. The remainder of your clinical rotation will then be in the respective ATR. If you have a spring sport, you will likely start in the ATR then move to the designated sport later in the spring semester when the sport season commences.

REQUIRED PAPERWORK

- Competency Sign Off Sheet
  iii. Due date provided on the P II Comp Sign Off Sheet & Master Check Sheet
- ATS Evaluation Sheet
  iii. To be turned in to ATP CEC by dues dates provided in binder
  iv. Due dates are distributed at the start of each semester
- Skills Sheet
  ii. Due date provided on the PII Master Check Sheet
- ATS Profile
  iii. Due to ATP CEC prior to the fall semester starting
  iv. Due to assigned KSU preceptor 1 week prior to start of clinical rotation
- Portfolio
  ii. Due to PII course instructor during end of semester evaluation
- Scholarship
  iii. Hard copy of scholarship application
  iv. Due date provided on PII Master Check Sheet
- Video Tape Comp
  ii. Due date provided on PII Master Check Sheet
- CEU form
  iii. Hard copy of proof CEU completion
  iv. Due date provided on PII Master Check Sheet
- Evaluations
  iii. Mid-Semester
    1. Self-evaluation – level 1
    iv. End-Semester
    2. Self-evaluation – level 1
    3. ATS Evaluation – level 1
4. Evaluation of clinical rotation experience
5. Evaluation of preceptor
6. Evaluation of teaching assistant
iv. Due date provided on PII Master Check Sheet
Section D: PIII Requirements

PIII – SPECIFIC INFORMATION

CLINICAL ROTATIONS

ATSs will be assigned for the entire semester to either a preceptor at a high school or rehabilitation clinic. The purpose of this clinical rotation is for a student to gain the understanding of the job and career of an AT in different job settings.

Due to the nature of the assignments and the possible limitations of ATSs’ academic schedule, clinical rotation schedules may vary from week to week.

At the end of the academic semester each ATS should have an academic semester weekly clinical rotation exposure of 15 - 20 hours a week. Note clinical exposures prior to the start of the academic semester are not calculated in the overall semester average numbers.

HOLIDAY POLICY

Students will complete two full clinical rotations at off-campus clinical education sites during PIII & PIV courses. You will be assigned to a preceptor at high school for 1 semester full semester and to a preceptor at a rehabilitation clinic for the other academic semester.

You will be required to complete pre-season and post-season assignments as required of your clinical rotation. Pre-season is defined as starting on August 1 through the start of school while post-season is based on the requirements of each clinical rotation. Post-season requirements should not go past December 23rd of the year for the Fall semester.

ADDITIONAL CLINICAL ROTATIONS

ATSs who are enrolled in the PIII/PIV academic course will be required to complete three additional clinical rotations: general medical, specialized medical, and surgical observations. General medical rotations can include clinical education experiences related to primary care, internal medicine, dermatology, etc. Specialized medical rotations can include clinical education experiences related to orthopedic, podiatry, osteopathic, etc. Lastly, all students will be required to observe a minimum of one surgical observation. All general medical, specialized medical, and surgical observations must be approved by the CEC PRIOR to the student attending them.

Hours Requirements

Students are expected to fulfill the hour requirements below:

1. General Medical Rotation minimum of 10 hours
2. Specialized Medical Rotation minimum of 10 hours
3. Surgery Observation 1 observation

Scheduling

Each ATS will be responsible for making arrangements to set-up and schedule their general medical, specialized medical, and surgical observations with a KSU clinical education site. In the event that an ATS is unable to schedule any of these additional clinical rotations the ATP CEC will make arrangements and assign the ATS as necessary.

At the end of EACH additional clinical rotation the ATS will need to provide the CEC the following information:

1. Evaluation of the health care professional/physician that provided supervision during the clinical experience – evaluation is located on ATRACK in student’s portfolio – the form is to be completed and submitted on ATRACK
2. Evaluation of the ATS – to be filled out by health care professional/physician who provided supervision of the student during the clinical experience – evaluation is located on ATRACK in student’s portfolio as a document - this evaluation must be printed and filled out as a hard copy – the evaluation should be submitted to the CEC within 10 days of completing the additional clinical rotation.
**Completions of Additional Clinical Rotations**

Students are expected to complete their additional clinical rotations during their PIII/PIV courses. However, if students are unable to complete all additional clinical rotations during these courses they can complete them during their Internship I and Internship II courses. All additional clinical rotations must be completed in order to pass Internship II course. Failure to complete them will prevent students from graduating from the ATP.

**REQUIRED PAPERWORK**

- **Competency Sign Off Sheet**
  - v. Due date provided on the PIII Comp Sign Off Sheet & Master Check Sheet
- **ATS Evaluation Sheet**
  - v. To be turned in to ATP CEC by dues dates provided in binder
  - vi. Due dates are distributed at the start of each semester
- **Skills Sheet**
  - iii. Due date provided on the PIII Master Check Sheet
- **ATS Profile**
  - v. Due to ATP CEC prior to the fall semester starting
  - vi. Due to assigned KSU preceptor 1 week prior to start of clinical rotation
- **Portfolio**
  - iii. Due to PI course instructor during end of semester evaluation
- **Scholarship**
  - v. Hard copy of scholarship application
  - vi. Due date provided on PIII Master Check Sheet
- **Video Tape Comp**
  - iii. Due date provided on PIII Master Check Sheet
- **CEU form**
  - v. Hard copy of proof CEU completion
  - vi. Due date provided on PIII Master Check Sheet
- **Evaluations**
  - v. Mid-Semester
    1. Self-evaluation – level 2
  - vi. End-Semester
    2. Self-evaluation – level 2
    3. ATS evaluation – level 2
    4. Evaluation of clinical rotation experience
    5. Evaluation of preceptor
    6. Evaluation of teaching assistant
  - vi. Due date provided on PIII Master Check Sheet
Section E: PIV Requirements

PIV – SPECIFIC INFORMATION

CLINICAL ROTATIONS

ATSs will be assigned for the entire semester to either a preceptor at a High School or at a clinic clinical education site. The purpose of this clinical rotation is for a student to gain the understanding of the job and career of an AT in different job settings.

