

# **ATHLETIC TRAINING STUDENTS POLICY AND PROCEDURES MANUAL**



**2009 – 2010**

**ATHLETIC TRAINING EDUCATION PROGRAM  
DEPARTMENT OF ATHLETIC TRAINING  
SCHOOL OF SCIENCE  
MARIST COLLEGE**

*Revised 9/09*

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## **PERSONNEL**

### **Interim Dean, School of Science**

Elmore Alexander, PhD

### **Interim/Acting Assistant Dean, School of Science**

Neil Fitzgerald, PhD

### **Director, Athletic Training Education**

Michael Powers PhD, ATC, CSCS

### **Clinical Coordinator (CC)**

Kristy Hart MS, ATC, CSCS

### **Faculty**

Michael Powers, Associate Professor, Athletic Training

Kristy Hart, Lecturer, Athletic Training

Mark Gildard, Lecturer, Athletic Training

Brian Powers, Adjunct Instructor, Nutrition

Robert Sullivan, Associate Professor, Anatomy and Physiology

Jim Wherry, Adjunct Instructor, Sports and Exercise Psychology

Pamela Terwillinger, Adjunct Instructor, First Aid/CPR

Keith Duarte, Adjunct Instructor, Basic Concepts

Kenneth Cameron, Adjunct Instructor, Clinical Practicum

Kevin Henry, Adjunct Instructor, Clinical Practicum

Jeff Carter, Adjunct Instructor, Clinical Practicum, A&P Lab

Jessica Lustbader, Adjunct Instructor, Clinical Practicum

Megan Thompson, Adjunct Instructor, Exercise Physiology, Clinical Practicum

Keith Claire, Adjunct Instructor, Exercise Physiology

### **Approved Clinical Instructors (ACI)**

Michael Powers, ATC, Marist College

Kristy Hart, ATC, CSCS, CIE Marist College

Mark Gildard, ATC, CIE Marist College

Glenn Marinelli, ATC, Marist College

Diana Priestman, ATC, Marist College

Kevin Henry, ATC Marist College

Josh Chason, ATC, Vassar College

Craig Carvalho, ATC, John Jay High School

Robert Coudrey, ATC, Newburgh Free Academy

Jeffrey Stent, ATC, Peak Physical Therapy/Marlboro High School

Jeffrey Carter, ATC, Vassar College

Tim Kelly, ATC, USMA-West Point

David Allen, ATC, USMA-West Point

Dave Gatta, ATC, Arlington High School

Michelle Taravella Chastain, ATC, Arlington High School

Lindsey Wilson, ATC, OADC/Arlington High School

Megan Thompson, ATC, OADC/Lourdes High School

Michelle Johnson, ATC, SUNY-NP

Vincent Lawrence, ATC, Center for PT/Poughkeepsie High School

Wendy Crandall, ATC, SUNY-NP  
Kevin Joyce, ATCF, SUNY-NP  
Mark DeCastro, ATC, Peak Physical Therapy/Cornwall High School  
Ryan Stevens, ATC CSCS, Millbrook Physical Therapy  
Kenneth Cameron, ATC CSCS, USMA West Point Keller Hospital  
Keith Duarte, ATC, OADC  
Jessica Lustbader, ATC, Vassar College

**Clinical Instructors (CI)**

Craig Squire, PT Therapy in Motion  
John Quinn, PT Moriarty Physical Therapy  
Chris Campilli, PT, Center for Physical Therapy  
John Fulton, PT, Center for Physical Therapy  
Jason Heiar , ATC,USMA West Point  
Robert Vought, ATC, USMA West Point  
Chris Dayger, ATC, PT, Millbrook Physical Therapy  
Danielle Knapp ATC, Bard College  
Don McChesney, ATC, Spackenkill High School  
Jason Suby, ATC, USMA West Point DPE  
Ed Grano, PT, OADC  
Keith Claire, PT, OADC  
Mary Dunne, MD, Marist Health Service  
Janice Poley, NP, Marist Health Service  
Pat Murphy, NP, Marist Health Service  
Mark Bodack, MD, St. Francis Hospital  
Lawrence Kusior, MD, OADC  
Richard Gennaro, DC, Gennaro Chiropractic  
John Uhorchak, MD, Marist College

**Medical Director**

Lawrence J. Kusior, MD

## **Section I: General Information and Introduction**

### **History of the Athletic Training Education Program**

The Athletic Training major was developed and implemented because of an interest by the Dean of Faculty and Academic Vice President as well as the Dean of the School of Science. The Dean of the School of Science designed the curriculum and with the assistance of many of the School of Science and Marist faculty especially Glenn Marinelli, Coordinator of Sports Medicine, the major was approved by Marist College and New York State. The Athletic Training Education Program officially began September 1, 2001 with the hiring of a Director for the program. Sally Perkins was hired as the Director of the newly developed Athletic Training Education Program beginning in the fall of 2001. A Candidacy application was submitted to the Joint Review Committee on Educational Programs in Athletic Training (JRC-AT) on September 1, 2001 which was required of all new programs and approved for two years. A self-study document and application was submitted at the end of the second year and a site visit for accreditation of the Athletic Training major was scheduled for September 21, 2003. In the fall of 2003 an additional full time faculty member was added to the program. Marist College was notified on February 2, 2004 that the Athletic Training Education Program had been awarded accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This achievement will allow graduates of the program to take the Board of Certification examination. Passing this exam is a required step to becoming a Certified Athletic Trainer. In July 2006, accreditation was transferred to the new accrediting body the Commission on Accreditation of Athletic Training Education (CAATE).

In the fall of 2008, Marist underwent a site visit conducted by the CAATE and were notified on March 6, 2009 by the CAATE that the Athletic Training Education Program had received re-accreditation valid through the 2013-2014 academic year.

Since the initial accreditation the program has made significant strides to enhance the clinical education and clinical experience in the athletic training education program. Additional clinical sites have been added including high schools, colleges and sports medicine and physical therapy clinics. In addition the general medical/physician rotation has been expanded to include a physiatrist and chiropractor. Additional full-time and part-time faculty have been hired to assist with classroom teaching, clinical education and supervision of clinical experiences. A student research component was created with a culminating poster presentation at CURSCA. Two students were selected as the winners of the Eastern Athletic Trainers' Association (EATA) student research award in 2006 and 2008, while another student was selected as the winner of the Undergraduate Free Communications award and granted the opportunity orally present her case study at the EATA Conference.

### **Mission Statement**

The mission of the Athletic Training Education Program at Marist College is to provide students with a strong scientific foundation and extensive practical experience they need to become Certified Athletic Trainers (ATC) within the framework of the liberal arts tradition.

## **Program Goals**

To prepare the student educationally and ethically to become a Certified Athletic Trainer.

To prepare the student for successful entrance into the work force in the area of Athletic Training.

## **Program Objectives**

To offer the student a wide variety of clinical field experiences in representative clinical settings.

To provide the student with the knowledge and practical experience to become a successful Certified Athletic Trainer.

To provide the students with mentors and role models which exemplify the Athletic Training profession.

To instill values that represent the current attitudes within the Athletic Training profession.

To challenge the student to maintain excellence and continue professional development.

To provide the student with the technology and tools necessary for a career in Athletic Training.

To employ specialized faculty with a sincere interest in the area of Athletic Training.

## **Marist Code of Student Conduct**

Students at Marist College must follow the Student Code of Conduct at all times whether on or off campus. The Student Code of Conduct is published in the Marist planner that all students receive at the beginning of each semester. Each student receives a copy of the Code of Student Conduct at the beginning of their first semester at Marist. In addition, the document is available online at [www.marist.edu/campuslife/judicialaffairs/](http://www.marist.edu/campuslife/judicialaffairs/).

## **National Athletic Trainers' Association**

The National Athletic Trainers' Association (NATA) is the professional association of all Certified Athletic Trainers. The mission of the National Athletic Trainers' Association is to enhance the quality of health care provided by certified athletic trainers and to advance the athletic training profession. You are encouraged to join the NATA and take part in conferences and other activities they sponsor. An application can be accessed on the [www.nata.org](http://www.nata.org) web site.

## **Board of Certification, Inc.**

The Board of Certification is the credentialing organization nationally for athletic trainers. This organization administers the exam for certification as an athletic trainer. The mission of the Board of Certification is to certify athletic trainers and to identify for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs.

### **Athletic Training Student Advisory Committee (ATSAC)**

The Athletic Training Student Advisory Committee (ATSAC) is comprised of a student representative from each level in the Professional Phase of the Athletic Training Education Program. The purpose of this committee is for students to provide input and recommendations on aspects of the program. The ATSAC will meet at least one time over the course of the academic semester. Meetings of the ATSAC can be called the ATEP faculty or by the student members of the committee.

### **Department of Athletic Training Advisory Committee (DATAC)**

The Department of Athletic Training Advisory Committee (DATAC) is primarily comprised of the Director of Athletic Training/Program Director, Clinical Coordinator, other full-time ATEP faculty and Head Athletic Trainer, but may also include additional members depending on the situation or task at hand. Additional members may include: other Marist Athletic Training staff, (Approved) Clinical Instructors (ACI/CIs) from other affiliated clinical sites, part-time/adjunct ATEP faculty, and/or the Dean of the School of Science. The DATAC serves multiple purposes within the ATEP:

- To give input and make recommendations for improvement to the clinical education component of the ATEP
- To review Professional Phase applications and conduct interviews of applicants if needed
- To review and make decisions on disciplinary actions
- To review and make decisions on ATS concerns and grievances with clinical education, the retention policy, and/or other components of the ATEP

## **Section II: Academic Program**

### **Traditional Freshmen**

Students interested in the Athletic Training Education Program (ATEP) will be required to complete a one year Pre-Professional phase prior to acceptance into the professional phase of the ATEP. Ordinarily, this occurs during the freshman year. Students must be in good standing at Marist, with at least a 2.0 Marist GPA, to be eligible for acceptance. Acceptance is conditional based upon the following requirements which are to be completed during the pre-professional phase:

- Successful completion of the Freshman year courses, both fall and spring, and compliance with the Retention Policy (See the **Academic Plan** in the *Undergraduate Course Catalog* (pgs. 59-61) and the **Retention Policy** section for complete details)
  - Should include: BIOL 130/ BIOL 131 (General Biology I-II), ATHT 103 (Introduction to Athletic Training), ATHT 102 (Introduction to Clinical Athletic Training), HLTH 202 (First Aid and CPR);
  - May also include: CHEM 131/ CHEM 132 (General Chemistry I-II), CSIS 103
- 100 total observation hours: at least 50 hours under a Certified Athletic Trainer and up to 50 hours with another allied health or exercise/fitness professional – all 100 hours can be done with a Certified Athletic Trainer. These hours can be accrued in a variety of clinical settings such as colleges and universities, area high schools, sports medicine and physical therapy clinics, physicians' offices, fitness centers, etc.
  - At least 50 of these hours are to be submitted with the professional phase application (see due dates under Professional Phase application)
  - The remaining 50 are due by the start of the professional phase (eg. the fall of the traditional Sophomore year if apply by March 1).
- Bloodborne pathogen (BBP) training
  - This is given as part of coursework in pre-professional year (ATHT 103: Intro to Athletic Training)
- Cardiopulmonary resuscitation with AED (CPR/AED) – American Red Cross preferred (see **CPR/AED Certification** section for details)
  - This is given as part of coursework in pre-professional year (HLTH 202: First Aid and CPR)
- ATEP Professional Phase application (see **Application and Admission Requirements for the Professional Phase** section for details)
  - Application due by March 1<sup>st</sup> of the pre-professional year to be eligible for consideration of full acceptance into ATEP for the following fall semester;
  - Application due by November 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following spring semester

### **Internal Transfer Students**

Transfers from other majors at Marist College who declare Athletic Training will enter into the Pre-Professional phase. They are eligible for consideration into the Professional phase of ATEP upon meeting the following requirements:

- Successful completion of the Traditional Freshman year courses, both fall and spring, and compliance with the Retention Policy (See the **Academic Plan** in the *Undergraduate Course Catalog* (pgs. 59-61) and the **Retention Policy** section for complete details)

- Should include: BIOL 130/ BIOL 131 (General Biology I-II), ATHT 103 (Introduction to Athletic Training), ATHT 102 (Introduction to Clinical Athletic Training), HLTH 202 (First Aid and CPR);
- May also include: CHEM 131/ CHEM 132 (General Chemistry I-II), CSIS 103
- Compliance with the Retention Policy (see ***Retention Policy*** section for complete details)
- 100 total observation hours: at least 50 hours under a Certified Athletic Trainer and up to 50 hours with another allied health or exercise/fitness professional – all 100 hours can be done with a Certified Athletic Trainer. These hours can be accrued in a variety of clinical settings such as colleges and universities, area high schools, sports medicine and physical therapy clinics, physicians' offices, fitness centers, etc.
  - At least 50 of these hours are to be submitted with the professional phase application (see due dates under Professional Phase application)
  - The remaining 50 are due by the start of the professional phase (eg. the fall of the traditional Sophomore year if apply by March 1).
- Bloodborne pathogen (BBP) training
  - This is given as part of coursework in pre-professional year (ATHT 103: Intro to Athletic Training)
- Cardiopulmonary resuscitation with AED (CPR/AED) – American Red Cross preferred (see ***CPR/AED Certification*** section for details)
  - This is given as part of coursework in pre-professional year (HLTH 202: First Aid and CPR)
- ATEP Professional Phase application (see ***Application and Admission Requirements for the Professional Phase*** section for details)
  - Application due by March 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following fall semester; Application due by November 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following spring semester

### **External Transfers without (Associate) Degree**

Transfer students without a (related) degree from another college or university will be considered for acceptance into the Marist College Athletic Training Education program upon meeting the following requirements:

- Successful completion of the Traditional Freshman year courses, both fall and spring, and compliance with the Retention Policy (See the **Academic Plan** in the *Undergraduate Course Catalog* (pgs. 59-61) and the ***Retention Policy*** section for complete details)
  - Should include: BIOL 130/ BIOL 131 (General Biology I-II), ATHT 103 (Introduction to Athletic Training), ATHT 102 (Introduction to Clinical Athletic Training), HLTH 202 (First Aid and CPR);
  - May also include: CHEM 131/ CHEM 132 (General Chemistry I-II), CSIS 103
- Compliance with the Retention Policy (see ***Retention Policy*** section for complete details)
- 100 total observation hours: at least 50 hours under a Certified Athletic Trainer and up to 50 hours with another allied health or exercise/fitness professional – all 100 hours can be done with a Certified Athletic Trainer. These hours can be accrued in a variety of clinical settings such as colleges and universities, area high schools, sports medicine and physical therapy clinics, physicians' offices, fitness centers, etc.

- At least 50 of these hours are to be submitted with the professional phase application (see due dates under Professional Phase application)
- The remaining 50 are due by the start of the professional phase (eg. the fall of the traditional Sophomore year if apply by March 1).
- Bloodborne pathogen (BBP) training
  - This is given as part of coursework in pre-professional year (ATHT 103: Intro to Athletic Training)
- Cardiopulmonary resuscitation with AED (CPR/AED) – American Red Cross preferred (see ***CPR/AED Certification*** section for details)
  - This is given as part of coursework in pre-professional year (HLTH 202: First Aid and CPR)
- ATEP Professional Phase application (see ***Application and Admission Requirements for the Professional Phase*** section for details)
  - Application due by March 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following fall semester; Application due by November 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following spring semester. An alternate date may be set by the Program Director as deemed necessary.

Outside course acceptance and eligibility of transfer equivalents for Marist College is determined by the Registrar's office. ATHT, HLTH, and related course acceptance and equivalency is determined by the Dept. of Athletic Training. A student wishing to transfer athletic training classes from another CAATE accredited Athletic Training Education Program to the Marist College ATEP should request to have them reviewed at or before the time of the transfer by ATEP full-time faculty members to determine equivalency. If this is not requested all incoming credits will count only as general electives and these classes must be taken over in the Marist ATEP. An official transcript and course description, as well as any other appropriate forms, should be submitted to the Registrar, and ATEP if applicable, for approval of each course taken. Failure to do so could affect course sequencing and eligibility for clinical experiences, and may cause a deficiency with the Retention Policy and/or a delay in graduation.