Due to the nature of the assignments and the possible limitations of an ATSs academic schedule, clinical rotation schedules may vary from week to week.

At the end of the academic semester each ATS should have an academic semester weekly clinical rotation exposure of 15-20 hours a week. Note clinical exposures prior to the start of the academic semester are not calculated in the overall semester average numbers.

HOLIDAY POLICY

Students will complete two full clinical rotations at off-campus clinical education sites during PIII & PIV courses. You will be assigned to a preceptor at high school for 1 semester full semester and to a preceptor at a rehabilitation clinic for the other academic semester.

PIV year students will not be expected to start their spring clinical rotation until the first day of school for the spring semester. PIV year students’ clinical rotation will conclude at the end of finals week for the spring semester.

ARC – PROFESSIONAL RESCUE

At the end of the PIV course ATSs will have an opportunity to review the most current ARC Professional Rescuer instructional and clinical skills set forward by the ARC. Following the in-class review session each ATS will be given the opportunity to successfully complete the ARC Professional Rescuer test with an 80% or higher, as well as demonstrate competency in performing their clinical skills. ATSs who fail to successfully complete this section of the PIV will be required to successfully complete an ARC Professional Rescuer course prior to resuming clinical activities the next semester during their ATTR internship course.

ADDITIONAL CLINICAL ROTATIONS

Refer to “Additional Clinical Rotations” under PII – Specific Information for details.

REQUIRED PAPERWORK

- Competency Sign Off Sheet
  vii. Due date provided on the PIV Comp Sign Off Sheet & Master Check Sheet
- ATS Evaluation Sheet
  vii. To be turned in to ATP CEC by dues dates provided in binder
  viii. Due dates are distributed at the start of each semester
- Skills Sheet
  iv. Due date provided on the PIV Master Check Sheet
- ATS Profile
  vii. Due to ATP CEC prior to the fall semester starting
  viii. Due to assigned KSU preceptor 1 week prior to start of clinical rotation
- Portfolio
  iv. Due to PI course instructor during end of semester evaluation
- Scholarship
  vii. Hard copy of scholarship application
  viii. Due date provided on PIV Master Check Sheet
• Video Tape Comp
  iv. Due date provided on PIV Master Check Sheet
• NATA Membership
  iii. Hard copy of card or print off of membership from NATA website
  iv. Due date provided on PIV Master Check Sheet
• CEU form
  vii. Hard copy of proof CEU completion
  viii. Due date provided on PIV Master Check Sheet
• Evaluations
  vii. Mid-Semester
    1. Self-evaluation – level 2
  viii. End-Semester
    2. Self-evaluation – level 2
    3. ATS Evaluation – level 2
    4. Evaluation of clinical rotation experience
    5. Evaluation of preceptor
    6. Evaluation of teaching assistant
  viii. Due date provided on PIV Master Check Sheet
Section F: Internship I Requirements

INTERNSHIP I SPECIFIC INFORMATION

CLINICAL ROTATIONS

ATSs will be assigned to either a preceptor associated with an on-campus athletic team or an off-campus clinical education site for the duration of Internship I & II courses. Special accommodations and considerations for internship clinical rotation assignments may be made based on the individual’s needs and/or academic requirements.

Due to the nature of the assignments and the possible limitations of a ATSs’ academic schedule, clinical rotation schedules may vary from week to week.

At the end of the academic semester each ATS should have an academic semester weekly clinical rotation exposure 20 hour a week. Note clinical exposures prior to the start of the academic semester are not calculated in the overall semester average numbers.

HOLIDAY POLICY

ATSs will be required to complete all requirements associated with your clinical assignment including all pre-season, winter break, spring break, and post-season commitments as assigned by the supervising preceptor(s) and approved by the ATP CEC. ATSs are responsible for assuming all financial obligations associated with this clinical internship. Pre-season is defined as or around August 1 through the start of school while post-season is defined as, minimally, through the MAC tournament for your respective assignment.

ADDITIONAL CLINICAL ROTATIONS

Refer to “Additional Clinical Rotations” under PIII – Specific Information for details.

REQUIRED PAPERWORK

- Competency Sign Off Sheet
  - ix. Due date provided on the Internship I Comp Sign Off Sheet & Master Check Sheet
- ATS Evaluation Sheet
  - ix. To be turned in to ATP CEC by dues dates provided in binder
  - x. Due dates are distributed at the start of each semester
- Skills Sheet
  - v. Due date provided on the Internship I Master Check Sheet
- ATS Profile
  - ix. Due to ATP CEC prior to the fall semester starting
  - x. Due to assigned KSU preceptor 1 week prior to start of clinical rotation
- Portfolio
  - v. Due to Internship I course instructor during end of semester evaluation
- Scholarship
  - ix. Hard copy of scholarship application
  - x. Due date provided on Internship I Master Check Sheet
- Video Tape Comp
  - v. Due date provided on Internship I Master Check Sheet
- CEU form
  - ix. Hard copy of proof CEU completion
  - x. Due date provided on Internship I Master Check Sheet
- Evaluations
  - ix. Mid-Semester
    - 1. Self-evaluation – level 3
  - x. End-Semester
2. Self-evaluation – level 3
3. ATS evaluation – level 3
4. Evaluation of clinical rotation experience
5. Evaluation of preceptor
6. Evaluation of teaching assistant
x. Due date provided on Internship I Master Check Sheet
Section G: Internship II Requirements

INTERNSHIP II – SPECIFIC INFORMATION

CLINICAL ROTATIONS

ATSs will be assigned to either a KSU preceptor associated with an on-campus athletic team or an off-campus clinical education site for the duration of Internship I & II courses. Special accommodations and considerations for internship clinical rotation assignments may be made based on the individual’s needs and/or academic requirements.