### **External Transfer Students with Associate's Degree (in Related Field)**

Transfer students will be considered for acceptance into the Marist College Athletic Training Education program upon meeting the following requirements:

- Awarded an Associate's Degree in a related field from an accredited Community or Junior College.
  - The Marist ATEP has an articulation agreements with some regional Community Colleges
- Successful completion of the Traditional Freshman year courses, both fall and spring, and compliance with the Retention Policy (See the **Academic Plan** in the *Undergraduate Course Catalog* (pgs. 59-61) and the **Retention Policy** section for complete details)
  - Should include: BIOL 130/ BIOL 131 (General Biology I-II), ATHT 103 (Introduction to Athletic Training), ATHT 102 (Introduction to Clinical Athletic Training), HLTH 202 (First Aid and CPR);
  - May also include: CHEM 131/ CHEM 132 (General Chemistry I-II), CSIS 103

- Compliance with the Retention Policy (see ***Retention Policy*** section for complete details)
- 100 total observation hours: at least 50 hours under a Certified Athletic Trainer and up to 50 hours with another allied health or exercise/fitness professional – all 100 hours can be done with a Certified Athletic Trainer. These hours can be accrued in a variety of clinical settings such as colleges and universities, area high schools, sports medicine and physical therapy clinics, physicians’ offices, fitness centers, etc.
  - At least 50 of these hours are to be submitted with the professional phase application (see due dates under Professional Phase application)
  - The remaining 50 are due by the start of the professional phase (eg. the fall of the traditional Sophomore year if apply by March 1).
- Bloodborne pathogen (BBP) training
  - This is given as part of coursework in pre-professional year (ATHT 103: Intro to Athletic Training)
- Cardiopulmonary resuscitation with AED (CPR/AED) – American Red Cross preferred (see ***CPR/AED Certification*** section for details)
  - This is given as part of coursework in pre-professional year (HLTH 202: First Aid and CPR)
- ATEP Professional Phase application (see ***Application and Admission Requirements for the Professional Phase*** section for details)
  - Application due by March 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following fall semester; Application due by November 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following spring semester. An alternate date may be set by the Program Director as deemed necessary.

Outside course acceptance and eligibility of transfer equivalents for Marist College is determined by the Registrar’s office. ATHT, HLTH, and related course acceptance and equivalency is determined by the Dept. of Athletic Training. A student wishing to transfer athletic training classes from another CAATE accredited Athletic Training Education Program to the Marist College ATEP should request to have them reviewed at the time of the transfer by ATEP full-time faculty members to determine equivalency. If this is not requested all incoming credits will count only as general electives and these classes must be taken over in the Marist ATEP. An official transcript and course description, as well as any other appropriate forms, should be submitted to the Registrar, and ATEP if applicable, for approval of each course taken. Failure to do so could affect course sequencing and eligibility for clinical experiences, and may cause a deficiency with the Retention Policy and/or a delay in graduation.

**Application and Admission Requirements for the Professional Phase (Transfers & Freshmen)**

Acceptance to the Athletic Training Education Program (ATEP) is competitive and limited by the number of faculty and staff, as well as facilities available to the program. The ATEP application includes:

- All college transcripts (Marist College and any other colleges from which credits/courses have been transferred)
- Evaluation of grades in all ATEP-required courses (see Retention Policy for complete details)
- Answers to given questions to assess attitudinal potential

- Three (3) recommendations on a standard form (observation hours supervisor, certified athletic trainer, professor in an ATEP required course)
- A minimum of 50 observation hours (submitted on a signed timesheet) under a Certified Athletic Trainer and/or with another allied health or exercise/fitness professional
  - A total of 100 observation hours are due by the start of the Professional Phase
    - At least 50 hours under a Certified Athletic Trainer and up to 50 hours with another allied health or exercise/fitness professional – all 100 hours can be done with a Certified Athletic Trainer. These hours can be accrued in a variety of clinical settings such as colleges and universities, area high schools, sports medicine and physical therapy clinics, physicians’ offices, fitness centers, etc.
- A journal of entries describing experiences from the observation hours
  - This journal should include descriptions of duties assigned/performed, injury evaluations, modalities/rehabilitation programs observed, and the student’s reaction to daily experiences. This SHOULD NOT include any sensitive or personal patient information including the patient’s name or any other information which is confidential and could be found to be in violation of HIPAA.

The ATEP application forms will be available in the Department of Athletic Training. Applications are due by March 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following fall semester. Applications are due by November 1<sup>st</sup> to be eligible for consideration of full acceptance into ATEP (Professional phase) for the following spring semester. An alternate date may be set by the Program Director as deemed necessary for transfer students or extenuating circumstances.

Enrollment in the ATEP is limited to allow an effective ratio of students to clinical instructors that enables quality personalized educational opportunities. The applications are reviewed by the Department of Athletic Training Advisory Committee (DATAC), as defined previously (See *DATAC* section for listing of members). Each committee member will review and score each application independently. The results of the review will be sent to the Program Director. Once all folders have been evaluated and returned, the ATEP Committee will determine if an interview with the student is necessary. Interviews, on campus or by telephone, will be conducted with at least two, but preferably as many of the ATEP Committee members as possible. The student will be notified within two to four weeks following the semester in which they applied (see above for application deadlines). Notification may be delayed in cases of extenuating circumstances. For alternate application deadlines, as set by the Program Director, notification will occur prior to the following semester. Final acceptance into the program will be contingent upon successful completion of the current semester’s courses and meeting all requirements.

Students will be responsible for any costs related to the requirements for application and admission to the ATEP. Students must also adhere to the ATEP Retention Policy as well as any other policies set by Marist College, the School of Science, or the Department of Athletic Training. Students will be provided with the most current copy of the Marist College Athletic Training Student Policy and Procedures Manual for the ATEP upon acceptance. A copy of the Athletic Training student Policy and Procedure Manual is also available online on the Marist College ATEP website and should be checked annually for changes and updates.

## **Retention Policy**

Students in the professional phase of the ATEP must be in compliance with the Retention Policy of the program as described below. (*See also the Marist College catalog and/or ATEP web site*)

The Retention Policy requires:

- Maintaining a minimum of a 2.5 overall Marist GPA
- Maintaining a minimum of a 2.75 GPA in required ATEP courses (ATHT, BIOL, CHEM, HLTH, CSIS, MATH prefixes or equivalents)
- Obtaining a minimum grade of B in ATHT 103
- Obtaining a minimum grade of C in all ATEP required courses (excluding ATHT 103 which requires B or higher)
- Completing a minimum of 800 clinical experience hours under the direction of a Certified Athletic Trainer
- Adhering to the National Athletic Trainers' Association (NATA) Code of Ethics

Each student's degree audit is available online for review. This audit has a record of all Marist courses taken, transfer courses accepted, grades of completed courses and the overall Marist grade point average (GPA). The ATEP **does not use the program GPA that appears on the degree audit as the official Program GPA**, as it does not include all ATEP-required courses. **The official Program GPA is calculated by the Director of Athletic Training using all courses indicated in the Retention Policy.**

Any student who has deficiencies based on the Retention Policy will be placed on probation and will receive a letter from the Dept. of Athletic Training informing him/her of the deficiencies and the date by which they must be corrected/completed. In most cases, a student has one academic year from the date the deficiency(ies) occurred. A student on probation within the ATEP is able to continue major courses, including Clinical Practica, but is placed on notice that deficiencies exist and given the timeline for which it needs to be corrected before suspension occurs. If the deficiencies are not corrected by the date given, the student will be suspended from the ATEP. Any student placed on suspension cannot continue to the next Clinical Practicum in the ATEP course sequence until they (re-)apply for and are re-accepted into the Professional Phase (*See **Application and Admission Requirements for the Professional Phase***). Students will not be considered for re-acceptance into the Professional until they are in compliance with the Retention Policy.

## **Advisement/Course Scheduling/Graduation**

At each advisement session the advisor and student collaborate to make a schedule which conforms to the students needs regarding completion of the Athletic Training Education Program. The advisor will inform the student of the ATEP classes he/she should take for the upcoming semester, what core and/or elective courses are still needed for successful completion of the Marist College degree, and review the student's current college and program GPA's. NOTE: The student should avoid scheduling courses in the afternoon (eg. 2:00pm, 3:30pm, and 5:00pm courses) with exception of labs for required science courses as to not interfere with clinical experiences.