Due to the nature of the assignments and the possible limitations of an ATSs academic schedule, clinical rotation schedules may vary from week to week.

At the end of the academic semester each ATS should have an academic semester weekly clinical rotation exposure 20 hour a week. Note clinical exposures prior to the start of the academic semester are not calculated in the overall semester average numbers.

HOLIDAY POLICY

ATSs will be required to complete all requirements associated with your clinical assignment including all pre-season, winter break, spring break, and post-season commitments as assigned by the supervising preceptor(s) and approved by the ATP CEC. ATSs are responsible for assuming all financial obligations associated with this clinical internship. Pre-season is defined as or around August 1 through the start of school while post-season is defined as, minimally, through the MAC tournament for your respective assignment.

ADDITIONAL CLINICAL ROTATIONS

Refer to “Additional Clinical Rotations” under PIII – Specific Information for details.

REQUIRED PAPERWORK

- Competency Sign Off Sheet
  xi. Due date provided on the Internship II Comp Sign Off Sheet & Master Check Sheet
- ATS Evaluation Sheet
  xi. To be turned in to ATP CEC by dues dates provided in binder
  xii. Due dates are distributed at the start of each semester
- Skills Sheet
  vii. Due date provided on the Internship II Master Check Sheet
- ATS Profile
  xi. Due to ATP CEC prior to the fall semester starting
  xii. Due to assigned KSU preceptor 1 week prior to start of clinical rotation
- Portfolio
  vi. Due to Internship II course instructor during end of semester evaluation
- NATA Membership
  v. Hard copy of card or print off of membership from NATA website
  vi. Due date provided on Internship I Master Check Sheet
- CEU form
  xi. Hard copy of proof CEU completion
  xii. Due date provided on Internship II Master Check Sheet
- Evaluations
  xi. Mid-Semester
    1. Self-evaluation – level 3
  xii. End-Semester
    2. Self-evaluation – level 3
    3. ATS Evaluation – level 3
4. Evaluation of clinical rotation experience
5. Evaluation of preceptor
6. Evaluation of teaching assistant

xii. Due date provided on Internship II Master Check Sheet
Part 3 - Appendices

Athletic Training Student Contract........................................A
Athletic Training: Disciplinary Notice......................................B
Athletic Training: Probationary Notice....................................C
ATS Evaluation of the ATSA.................................................. D
ATS/ATSA Confidentiality and Release of Information Form......E
Advisor Evaluation Form......................................................F
Technical Standards Form ..................................................... G
Assumption of Risk Form..................................................... H
ATS/ATSA Grievance Form ................................................... I
Background Check Agreement Form .............................. J
Physical Form ........................................................................... K
MD Clearance for KSU ATP ................................................ L
Communicable Disease Form ................................................... M
Example of Emergency Operating Procedure .................. N
KSU AED Standard Operating Protocol ............................... O
KSU Sporting Venue Locations .............................................. P
KSU Preceptor & ATS Expectations .............................. Q

NOTE: MANY OF THE FORMS LISTED ABOVE WILL HAVE FORMATTING CHANGES WHEN YOU OPEN THEM ON VARIOUS COMPUTERS. THEY ARE PROVIDED FOR YOUR REFERENCE. THE FORMS YOU WILL USE IN THE PROGRAM ARE LOCATED IN YOUR PORTFOLIO IN ATRACK
APPENDIX A
Kent State University
Athletic Training Student Contract

By signing this document, I agree to abide by the procedures and policies set forth by the Kent State University Athletic Training Program and the School of Health Science, in the College of Education, Health and Human Services. A breach of any policy or procedure will result in disciplinary action and possibly dismissal depending on the nature and severity of the infraction.

1. I agree to represent the Athletic Training Program with honesty, integrity and loyalty as set forth in the NATA Code of Ethics. I agree to abide by all laws and regulations governing the practice of athletic training by serving as an athletic training student as defined the Ohio Revised Code. Further, I agree to abide by the policies and procedures specified in the Kent State University Athletic Training Program Student Handbook.

2. I understand and will adhere to the Kent State University Athletic Training Program retention and continuation criteria. I fully understand that if I breech the stated criteria, specific ramifications will pursue which may lead to dismissal from the program.

3. I agree that to ensure a comprehensive academic and clinical experience, I will complete a **minimum of 1,350 hours of clinical experiences under the direct supervision of a preceptor in an approved clinical site.** These hours will be accrued through experiences with the Department of Intercollegiate Athletics and selected affiliate sites to include clinical and high school experiences. These experiences will require travel to off-campus venues of which I am willing to assume responsibility. These experiences will be guided to ensure exposure to a variety of situations involving care for the physically active.

4. I realize that athletic training is a time-intensive profession. I agree to arrange my schedule (with the help of priority scheduling privileges) to maximize my exposure to the athletic health care activities. I fully understand that this may include times when school is not formally in session (such as holiday breaks and summer break).

5. I understand that I may have to miss class due to travel responsibilities. **Although I am expected to attend all classes when on campus, it is my responsibility to notify the instructor for an excused absence if I must be away.** The Athletic Training Program Coordinator is available for consultation should issues arise regarding my absence for assigned duties. I understand that abuse of this privilege will result in immediate dismissal from the program.

6. I understand that athletic training involves the potential risk of exposure to dangerous bodily fluids – particularly blood. I agree to abide by OSHA guidelines regarding universal precautions and complete the “Infectious Disease Training” which is provided through the Athletic Training Program. I also understand that Hepatitis B vaccines are available to me through the Campus Health Center at no cost. I agree to complete the appropriate procedures for vaccination or declination of vaccination. Any questions or concerns regarding the vaccination procedure can be addressed on an individual basis with the ATP Coordinator or Team Physician.

7. I realize that being an Athletic Training Student requires a high level of responsibility patients and clinical staff at each particular venue. I understand that unexcused absences, tardiness or breech of dress code will not be tolerated and will result in appropriate disciplinary actions as determined by the athletic training faculty and staff. **NOTE: Permission for an excused absence will be granted ONLY by your supervising preceptor, the clinical education coordinator, or program coordinator. Medical absences and emergency leave must be documented.**

8. I understand that assignment to supervising preceptors and sites will be based upon the needs of the student within the athletic training program. Assignments will be decided upon by the Athletic Training Program faculty and staff to ensure appropriate exposure to a variety of athletic training clinical experiences. These experiences will include KSU Intercollegiate Athletics, affiliate high schools and clinics, emergency medical facilities, and physician offices. I understand that I am responsible for transportation to and from each of these sites at my expense.
9. I agree to become a student member of the NATA no later than the start of Practicum I course and maintain my membership throughout the professional phase of the program. Additionally, I understand that I am encouraged to attend local, state, district and national meetings whenever possible to further my professional development.

10. I understand that the athletic training attire provided to me by the ATP Coordinator, Head Athletic Trainer at the KSU sites or affiliate sites is to be worn with pride and for the sole purpose of athletic training activities. See dress code for a thorough description of dress code requirements.

11. I agree that additional attire is available through the ATP Coordinator or Head Athletic Trainer and that I will purchase additional attire if the staff or I deems necessary to supplement the University issued clothing to represent the program professionally.

12. I understand that there is a grievance policy for any concerns I may have regarding the Athletic Training Program and/or any component thereof. The format for student grievance within the Athletic Training Program is available through the School of Health Science School Director. University grievance policies are in the University Catalog and on the website at www.kent.edu.

13. I agree to submit a signed Technical Standards form indicating my understanding of the Technical Standards required for this program. Further, I agree to complete an Insurance Form and Physical Clearance Form with Immunization Records for my file. I also agree to carry student professional liability insurance and will complete annual background checks during the duration of my term in the ATP.

14. I agree to accept responsibility to complete the required academic and clinical requirements of this program. I will meet regularly with my academic advisor within the Athletic Training Program to facilitate scheduling and to ensure appropriate progress through the program.

By virtue of my signature, all policies and procedures will take effect immediately and will remain in effect until my graduation or termination from this program.

Printed Name - Athletic Training Student

Signature - Athletic Training Student

ATEP Coordinator
APPENDIX B

Kent State University
Athletic Training Program Disciplinary Notice
Note: This form is location on-line through ATRACK
APPENDIX C

Kent State University
Athletic Training Program Probationary Notice

NOTE: This is only an EXAMPLE of a probationary notice. Each probationary notice will be individualized for the student

Student: ____________________  Date Issued: ____________________

This notice serves as notification that you have fallen below the required ACADEMIC requirements stipulated in the Kent State University Athletic Training Student Handbook. The details regarding your probation are listed below.

As a result of the deficiencies in your academic progress, it is the goal of the athletic training staff to provide support to facilitate your efforts. In an attempt to reach that goal, the following stipulations are set forth and must be complied with to warrant consideration of removing your probationary status.

☐ Cumulative GPA near or at 2.5 by the end of Spring Semester at which time we will re-evaluate eligibility

☐ Meeting with ATP Program Coordinator to discuss progress during the 8th week of the semester. You are responsible for scheduling these meetings.

☐ Submit academic progress report to ATP Program Coordinator at midterm but no later than the 8th week of the semester.

Your probation will last until the end of __________ semester at which time the athletic training faculty and staff will reassess your progress to determine if return to the program is warranted. Should you fail to meet the above requirements, we will assume that you are unwilling to do what it takes to succeed in the athletic training profession and we will remove you from the athletic training student roster. If this occurs, you will sacrifice all rights and privileges of your position as an athletic training student.

By signing this notice, you recognize the conditions of your probation and are willing to comply with the sanctions set forth. You also recognize that the athletic training staff is dedicated to helping you re-establish good standing in this program and will work with you to rectify your deficiencies as long as personal responsibility is evident. Recognize what needs to be done to reach your goals and work hard to achieve them. **THIS SIGNED FORM MUST BE RETURNED TO DR. PEER NO LATER THAN _________________.**

Student Signature: ____________________  Date: ______________

ATP Program Coordinator: ____________________  Date: ______________

I have carefully thought about my options as an athletic training student at Kent State University. I choose not to comply with the sanctions of this probationary notice and withdraw my name from the athletic training student roster. I understand that I release all rights and privileges of this position by signing below. This withdrawal is immediately effective.

Student Signature: ____________________  Date: ______________

ATP Program Coordinator: ____________________  Date: ______________

It is with regret that I confirm that the above student has chosen to withdrawal from the Kent State University Athletic Training Program after notification of academic deficiencies.