In addition, any student who has deficiencies based on the Retention Policy will be placed on probation and will receive a letter from the Dept. of Athletic Training informing him/her of the deficiencies and the date by which they must be corrected/completed. If the deficiencies are not corrected by that date, which, in most cases, is one academic year from the date of the deficiency, the student will be suspended from the ATEP and will not be able to continue to the next Clinical Practicum in the ATEP course sequence until they re-apply for and are accepted into the Professional Phase (see **Retention Policy** section for complete details).

The Program Director, in conjunction with the Dean of the School of Science, will submit the final graduation clearance to the Registrar's office at the end of the last semester in the ATEP. All students must have completed a minimum of two years in the Professional phase and meet all requirements including adherence to the Retention Policy to graduate. Most students will require a minimum of six semesters to complete the requirements of the ATEP. (See the **Academic Plan** in the *Undergraduate Course Catalog* (pgs. 59-61).) Students are responsible for submitting a completed Application for Graduation form to the Registrar's office by the deadline set by the Office of the Registrar.

### **Taking Courses outside Marist College**

Students who want to take ATEP required courses at another College/University or Community College **MUST** receive approval by the Program Director and the Dean of the School of Science, as Marist College has limitations based on total credit hours for accepting outside/transfer courses. Outside course acceptance and eligibility of transfer equivalents for Marist College is determined by the Registrar's office. ATHT, HLTH, and related course acceptance and equivalency is determined by the Dept. of Athletic Training. A Request to take Course at Another College form and course description should be submitted to the Registrar for approval prior to taking the course. Following completion of the course, it is the responsibility of the student to provide an official transcript to the Registrar's office at Marist College and, if an ATEP required course, the Director of Athletic Training. Failure to do so could affect course sequencing and eligibility for clinical experiences, and may cause a deficiency with the Retention Policy and/or a delay in graduation.

### **Absences from Courses**

In each of the courses with the prefix ATHT, HLTH, as well as BIOL 201 and 202 required for the major in Athletic Training are competencies and proficiencies that are taught to comply with CAATE Accreditation Standards. If students are absent from a class they **MUST** make up the work and additional material that was covered that day in the lecture and/or laboratory with a qualified instructor, such as a faculty member in the Dept. of Athletic Training (DAT) or the department related to the course subject matter or an Approved Clinical Instructors. In some instances, the requirement may be to outline the chapter in the textbook and read selected articles on the subject. The requirements to "make-up" the work missed due to an absence may exceed the material presented in class. It is advisable and necessary to attend **ALL** classes in lieu of "make up" work. Absences in these classes will be monitored by the instructor. Additional policies on absences may also exist in each class and students should carefully read the attendance policy for each course.

If a student is unable to attend class due to an illness or disease, he/she should seek medical attention. Any student that has been diagnosed with a contagious disease such as influenza, Strep throat, Staph infection, ringworm, conjunctivitis, etc. where isolation and bed rest are recommended/required, should not report for class until he/she is no longer contagious. Students should be prepared to show appropriate documentation based on the illness and medical attention that was sought, including a date that the student can safely return when they are no longer contagious. The instructor should be notified of the condition as soon as possible and students should speak to the Program Director if they have any questions. In cases of severe illness or disease outbreak (eg. H1N1 virus) on the Marist campus, communication should be maintained between students and the Instructor. The college's disease policies, which may differ from the typical policies noted in this Manual, should be followed. (*See also Communicable Disease Policy section*)

If a student has to be absent from class because of any other emergency, he/she should email &/or call the course instructor to inform him/her of the absence, both as a courtesy and to prevent unexcused absences. All professors/instructors must be consulted in advance by a student when there is an opportunity to travel coinciding with the clinical experience that would cause the student to miss one or more classes. The material covered in the missed class(es) still needs to be "made-up" or completed in advance at the discretion of the instructor.

### **Competencies/Proficiencies**

Students will be allowed to utilize Athletic Training knowledge and skills in clinical settings once they have been taught in class and then assessed on each particular technique by an Approved Clinical Instructor (ACI). These techniques are associated with Cognitive and Psychomotor Competencies (Technique) and Clinical Proficiencies (Learning Over Time) which are first taught and demonstrated in classes. They are then evaluated through course examinations (written and/or practical), in Clinical Practica, and/or at clinical experience hours by ACIs. If a student is asked to perform a skill with/on a patient or athlete that he/she has not yet been taught in the classroom or had assessed, he/she should decline and inform the ACI/CI or health care professional that you have not learned or been assessed on that particular technique. Further details on the assessment of competencies and proficiencies can be found in the syllabi and course contracts for each Clinical Practicum course.

### **Additional Academic Requirements**

As required through accreditation, programs must have physicians and other allied health professionals involved in the classroom as well as the clinical setting. Students must attend approved lectures/presentations by at least two physicians (MD, DO) of differing specialties and two different allied health personnel (PT, PA, DPM, etc.) annually. See *Physician/Allied Health Involvement and the General Medical Requirement* section under **Clinical Education** for more information.

### **Section III: Clinical Education**

#### **Clinical Education and Affiliated Clinical Sites**

The purpose of completing different clinical rotations is to have a variety of experiences in both traditional and non-traditional athletic training settings. These experiences give students the opportunity to witness, assess, and treat a variety of injuries and give exposure to the various philosophies and techniques of different Athletic Trainers. It can also assist a student in determining what type of setting he/she would like to work in upon graduation. In order to be able to give each student a well-rounded education with a variety of clinical experiences, affiliation agreements have been developed between the Marist ATEP and area high schools, colleges, clinics, hospitals and physicians. Affiliated sites must meet certain standards and clinical hours can only be accrued at these affiliated sites with a(n) (Approved) Clinical Instructor, as this ensures a commitment by the institution to provide a beneficial experience, as well as that students have liability insurance coverage by Marist College. The Program Director and/or Clinical Coordinator will assign students to each clinical rotation. A list of affiliated clinical sites is available in the Department of Athletic Training. The Marist ATEP regularly communicates with each clinical site's ACI/CI about updates in clinical experience guidelines, other clinical education policy changes, what requirements may need updating to fulfill the affiliated site standards, etc. A formal orientation to each site should be conducted by the ACI/CI during the first week of the clinical rotation. See **Appendix B** for the **Affiliated Clinical Site Orientation List** that is also provided to the ACIs/CIs.

There are many factors that must be considered when assigning athletic training student to clinical experiences, including, but not limited to:

- Transportation and distance from Marist
- Experience requirements/guidelines - male and female sports, sports with protective equipment (shoulder pads and helmets), sports with varying levels of risk, general medical rotation (physicians), high school rotation(s), various College or University settings (at least one off campus)
- Projected compatibility between student and ACI/CI and/or clinical experience, based on learning/teaching styles, personalities, and other needs of the student.
- Possibility of travel opportunities with ACI/CI

Additionally, due to limited availability of wrestling at local clinical sites, exposure to wrestling &/or a related sporting event (eg. grappling, etc.) is also required during the Professional Phase. Exposure to other special-population sporting events, such as Special Olympics and Empire State Games is also highly encouraged (See *Service Activities* section).

Completion of a clinical experience rotation is not automatic just because a student is assigned. Consistency and continuity of exposure and involvement within the clinical experience is necessary, which includes traveling when possible and avoiding excessive absences. Although clinical experience hours are focused on the quality of student learning, a consistent number of clinical hours should be acquired in relation to other similar clinical sites (eg. consistency between all high schools, etc.). Students should also take initiative to ask questions and show interest in learning, even during times when no immediate task or injury (etc.) is present.

Travel and travel expenses to and from each clinical site are the responsibility of the student and will be dependent upon the distance from the site, current gasoline prices and the frequency of trips to and from these sites, as well as parking, tolls, etc. Any other expenses such as physical examinations, TB skin tests, vaccinations, annual CPR/AED recertification (\$5.00), background checks, dress code items, or any other requirements for the ATEP are the responsibility of the student. An effort will be made to assign students so that they can carpool if needed. If a student has concerns related to these costs, he/she should see the Program Director and/or Clinical Coordinator as soon as possible, but each student should remember that these experiences are a valuable and necessary part of athletic training education. Students that do not have a car should inform the Program Director and/or Clinical Coordinator as soon as possible as it may significantly effect clinical assignments for the upcoming semester/year. In addition, students who do not want to share transportation (carpool) to clinical sites, either with other Professional Phase students and/or with Pre-Professional Phase (Observation) students, should inform the Program Director and/or Clinical Coordinator immediately so that other arrangements can be made for transportation for those individuals. A waiver form agreeing or refusing to carpool will be signed by each student at the beginning of the academic year (see **Appendix A**). Refusal to carpool will not effect the student's clinical education. Lack of transportation may limit the ability of that student to be assigned to certain affiliated sites, but a variety of quality clinical experiences will still be met.

Each student will be evaluated by the ACI/CI at the assigned clinical site at the mid-point (mid-term evaluation) and end (final evaluation) of the clinical rotation. Depending on the clinical site and ACI/CI, the student may be responsible for taking the evaluation form to the ACI/CI and/or returning the completed form to the Dept. of Athletic Training, both in a timely manner. The purpose of the mid-term evaluation is to give the students an idea of how their performance has been in the first half of the clinical rotation and needed areas for improvement for the final evaluation. Both evaluations should be reviewed and discussed with the ACI/CI. Additionally, at the end of the clinical rotation, the student will (anonymously) evaluate each ACI/CI at his/her site and return the form(s) to the Dept. of Athletic Training. Goal and Orientation sheets will also be filled out by the ATS and ACI/CI at the beginning of each rotation and will be evaluated at the end of the rotation. Having all completed evaluations returned to the Dept. of Athletic Training is mandatory to meet the requirements of the associated Clinical Practicum course. Further details on the evaluations and how they are incorporated into the courses can be found in the syllabi for each Clinical Practicum course. (Also see *Evaluations* section for more details.)

Prior to beginning the clinical experience each academic year, students have to have up-to-date files with various required paperwork. Some requirements are the responsibility of the student to have completed and submit upon returning. Other requirements are completed during ATEP orientation meetings held at the beginning of the year. Below is a list of requirements for each level of the Professional Phase.

### Professional Phase, First Year:

Once fully accepted into the ATEP, all students must have the following completed and submitted prior to officially beginning the Professional Phase and the corresponding Clinical Practicum course/ clinical experience hours (see below for details on each):

- A completed/signed Technical Standards document (include with physical) (see ***Technical Standards*** section for details)
  - Form will be included with the acceptance letter and also available in the Dept. of Athletic Training
- A physical examination completed by a physician/PA/NP at their own expense, including immunizations & TB test, as well as the Technical Standards assessment (see ***Physical Examination*** section for details)
  - Form will be included with the acceptance letter and also available in the Dept. of Athletic Training
- Proof of completion of immunizations (include with physical) on Marist Health Services form (see ***Immunizations/Vaccinations*** section for details)
  - Hepatitis B series of injections is highly recommended; If a student chooses not to receive the series he/she must complete a Hepatitis B declination form to be kept on file in the student's folder
- Annual TB skin test (Mantoux, PPD) (see ***Immunizations/Vaccinations*** section for details)
- Remainder of the 100 total observation hours and corresponding journal (see above for details) (see ***Application and Admission Requirements for the Professional Phase*** section for details)
- Current CPR with AED (CPR/AED) certification card (copy of front and back) – American Red Cross preferred (see ***CPR/AED Certification*** section for details)
  - This is given as part of coursework in pre-professional year (HLTH 202: First Aid and CPR) if taken at Marist College; Otherwise it is the responsibility of the student to obtain on his/her own certification following the BOC requirements
- Blood-borne pathogen (BBP) training (see ***OSHA Regulations - Biohazard Waste/Blood-Borne Pathogens Policies*** section for details)
  - This is given as part of coursework in pre-professional year (ATHT 103: Intro to Athletic Training) and repeated annually within the ATEP
- Signed Confidentiality agreement (see ***Confidentiality and HIPAA Regulations*** section for details)
- Current contact information (Bio sheet)
- Completed ATS Waiver form (see ***Waiver Form*** section and **Appendix A** for details)
- Acceptance of current Policy & Procedures Manual
- Gator training, if applicable (see ***Gator/Golf Cart Usage*** section for details)

### Professional Phase, Second Year:

In order to move to the next level of Athletic Training and the corresponding Clinical Practicum course/ clinical experience hours, the following are required (see below for details on each):

- Current CPR with AED (CPR/AED) certification card (copy of front and back) – American Red Cross preferred (see *CPR/AED Certification* section for details)
  - An annual CPR challenge is held by the Dept. of Athletic Training, with a fee for the cost of the card only; Otherwise it is the responsibility of the student to obtain on his/her own certification following the BOC requirements
- Blood-borne pathogen (BBP) training (see *OSHA Regulations - Biohazard Waste/Blood-Borne Pathogens Policies* section for details)
  - This is repeated annually within the ATEP
- Signed Confidentiality agreement (see *Confidentiality and HIPAA Regulations* section for details)
- Current contact information (Bio sheet)
- Completed ATS Waiver form (see *Waiver Form* section and **Appendix A** for details)
- Acceptance of current Policy & Procedures Manual
- Gator training, if applicable (see *Gator/Golf Cart Usage* section for details)

### Professional Phase, Third Year:

In order to move to the next level of Athletic Training and the corresponding Clinical Practicum course/ clinical experience hours, the following are required (see below for details on each):

- Another physical examination completed by a physician/PA/NP at their own expense, including immunizations & TB test, as well as the Technical Standards assessment (see *Technical Standards & Physical Examination* sections for details)
  - Form will be available in the Dept. of Athletic Training
- Proof of completion of immunizations (include with physical) on Marist Health Services form (see *Immunizations/Vaccinations* section for details)
  - Proof of Varicella (chickenpox) illness or vaccine
- Annual TB skin test (Mantoux, PPD) (see *Immunizations/Vaccinations* section for details)
- Current CPR with AED (CPR/AED) certification card (copy of front and back) – American Red Cross preferred (see *CPR/AED Certification* section for details)
  - An annual CPR challenge is held by the Dept. of Athletic Training, with a fee for the cost of the card only; Otherwise it is the responsibility of the student to obtain on his/her own certification following the BOC requirements
- Blood-borne pathogen (BBP) training (see *OSHA Regulations - Biohazard Waste/Blood-Borne Pathogens Policies* section for details)
  - This is repeated annually within the ATEP
- Signed Confidentiality agreement (see *Confidentiality and HIPAA Regulations* section for details)
- Current contact information (Bio sheet)
- Completed ATS Waiver form (see *Waiver Form* section and **Appendix A** for details)
- Acceptance of current Policy & Procedures Manual
- Gator training, if applicable (see *Gator/Golf Cart Usage* section for details)

### **Technical Standards**

Technical standards are abilities that a person must possess and be able to perform as an athletic trainer. These abilities are evaluated by the physician during the physical examination and by the student on the Technical Standards form. If there is any question as to whether these abilities can be performed, the Office of Special Services will be contacted and the student will be evaluated. Technical Standards forms are available in the Dept. of Athletic Training.

### **Physical Examination**

Each student accepted into the ATEP Professional phase at Marist College must have a physical examination by a licensed physician, physician assistant (PA) or nurse practitioner (NP). There is a specific physical examination form which must be completed and returned by the beginning of the semester. You will not be allowed to begin your clinical experience in clinical settings until the completed form is returned to the Program Director. The physical examination form is available in the Dept. of Athletic Training and on the Marist College ATEP website and will also be included with the Professional phase acceptance letter. Prior to the general medical rotation (senior year), each student must have an additional physical examination with proof of immunizations, current TB test (Mantoux/PPD) (required annually) and verification of varicella (chickenpox) or vaccine.

### **Immunizations/Vaccinations and TB Testing**

Immunizations that are required by New York State must be up to date to participate in the Professional Phase of the ATEP. Proof of current immunization should be included in the materials with the physical examination. The Dept. of Athletic Training also requires an annual TB test (Mantoux/PPD) at the students' expense before they will be able to do clinical experiences. The results of the TB test, signed by the health care provider, must be given to the Director of Athletic Training at the beginning of each academic year (prior to the previous year's test expiring). Proof of having chickenpox or the varicella vaccine is required to be able to complete the general medical requirement of the program.