ATP Program Coordinator: ____________________  Date: ______________
APPENDIX D

Kent State University
ATSA Evaluation of Athletic Training Student Apprentice

ATSA NAME: _____________________________________________________

Clinical Rotation Semester: FALL SPRING

Clinical Rotation Number for Semester: 1st 2nd 3rd 4th

Please answer the question(s) below and use the Likert scale to evaluate the ATSA for their clinical rotation. Be objective and candid in your evaluation. You should have a MINIMUM OF 2 INTERACTIONS with the ATSA in order to properly evaluate them.

I saw and interacted with the ATSA, being evaluated, _______________ during their clinical rotation.

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☐ Acceptable without Reservations
☐ Acceptable with Reservations
☐ Unacceptable

Signed: _______________________________________________ Date: ________________________________

Athletic Training Student

Reviewed: _______________________________________________ Date: ________________________________

Certified Athletic Trainer
Every student-athlete in the Department of Intercollegiate Athletics and patients seen at affiliate sites has a legal right to confidentiality. This right is to be strictly enforced by the Athletic Healthcare Staff in Intercollegiate Athletics and affiliate site personnel. All that you may witness or learn about the student-athletes and/or patients is considered ABSOLUTELY CONFIDENTIAL.

Personnel may not:

1. Remove any student-athlete or patient health information from the premises. This includes going through any health information record and sharing this information with students, other staff, or faculty, not directly associated with the healthcare of the student-athlete; excepting the following:
   - Sport Coaches
   - Strength & Conditioning Coaches
   - Athletic Administrators
   - Healthcare providers, directly related to the ongoing care of the student-athlete or patient
   - Other AT Staff (including Full-time and ATS/students in AT education-clinical)
   - Medical Insurance Coordinators
   - Academic Counselors
   - Anyone else directly involved in the student-athlete’s participation in athletics or in a patient’s healthcare

2. Discuss any injury/illness or give out any information to anyone who is not an Athletic Healthcare staff member (unless as specified above), or anyone outside the Department of Intercollegiate Athletics or the affiliate site. This includes giving out student-athlete (client) names, situations, circumstances, or appointment times whether in person, on the phone, or any other electronic communication device. Personnel must give the standard response that all health information is confidential.

3. Randomly read through any student-athlete or patient health information record without specific need.

Remember that CONFIDENTIALITY OF HEALTH INFORMATION RECORDS IS OF PARAMOUNT IMPORTANCE and any violation or suggestion that this confidentiality is being violated is an infringement of the student-athlete and patient rights and grounds for possible dismissal and civil prosecution.

I, the undersigned, understand that I am expected to obey confidentiality laws (HIPAA and FERPA) and the Department of Intercollegiate Athletics’ policies, affiliate site policies and procedures, and that any information illegally taken or spoken out of the proper environment will result in disciplinary action up to and including discharge.

Signed:

__________________________________________  _______________________
Student Signature:  Date

__________________________________________  _______________________
Witness Signature  Date

(ATP Program Coordinator of Clinical Coordinator)
APPENDIX F

Kent State University
Athletic Training Program Advisor Evaluation Form

Please provide a candid, anonymous evaluation of the advising you have received within the Athletic Training Program. Your comments will be used to improve the quality of advising we provide to our students.

ADVISOR NAME __________________________________________________

Was your advisor available for advising appointments? Yes No
Did your advisor adequately answer your questions/concerns regarding course scheduling? Yes No
Did your advisor have your file available to appropriately track/monitor your progress for advising? Yes No
Did your advisor assist you in considering options for course scheduling? Yes No
Did your advisor provide appropriate course sequencing information for the upcoming years? Yes No
Did your advisor monitor your progress to facilitate graduation in a timely fashion – preferably four years? Yes No
Did your advisor discuss/address your career goals? Yes No

COMMENTS: Please provide subjective comments regarding your advising experience including strengths and weaknesses. REMEMBER, these comments will remain anonymous.

PLEASE RETURN THIS FORM TO THE UNIT SECRETARY – Tammie Richards – WHO WILL PUT YOUR RESPONSES ON A MASTER FORM TO ENSURE ANONYMITY.
APPENDIX G

ATHLETIC TRAINING PROGRAM
TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Program at Kent State University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program’s accrediting agency - Commission on Accreditation of Athletic Training Education [CAATE].

The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program’s technical standards does not guarantee a student’s eligibility for the BOC certification exam. Candidates for selection to the Athletic Training Program must demonstrate:

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

Candidates for selection to the athletic training program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the technical standards.

The Student Accessibility Services Office at Kent State University will evaluate a student who states he/she could meet the program’s technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws. If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodations; this includes a review and whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and I understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

_________________________________________   _________________
Signature of Applicant                  Date

Statement for students requesting accommodations:

I certify that I have read and I understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Student Accessibility Services Office to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program or may not be able to complete the program.

_________________________________________   _________________
Signature of Applicant                  Date
APPENDIX H

KENT STATE UNIVERSITY
ATHLETIC TRAINING PROGRAM

WARNING STATEMENT ASSUMPTION OF RISK

Participation in the Athletic Training Program requires an acceptance of risk of injury, including but not limited to: death, quadriplegia, paraplegia, internal injury, closed head injury (possibly including post-concussion syndrome) and musculoskeletal injuries (including sprains, strains, and fractures). Some of these injuries may result in medical treatment, surgery, and/or permanent disability. Athletic Training Students rightfully assume that those who are responsible for the conduct of Athletic Training Students and Athletic Training Student Apprentices, have taken reasonable precautions to minimize the risk of significant injury and that those participating in the Athletic Training Program will not intentionally inflict injury.

By signing this document, I have read and understand this statement. I understand the risks associated with clinical duties in the ATP and agree to comply with rules and policies established to protect the athletic training student as outlined in the ATS Handbook.

________________________________________________
Athletic Training Student (Printed)

________________________________________________
Athletic Training Student (Signature) Date

________________________________________________
Parent of Legal Guardian if under age of 18 Date

________________________________________________
ATP Program Coordinator Date

________________________________________________
ATP Clinical Coordinator Date
APPENDIX I

Kent State University
Athletic Training Program
Release of Background Check Information Form

I, _____________________________ (print name) am aware that the Athletic Training Program at Kent State University requires that I obtain and maintain a current and accurate background check. I understand that during the course of my tenure in the ATP, I am required to submit this background check report to certain affiliate sites in order to comply with their institution’s operating policy and procedures.

I have been informed by my ATP Program Coordinator and/or Clinical Coordinator that in the event my background check comes back positive for any form of legal or criminal indiscretions that it would be within my best interest to disclose this information to my ATP Program Coordinator and Clinical Coordinator in an effort to discuss possible options.

I understand that any and all information regarding my background check will remain confidential. I hereby grant permission to the Kent State University Athletic Training Program’s Program Coordinator and Clinical Coordinator to gain access to and review the contents of my background check with Kent State University’s legal counsel and/or my personal legal counsel in an effort to provide me with appropriate legal guidance regarding my situation.

I do understand that the ATP Program Coordinator, Clinical Coordinator and legal counsel do not have the power to alter or change my background check in any way in order to be in compliance with an affiliate sites operating policy and procedures. In additional I also understand that the sole purpose of this release is to help provide me with a proactive means of addressing items of concern on my background check and at no point in time does it absolve me from the policies and procedures that are spelled out in Kent State University’s code of conduct, the ATP athletic training student handbook and operating policy and procedures manuals or the affiliate sites institutional operating policy and procedures manuals.

Date: ____________________ Signature ____________________________

Witness ____________________________
APPENDIX J  
KENT STATE UNIVERSITY  
ATS/ATSA PHYSICAL CLEARANCE

| NAME _______________________________ | SOCIAL SECURITY NUMBER _______________________________ |
| DATE OF BIRTH ___________________________ | DATE ________________________ |

### PERSONAL BACKGROUND AND HISTORY

1. Please list any family history of medical problems:
   -
   -
   -
   -
   -

2. Please list any chronic medical problems that do or may require medical attention:
   -
   -
   -
   -

3. Please list all surgeries (and approximate date) that you have experienced since time of birth:
   -
   -
   -
   -
   -

4. Please list all medications you are currently taking for chronic conditions:
   -
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5. Please list all known drug allergies:
   -
   -
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ATS/ATSA’S Signature: _______________________________ Date: ______________________

### Examination

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***IMMUNIZATION RECORDS MUST BE ATTACHED TO THIS PHYSICAL CLEARANCE***

COMMENTS:

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RECOMMENDATIONS OR RESTRICTIONS:

-------------------

I have reviewed the TECHNICAL STANDARDS Document attached to this form and confirm that this student is qualified to perform in the Athletic Training Program at Kent State University effective the below listed date.

Physician's Signature: ___________________________ Date: ___________________________

March, 18  ATS/ATSA Participation Clearance Exam
APPENDIX K

KENT STATE UNIVERSITY
ATHLETIC TRAINING PROGRAM

Communicable Disease Policy Verification

STUDENT NAME

Students in the Athletic Training Program (ATP) must have on record with the ATP Program Coordinator proof of protection against communicable diseases before being permitted to engage in clinical activities. This includes the completion of a comprehensive vaccination/communicable disease record and completion of a physical examination that verifies that the athletic training student meets the technical standards of the ATP.

As an Athletic Training Student at Kent State University and having been cleared for physical readiness by the KSU Team Physician/ATP Medical Director, I understand that in the event that I contract any communicable disease, I have the obligation to report such conditions to the ATP Medical Director and/or provide medical documentation to the ATP Medical Director from another physician of my condition. All medical information will be treated confidentially as dictated by HIPAA and FERPA regulations.

I understand that should I contract any communicable disease, I will be removed from clinical exposures by the ATP Medical Director until being medically cleared to return to clinical duties associated with the Athletic Training Program. I understand that I am responsible for the financial obligations associated with treating said communicable disease unless contracted in the line of clinical duties associated with the Athletic Training Program.

Students who acquire active communicable disease should not report to clinical assignments due to the risk of spreading the infection. They should, however, contact their preceptor and clinical coordinator to inform him or her of the situation. Students with active communicable disease will be required to provide physician documentation allowing them to return to their clinical course.

This policy is in place to protect you – as the athletic training student - and the student-athletes and patients with who you have contact. Failure to notify appropriate medical personnel as defined above regarding a known communicable disease will result in disciplinary action, which may include removal from the Athletic Training Program.

Students must also complete annual training on the handling of blood-borne pathogens and infectious agents as specified by the Occupational and Safety Health Administration and Commission on Accreditation of Athletic Training Education. Students are also responsible for familiarization of policies used at affiliate sites as stated in the handbook.

My signature below indicates that I have read the above policy and agree to comply with this policy during my tenure as an athletic training student within the Kent State University Athletic Training Program. Since this policy affects the safety of others, failure to sign this document will result in removal from the clinical aspects of the ATP and subsequently removal from the program.

Signed: ___________________________ Date: _________
Printed Name: ___________________________

Witness: ___________________________ Date: _________
Printed Name: ___________________________
APPENDIX L

EXAMPLE - EMERGENCY-OPERATING PROCEDURE

1. The first athletic trainer or staff member to arrive at the scene of the injury is in charge unless relieved by a more senior qualified athletic trainer or staff member.
   * Should the person on-site be the coach (head or assistant) or weight room staff, then their first step in response to the situation should be to make contact with a staff athletic trainer.