### **Blood Borne Pathogen Training**

Blood borne pathogen (BBP) training is required annually for all students accepted into the Professional Phase of ATEP. Annual training will be offered to all athletic training students (ATS) through the Dept. of Athletic Training. Every ATS will be required to attend the annual training and sign a form indicating that training is complete. Announcements and information as to the date and time will be announced in athletic training courses. Blood borne pathogen procedures may differ slightly at clinical sites. In addition to the annual training by the Dept., students are to have an orientation to the policies and procedures, including BBP policies, for each clinical site they are assigned which is to be completed with their ACI/CI.

### **CPR/AED Certification**

Current CPR certification is required annually for each student. Proof of CPR certification is required annually prior to performing the clinical hour requirements. The minimal CPR certification required for the ATEP and to be eligible for the BOC examination upon graduation is CPR for the Professional Rescuer with AED. Acceptable agencies that deliver this type of certification are the American Red Cross, American Heart Association, and National Safety Council.

### **Approved Clinical Instructor (ACI)/Clinical Instructor (CI)**

Clinical Instructors can supervise clinical experience hours. Approved Clinical Instructors can supervise clinical experience hours and assess competencies/proficiencies. CIs must be appropriately credentialed for their profession (BOC certified for Athletic Trainers) for at least one year (*\*see exceptions below*) and hold a current state credentials. ACIs must be appropriately credentialed for their profession (BOC certified for Athletic Trainers) for at least one year (*no exceptions*), hold current state credentials, and have completed ACI training through the Marist College ATEP. ACI updates must be completed a minimum of every three years to maintain the ACI credential. \*An Athletic Trainer with less than one year of BOC certification may be used as a CI if a plan for the supervision of that CI by an experienced, properly credentialed (A)CI can be implemented to ensure the quality of clinical instruction provided to the athletic training students. This plan must be documented and monitored by the ATEP.

### **Clinical Hour Requirement**

The ATEP at Marist College requires minimum of 800 clinical hours under the direct supervision of a Certified Athletic Trainer who is an Approved Clinical Instructor (ACI) or a Clinical Instructor (CI) of the Marist College ATEP (See the ***Retention Policy*** section above). This meets the minimum requirements for the New York State credential for Certified Athletic Trainers. In addition, there is a minimum requirement of 120 clinical hours in various General Medical settings (See the ***General Medical Requirement*** section above). These clinical hours are part of the requirements of the Clinical Practicum courses, where a minimum of 150 hours is required for each Practicum course. Failure to satisfactorily complete the appropriate number of clinical hours each semester will result in failure of the associated Clinical Practicum course and students will not be able to progress to the next Clinical Practicum course. This may effect successful completion of the ATEP and/or prolong the completion time of the degree in Athletic Training.

Direct supervision means that the Approved Clinical Instructor/Clinical Instructor (ACI/CI) is in audio and visual contact with the student at all times – that they can see and talk to the student and are able to provide immediate assistance if necessary. Athletic Training students (ATS) should not be at any practice, competition, in the Athletic Training room or anywhere else where they are providing medical coverage without an affiliated Certified Athletic Trainer (ACI/CI) providing direct supervision, as defined here. This includes traveling with a team. If an ATS is left alone in any situation as described above, he/she should inform the Director of Athletic Training and/or the Clinical Coordinator that this has occurred. Clinical hours that are accrued when an affiliated Certified Athletic Trainer (ACI/CI) is not present cannot be counted toward the any hour requirement in the ATEP. (See page 1 of this manual for a list of ACI/CIs.)

Our goal is to provide a well-rounded clinical education program that provides experiences in a variety of settings. (See ***Clinical Education and Affiliated Clinical Sites*** section for more information.) For that reason, some of the clinical experience assignments will be in Sports Medicine clinics and physician offices that do not have a Certified Athletic Trainer on staff. These clinical hours cannot count toward the required 800 hours, as they are not under the direct supervision of a Certified Athletic Trainer and therefore not counted by NYS toward the state credential requirements (which is used as the guideline), but are a requirement as part of the Clinical Practicum course for a General Medical and Clinic experience. These hours should be recorded on the clinical experiences form as well as the additional Physician log. (See ***Physician/ Allied Health Involvement and the General Medical Requirement*** section for more information.)

All clinical hours should be recorded weekly on the required Clinical Experiences Hours Form, initialed/signed by the student's ACI/CI, and returned the next week to the Department of Athletic Training. (Refer to the course syllabus for each Practicum for further details.) Each student will receive a monthly update on the number of clinical hours accumulated via the online learning site for the corresponding Practicum course (*iLearn*). The student's goal for clinical experience hours is to meet the needs of his/her clinical rotation/sport (pre, during, and post-practice/game, rehabilitation, etc.), while averaging between 15 to 20 hours per week over the course of the semester &/or academic year. CAATE requires students to have one day off each week (7 days), which may correspond with their team's/site's day off OR classes that prevent the student from being able to attend clinical hours. Students are required to complete a minimum of 150 hours with each Clinical Practicum course. Failure to complete a minimum of 150 clinical hours by the end of the semester will result in a failing grade in the Practicum course. For students taking two Practicum courses concurrently (396 & 397 or 497 & 498, etc.), a minimum of 20 hours per week is necessary in order to successfully complete the clinical hour requirements for each course (150 hours/each = 300 total) by the end of the semester. Students are required to continue clinical experience hours at their assigned rotation until the next clinical experience begins even after the minimum of 150 clinical hours has been met for the semester. Any issues or extenuating circumstances should be directed to the Clinical Coordinator &/or Program Director.

For students assigned to specific teams, their weekly hours should correspond with that team's weekly schedule. This means that the student should attend all practices and home games, including pre- and post-hours, unless they have a class or other ATEP requirement that conflicts or the ACI/CI will not be covering the team activity. Travel to away games with the ACI/CI when possible is also highly encouraged. If the weekly average begins to fall significantly above or below the 15-20 hour mark, the student should meet with the Clinical Coordinator to make necessary adjustments.

Students assigned to a site, rather than a specific team (eg. high schools, college/university athletic training rooms, clinics, physician offices, etc.), should complete an average of 15-20 hours per week. This may require some planning ahead (especially with high schools and physician offices) so that a higher number of hours is completed, when available, to counterbalance weeks where there may be less clinical hours available due to ACI/CI or sport schedules, weather cancellations, school closings/breaks, etc. Travel to away games with the ACI/CI when possible is also highly encouraged. If the weekly average begins to fall significantly above or below the 15 to 20 hour mark, the student should meet with the Clinical Coordinator to make necessary adjustments.

Students enrolled in Clinical Practicum courses may be required to complete clinical experience hours outside of the normal academic term (prior to or following). These clinical experience hours will count toward the total ATEP clinical hour requirement, but do not excuse the student from meeting the requirements for clinical experience hours during the academic semester/year. Students may also be required to complete clinical experience hours on weekends, holidays or breaks depending on the clinical assignment. (See ***Breaks/Holidays/Vacation*** section below for more information.)

In any instance that a student would like to be excused from clinical hours, a Request to be Absent form must be completed **in advance** and submitted to the ACI/CI and Program Director &/or Clinical Coordinator for approval. This includes any days where clinical hours could be required (even if not yet scheduled), instances where students want to leave early or come late due to non-academic reasons, and any other school-related events outside of the ATEP (eg. student-athlete games, etc.).

### **Physician/Allied Health Involvement and the General Medical Requirement**

As required through accreditation, programs must have physicians and other allied health professionals involved in the classroom as well as the clinical setting. Students must attend approved lectures/presentations by at least two physicians (MD, DO) of differing specialties and two different allied health personnel (PT, PA, DPM, etc.) annually. This must be documented through attendance in classes or guest speakers. A record of attendance must be maintained in the Department of Athletic Training. The Department of Athletic Training (DAT) will provide the students with a schedule of such presentations both on and off campus as they are scheduled, but it is ultimately the students' responsibility to make sure this requirement is fulfilled. If attending a presentation that has not been previously approved by the DAT, students should get approval from the Program Director prior to attending to be sure it is an accepted medical professional, as the official list of accepted allied health (& physician) professions is defined by the CAATE and may change periodically. A current list will be provided for student reference.