2. The athletic trainer, or staff member, in charge will be responsible for managing the injury and the scene of the accident.

3. The athletic trainer, or staff member, in charge will instruct/appoint another athletic trainer or responsible person to make the following telephone calls:
   a. Dial 911 and inform the emergency personnel;
      1. Your name and title
      2. Nature of the injury/situation
      3. Location of the injury/situation (Be very specific)
      4. Do not hang up until the emergency personnel tell you to do so
   b. Contact a staff athletic trainer if there is not one present.
   c. Contact one of the staff physicians informing them of the situation and to where the athlete is being transported.

4. After calling, return to the field or site of the injury/situation to assist the athletic trainer at the scene (Unless otherwise instructed by a staff member.).

5. The athletic trainer, or staff member, in charge should also instruct someone to look for and guide the ambulance to the proper location.

6. The athletic trainer, or staff member, in charge should ride with the injured party to the hospital unless otherwise directed by a staff member.

7. A staff member or team physician will contact the parents or guardian informing them of the situation.

8. The athletic trainer, or staff member, in charge will immediately file a written report detailing the injury situation once returning to campus.

NOTE: EACH CLINICAL EDUCATION SITE WILL HAVE AN EMERGENCY ACTION PLAN POSTED FOR YOUR REFERENCE. YOU ARE RESPONSIBLE FOR FAMILIARIZING YOURSELF WITH THESE POLICIES – AND HAVING A COPY IN YOUR PRACTICUM/INTERNSHIP PORTFOLIO. YOU ARE RESPONSIBLE FOR THE CONTENTS OF THE POLICY AND MUST BE ABLE TO CARRY OUT THE PROCEDURES IF NEEDED UNDER THE SUPERVISION OF YOUR CLINICAL INSTRUCTOR. IF YOU HAVE ANY QUESTIONS REGARDING THESE PROCEDURES, TALK TO YOUR PRECEPTOR, THE ATP CLINICAL COORDINATOR, OR THE ATP PROGRAM COORDINATOR IMMEDIATELY.
APPENDIX M

Automatic External Defibrillator
Standard Operating Protocol
Kent State University

IN CASE OF EMERGENCY, INITIATE CHAIN OF SURVIVAL

EARLY ACCESS  EARLY CPR  EARLY DEFIBRILLATION  EARLY ADVANCED CARE

STEP 1: Early Access
* Assess Scene Safety
* Assess Unresponsiveness
* Activate EMS following Emergency Operating Procedures
* Assess Airway, Breathing, and Circulation - IF PULSE IS ABSENT BEGIN CPR.

STEP 2: Early CPR
* Perform CPR until AED arrives on scene
* Follow Standard CPR Protocol

STEP 3: Early Defibrillation
Instructions for one-rescuer approach:
* When the AED arrives on scene:
  a. Place AED near head of patient on same side as the rescuer
  b. Turn on the Defibrillator.
  c. Bare and prepare chest (Cut or tear away clothing, if excessive chest hair, shave or clip; dry chest if wet).
  d. Follow defibrillator’s verbal and visual prompts.
  e. Apply electrodes (follow drawing on pads).
  f. Allow defibrillator to “Analyze”.
  g. If indicated, deliver shock by pressing orange button.
* Continue care per AED Algorithm (see attached page).

STEP 4: Early Advanced Care Life Support
- Have a designated person wait for EMS providers at the front entrance of the main building or gate access, to help guide them to the patient.

* Responders working on the patient should communicate any important information to the EMS providers such as:
  - Patients Name
  - Known medical history
  - Time patient was found
  - Initial and current condition of patient
- Information from **AED** screen: number of shocks delivered, length of time defibrillator has been used.

* Assist EMS as requested.
## APPENDIX N

### SPORTING VENUE LOCATIONS

#### Athletic Training Facility Locations

**Kent State University**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dix Stadium Venues</strong></td>
<td>Located on Summit Street off of Route 261.</td>
</tr>
<tr>
<td><strong>Athletic Training Facility</strong></td>
<td>Located at the Northwest corner of <strong>Dix Stadium</strong> at North end of the Home Stands through the double doors</td>
</tr>
<tr>
<td><strong>Kent Softball Field</strong></td>
<td>Located on Summit Street off of Route 261 at South end of <strong>Dix Stadium</strong> (Southwest Corner)</td>
</tr>
<tr>
<td><strong>Fieldhouse</strong></td>
<td>Located off of Summit Street on east side of <strong>Dix Stadium</strong>, set back from the road approx. 500 ft.</td>
</tr>
<tr>
<td><strong>Soccer Field</strong></td>
<td>Located off of Summit Street behind (North of) the Fieldhouse (on east side of <strong>Dix Stadium</strong>)</td>
</tr>
<tr>
<td><strong>Gene Michael Baseball Field</strong></td>
<td>Located on Campus Center Drive off of Route 261 (field may also be accessed from Summit Street).</td>
</tr>
<tr>
<td></td>
<td>* Serviced through <strong>Dix Stadium</strong> Athletic Training Facility.</td>
</tr>
<tr>
<td><strong>MACC Annex Venues</strong></td>
<td><strong>(MEMORIAL ATHLETIC AND CONVOCATION CENTER)</strong> Located on Janik Drive off of Summit Street. Enter through Lobby A.</td>
</tr>
<tr>
<td><strong>Athletic Training Facility</strong></td>
<td>Located on second floor of <strong>MAC Annex</strong> - Room 220.</td>
</tr>
<tr>
<td><strong>Basketball Arena</strong></td>
<td>Located on first floor of <strong>MAC Center</strong>, accessible from all entrances</td>
</tr>
<tr>
<td><strong>Gymnastics Room</strong></td>
<td>Located on first floor of <strong>MAC Center</strong>, accessible through Lobby B</td>
</tr>
<tr>
<td><strong>Wrestling Room</strong></td>
<td>Located on the ground floor of the <strong>MAC Center Annex</strong> - Room 121</td>
</tr>
<tr>
<td><strong>Outdoor Track</strong></td>
<td>Located behind the Student Health Center off of Eastway Drive, adjacent to the Ice Arena. * Serviced through <strong>MAC Center</strong> Athletic Training Facility.</td>
</tr>
</tbody>
</table>
APPENDIX O