Athletic Training Students (ATs) are required to observe physicians at their clinical site when possible and at the physician's office when assigned. During the professional phase, ATs may be assigned clinical experience times with physicians that come to the Marist Athletic Training facility to see injured intercollegiate athletes. Hours of observation with the physician should be indicated on the clinical experiences hour form and signed by the physician or the ACI/CI verifying the experience. A schedule of clinical experience times with the physician(s) will be created as early as possible each semester and given to the students.

Each ATs will also perform a minimum of 120 clinical experience hours with various physicians and allied health professionals. At least 60 of these hours will be done with a Physical Therapist in a clinic setting and a minimum of 60 additional hours will be accumulated through a number of rotations with physicians of varying specialties and various allied health professions (eg. Physiatry, Orthopedics, Internal Medicine, Chiropractics, etc.). Each student is also required to observe at least one day of surgery, preferably musculoskeletal in nature. This is typically scheduled with our Medical Director during the General Medical rotation.

Requirements for the General Medical rotation are listed below. Most are required annually &/or upon entrance to the Professional Phase of the ATEP, but there are additional requirements (indicated with an \*\*) for the General Medical rotations due to hospital regulations. The General Medical rotation cannot begin until these requirements are fulfilled.

Requirements include:

- Orientation at either St. Francis Hospital or Vassar Hospital
  - It is the responsibility of each student to contact the appropriate individual to obtain the schedule for orientation prior to the scheduled start of the General Medical rotation. Contact information will be supplied by the DAT.

- A physical exam (see *Physical Examination* section for details)
- Current TB (Mantoux/PPD) test (see *Immunizations/ Vaccinations* section for details)
- Proof of immunizations (see *Immunizations/ Vaccinations* section for details), including:
  - Proof of Hepatitis B vaccination or a signed declination (entrance into Professional Phase & annual)
  - Proof of varicella (chickenpox) or vaccination\*\*
- Blood-borne pathogen training (see *OSHA Regulations - Biohazard Waste/Blood-Borne Pathogens Policies* section for details)
- Confidentiality disclosure/HIPAA (see *Confidentiality and HIPAA Regulations* section for details)

### **Breaks/Holidays/Vacation**

Students enrolled in Clinical Practicum courses may be required to complete clinical experience hours prior to the beginning of the normal academic term or after the completion of the normal academic term. Students are required to complete hours on weekends if applicable to your clinical assignment and may also be required to complete clinical hours on holidays and/or breaks. Any clinical hours completed during these times are counted toward the student's total Clinical Practicum requirement, but do not excuse the student from meeting the clinical hours requirement during the traditional season(s)/semester(s), as outlined above (see *Clinical Hour Requirement*) and in the syllabi for the Clinical Practicum courses. Requirements and opportunities for clinical hours during breaks, holidays, and other times outside of the traditional academic calendar should be discussed with the (Approved) Clinical Instructor.

Students assigned to fall football (College or High School) must return before the fall semester begins for football camp (preseason), which generally runs for 2-2.5 weeks prior to the start of classes. This is typically assigned during the senior year with Clinical Practicum 497, but may occur in either in the junior or senior year and coincide with Clinical Practicums 397, 398, 497, or 498. Students should plan accordingly so that they are able to meet this requirement. **All** Marist College Athletic Training Students (ATS) are required to complete a fall football rotation. In most cases, this rotation will be completed with Marist College Football unless individual circumstances, as determined by the Dept. of Athletic Training, necessitate a change, such as an ATS being a current or former member of the team. In these instances, the ATS will be assigned to fall football at another location if available, but will still be required to return for football camp (preseason) at the assigned site, or an equivalent as determined by the Dept. of Athletic Training. If there are extenuating circumstances, students should contact the Director of Athletic Training as soon as possible.

### **Service Activities**

The Athletic Training profession is a service-related profession. The Marist ATEP highly encourages volunteer experiences with agencies that benefit children, adults and special populations. At times, special events such as Special Olympics, Empire State Games, American Red Cross blood drives will be hosted at Marist College as well as in the surrounding communities. Opportunities to participate in community-based presentations and fitness/wellness/injury clinics, etc. may also become available. Students will be notified of service-oriented volunteer experiences as they occur and will be encouraged to participate.

### **Absences from Clinical Experiences**

If a student would like to be excused from assigned clinical experience hours because of review sessions, tests, or extra help in courses, he/she should contact the Program Director and/or Clinical Coordinator and the (Approved) Clinical Instructor with as much advanced notice as possible. Time off from assigned clinical experience hours for these and/or any other reason such as a weddings, going home for a weekend or extra-curricular activities, including intercollegiate athletics, must be approved by the ACI/CI and the Program Director and/or Clinical Coordinator on a Request to be Absent form available in the Department of Athletic Training. Any unexcused absences will be reported by the ACI/CI on the weekly Clinical Experiences Hour Form and may lead to disciplinary action (See *Disciplinary Procedures* section).

If a student is too ill and is unable and/or should not complete his/her clinical hours for a particular day (due to the illness itself &/or contagiousness) he/she should e-mail the Program Director and/or Clinical Coordinator **AND** your (Approved) Clinical Instructor. A phone call to each person is acceptable if the student does not readily have access to email, but the student should follow-up with an email when able. This should be done as soon as it becomes evident that the student is too ill to report for clinical hours (eg. immediately/ASAP, not the next day). If a student is unable to attend clinical hours due to an illness or disease, he/she should seek medical attention. Any student that has been diagnosed with a contagious disease such as influenza, Strep throat, Staph infection, ringworm, conjunctivitis, etc. where isolation and bed rest are recommended/required, should not report for clinical hours until he/she is no longer contagious. Students should be prepared to show appropriate documentation based on the illness and medical attention that was sought, including a date that the student can safely return when they are no longer contagious. The Program Director and/or Clinical Coordinator as well as the student's ACI/CI should be notified of the condition as soon as possible and students should speak to the Program Director if they have any questions. In cases of severe illness or disease outbreaks (eg. H1N1 virus) at Marist, communication should still be maintained between students and the Program Director and/or Clinical Coordinator and the student's ACI/CI, but the school's policies should be followed, which may differ from the typical policies noted in this Manual. (See also *Communicable Disease Policy* section)

### **Intercollegiate Athletes**

Student-athletes (S-As) in have many demands on their time. In order to complete their degree in Athletic Training, which includes a strict sequence of courses and a structured clinical experience hours requirement, and remain an intercollegiate athlete, compromises must sometimes be made. These include: being late to or leaving early from practices/competitions, completing workouts/practicing at other times (eg. lifting or running, etc.), and missing practices or games (as discussed among the S-A, coach, ACI/CI, Clinical Coordinator, and/or Program Director). Intercollegiate athletes are expected to fulfill the clinical experience and coursework requirements as any other student in the ATEP. Although the Dept. of Athletic Training works with the student-athlete to try to avoid such circumstances, it is also possible that it may take longer than the normal four years to complete the Bachelor's degree in Athletic Training, especially if compromises, such as those listed above, are not made by the S-A in order to complete the requirements of the ATEP.

## **Section IV: General Policies and Procedures**

### **Athletic Training Laboratory (DN 102 & 106) Policies and Procedures**

Please see the Athletic Training Laboratory Policies and Procedures and the Hydrocollator Safety Policies and Procedures in **Appendices C and D**, respectively. Rules should be followed at all times in the labs to prevent incidents and accidents and maintain the safe and proper function of equipment.

### **Communicable Disease Policy** (*See also Absences from Clinical Experiences section*)

If a student is unable to attend clinical hours due to an illness or disease, he/she should seek medical attention. Any student that has been diagnosed with a contagious disease such as influenza, Strep throat, Staph infection, ringworm, conjunctivitis, etc. should not report for clinical hours or classes until he/she is no longer contagious. In many cases this will require taking an antibiotic for at least 24 hours prior to returning or that the student's core temperature has returned to normal. Students should be prepared to show appropriate documentation based on the illness and medical attention that was sought. In cases of contagious illness, the medical documentation should include a date that the student can safely return to clinical hours. The Program Director and/or Clinical Coordinator as well as the student's ACI/CI should be notified of the condition as soon as possible and students should speak to the Program Director if they have any questions.