Kent State University Athletic Training Program
Preceptor and Student Expectations for Clinical Education
[Excerpts from the KSU Preceptor Handbook]

Definitions:

ATP Clinical Coordinator & ATP Program Coordinator
Responsibilities
- Provide oversight to the clinical educational aspect of the ATP program
- Run initial preceptor training sessions with ATP preceptors (may be group or individual)
- Run annual ATP Professional Summit
- Collection and organization of preceptor paperwork
- Contact individual for preceptor and ATSs in event there is an issue preventing an appropriate educational environment
- Review all evaluations of ATSs, preceptors, and clinical rotation experiences

Preceptor-Athletic Trainer:
Personnel – ATP academic and clinical staff members including on and off campus athletic trainers associated with the ATP
Responsibilities
- Daily supervision and interaction of ATSs
- Completion of ATS Evaluation sheet every three weeks
- Completion and/or review of mid semester and end semester evaluations
- Evaluation of clinical competencies assigned to the ATSs practicum and internship courses

Preceptor-Allied Health Professionals:
Personnel – On and off campus MDs, DOs, PTs, OTs, Strength and Conditioning Personnel, and other allied health and medical personnel
Responsibilities
- Daily supervision and interaction of ATS
- Completion of ATS Evaluation sheet every three weeks
- Completion and/or review of mid semester and end semester evaluations

ATS: Athletic Training Student
Personnel – any and all ATP students who are currently enrolled and in good standing in the ATP practicum and internship courses.

Preceptor responsibility overview
1. Preceptor should meet with any and all assigned ATSs prior to the start of the student’s rotation
   a. Meeting should cover
      i. Requirements of the rotation and personal philosophy on AT
         1. practice and event preparation
         2. practice and event coverage
         3. MD policy and procedures
         4. daily and weekly paperwork
         5. weight room attendance
         6. absence policy
      ii. Review and refine if necessary ATS goals of the rotation
      iii. Collect copy of all necessary ATS paperwork
   iv. Establish a daily/weekly clinical rotation schedule
      1. provide ATS tentative copy of practice and competition schedule
      2. review responsibilities for ATS on days team is not practicing and or is traveling
      3. review policy and procedures regarding changes in practice/competition times and dates
   v. Review location and purpose of
      1. HIPAA
2. Preceptor should provide a productive learning environment that promotes
   a. ATSS perform primary or follow up clinical evaluations on acute and chronic conditions
   b. ATSS perform evaluation of vitals and patients’ primary history and presentation to the team
      physician
   c. ATS to provide explanation of and or support of psychomotor skills applied in the athletic training
      facility using integrated information from past and present didactic and clinical courses
   d. ATS to utilize skill sheet to perform and refine psychomotor skills on KSU athletes
   e. ATS to establish and periodically review short and long-term treatment goals for the KSU athletes
   f. ATS daily review of records associated with their assigned clinical rotation
   g. ATS to utilize all learning opportunities in the athletic training facility even if it is not with their
      assigned sport

**ATS responsibility overview**

ATS is responsible for setting up a meeting with their assigned preceptor(s) prior to the start of their clinical rotation to

Meeting should cover

**Requirements of the clinical rotation and personal philosophy on AT**

1. practice and event preparation
2. practice and event coverage
3. MD policy and procedures
4. daily and weekly paperwork
5. weight room attendance
6. absence policy

ii. Review and refine if necessary ATS goals of the clinical rotation
iii. Provide preceptor a copy of all necessary paperwork
iv. Establish a daily/ weekly clinical rotation schedule
   1. provide ATS tentative copy of practice and competition schedule
   2. review responsibilities for ATS on days team is not practicing and or is traveling
   3. review policy and procedures regarding changes in practice/competition times and dates
v. Review location and purpose of
   1. HIPAA
   2. OSHA
   3. SOP Manual
   4. EAP for the venue and sport
   5. AED
   6. Necessary supplies
   7. Necessary paperwork

ATS should come prepared to the athletic training facility on a daily basis to

a. review and discusses daily coaches reports and rehabilitation/treatment protocols
b. assist in the administrative responsibilities of creative and filing necessary paperwork
c. assist AT in the preparation of supplies/equipment necessary for practice and event coverage
d. know what, where, why and how to utilize any and all items in the AT kit
e. know how and why to pack a practice and travel kit
f. know how and why to perform pre-practice and post practice treatments and rehabs for all athletes
   associated with the ATS’s assigned clinical rotation
g. perform initial and or follow up evaluations on acute and chronic athletic injuries
h. take and present vital signs and primary history for team physician

ATS should be familiar with
a. preparation of coach’s report
b. preparation of treatment sheet
c. execution of skills necessary to complete the preseason clearances
d. demonstrate and understanding of all necessary paperwork used in tracking the medical status of an athlete
e. competition of daily treatment and rehabilitation records
f. administrative responsibilities of their assigned preceptor