In cases of severe illness or disease outbreaks (eg. H1N1 virus) at Marist, the school may have special recommendations or instructions that students, staff, and faculty should follow which may differ from the typical policy. In these cases, the school's policies should be followed, but communication should still be maintained by students with the Program Director and/or Clinical Coordinator the student's ACI/CI. In cases of severe illness or disease outbreaks (eg. H1N1 virus) at a student's clinical site, the Clinical Coordinator and/or Program Director will make any necessary changes and adjustments to the clinical experience hours until the site has been deemed safe.

### **Confidentiality and HIPAA Regulations**

All information concerning an athlete/patient, injury or illness, etc. is confidential and must not be discussed with anyone other than the Athletic Trainers at that site and the team physician, or other involved medical/health professional. If anyone asks a student about an athlete/patient, that person should be referred to the student's (Approved) Clinical Instructor. All students should make certain that they are aware of the institution's compliance with HIPAA regulations and follow these policies. The Marist College Confidentiality form must be signed at the beginning of each year and applies to all affiliated clinical sites.

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

## **OSHA Regulations - Biohazard Waste/Blood-Borne Pathogens Policies**

Universal precautions must be used when there is blood or bodily fluids present. This means using gloves as a barrier in treating patients who are bleeding and disposing properly of any biohazard waste in the appropriate containers. Each facility must have a biohazard waste plan and procedures, which should include an exposure control plan and disposal policies. Students should make themselves aware of the procedures at the affiliated clinical site they are assigned at their site orientation. In the event of an exposure, the incident should be immediately reported to the ACI/CI and the proper paperwork and course of action should be completed. The Director of Athletic Training must also be informed immediately and completed copies of the paperwork should be provided so that follow-up testing can take place at appropriate intervals.

## **Gator/Golf Cart Usage**

The use of golf carts and Gators by students is at the discretion of the ACI/CI. The primary use of these vehicles is for field set up for practices and games. Prior to driving a golf cart or Gator students must be trained by the appropriate personnel at Marist College and, if applicable, their assigned clinical site. Students will be given the name of the contact person for this at Marist College by the Program Director/Clinical Coordinator. Students should set up an appointment for the training as soon as possible and must get the "Gator Training" form signed at the end of the training session. This form should be given to the Clinical Coordinator upon completion of the training. Each student needs to complete this training only once unless the need arises to have a student repeat the training. The training will include appropriate driving, safety, and policies and procedures for using the golf cart(s)/Gator. Students should drive a golf cart/Gator with the same care they would drive a car. The vehicle should be kept clean and in good working order. Keys should be returned to the proper location/person upon returning to the Athletic Training room. Students should also be prepared to utilize the Gator for transporting injured athletes.

## **Dress Code**

During the academic year solid red, white, or grey collared polo shirts and black or khaki slacks, shorts or wind pants must be worn during all clinical hours. Beginning with the Class of 2013, black polo shirts should not be worn for clinical hours. Any student graduating prior to 2013 may wear a black polo it may only be worn at clinical sites other than Marist College, however black shirts will be phased out by . When doing hours at Marist College, only red, white, or grey polos may be worn. If wearing black or khaki dress pants or shorts, a belt must be worn. Long sleeve shirts under short sleeve polos are permissible provided it is of a solid approved color for your clinical site. Sweatshirts (hooded or otherwise) are permissible provided they are solid red, white, grey, or black (except at Marist), or one of the colors of the assigned clinical site. Shirts, sweatshirts, etc. with the Marist logo and title of Athletic Training are optional, not required. Shorts must be longer than your fingertips and can be nylon (not mesh), cotton or polyester. Spandex, bike shorts or any tight, short shorts are not permitted. Shirts must be "tucked in" at all times. Shirts that are too short to be tucked in are not permitted, as they may contribute to inappropriate skin exposure, etc. when performing duties at clinical hours (eg. bending over to perform a necessary task). T-shirts may be worn during pre-season but only at the discretion of the ACI/CI. When you are at off-campus sites, you must adhere to the ATEP dress code unless your ACI/CI asks you to wear site-specific clothing. If you are given clothing (eg. polos) by your ACI/CI that depicts the logo of that school/site, then it is permissible to wear during clinical hours at that site. Jeans are not allowed at any site regardless of the policy at that site. Sneakers must be worn for all clinical experience hours. Sandals, clogs, etc. should not be worn during clinical experiences. During selected indoor competitions, you may wear professional/business attire (eg. "dress" clothes) as determined by the ACI/CI responsible for

that sport. Nametags and a watch that displays time in seconds must also be worn during all clinical hours. The Marist College nametag must be worn at all affiliated clinical sites. The specific information that is required to be on the nametag will be provided by the ATEP. Students will be required to purchase clothing to meet the dress code requirements, an ATEP approved nametag, and a watch. Costs are estimated at \$15.00 for a polo shirt, \$20.00 for pants or shorts and \$8.00 for a nametag and the price of watch is up to you.

If the dress code is not observed, you will either be sent home to change clothes or you will complete your clinical hours but these will not count toward the weekly requirement or total hours. This is the decision of the ACI/CI at that site. If infractions of the dress code occur disciplinary action will occur.

If your clinical site does not supply gear (eg. coats, etc.) for inclement or cold weather you are not required to have red, white, grey, or black coats/etc. You can wear your own outdoor gear that is school and weather appropriate. Good hygiene and proper professional appearance is required of all athletic training students. Jewelry that would interfere with the ability to perform skills necessary as an ATS, or present a safety hazard, will need to be removed. Permission to display piercings and other types of jewelry is at the discretion of the ACI/CI and the ATEP. West Point does not allow any type of facial piercing or “unnaturally colored” hair (i.e. blue, pink, etc) while performing clinical hours. When wearing sunglasses, professional courtesy should be observed. Remove your sunglasses when speaking to someone or working with an athlete. Hats are allowed at any practice or competition that is outdoors. Hats must be solid red, white, grey, or black (except at Marist), or one of the colors of the assigned clinical site. Hats must be plain with no writing or have the Marist College logo or logo of assigned clinical site. Personal cell phones and pagers must be turned off during clinical experiences.

### **Traveling with Teams**

Any time a student is traveling with a team, he/she **MUST** be accompanied by an affiliated ACI/CI or be traveling to an affiliated site in which the host Certified Athletic Trainer is an ACI/CI for Marist College and will be the student’s supervisor during the event. At no time should a student travel without an ATC who is an affiliated ACI/CI for Marist College. Students should travel with the team to the event. Students should not be providing their own transportation to events being held at sites that are not affiliated sites for the Marist ATEP and should not be traveling with their ACI/CI unless it is a school-/team-sanctioned vehicle. Extenuating circumstances should be discussed with the Program Director prior to the event in question. While traveling, athletic training students should receive accommodations equal or similar to those of the student-athletes.

When traveling, students must follow all the rules and regulations that apply to the student-athletes from that institution. Students should remember that they are representing Marist College at all times and appropriate behavior representative of the College and Program is expected. The Marist Code of Student Conduct is in effect at any time students are in class, accruing clinical hours or otherwise representing Marist College. When traveling with a team in a school-sanctioned vehicle (bus, van, etc.), ATS are covered by the same liability policies as the student-athletes and staff for accidents; however any further costs incurred due to an accident, injury or illness while traveling with a team unrelated to transportation incidents are the responsibility of the athletic training student.

It is expected that as part of the Professional Phase clinical experiences, each student will have and take the opportunity to travel with an ACI/CI and team from at least one of his/her clinical assignments. Traveling experience is another important aspect of clinical education and students should take advantage of as many opportunities to travel as possible.

### **Radio Usage**

Some of the affiliated clinical sites use radios to communicate with coaches, other athletic Trainers, and/or campus security in cases of an emergency. If students are responsible for having a radio during clinical hours, they should make certain that they understand how and when to use the radio, including the proper channel(s) to contact pertinent personnel. Radios should never be used by a student in place of direct supervision. Students must be under the direct supervision (audio and visual contact) of an ACI/CI at all times and should never be left unsupervised with only a radio.

### **Transporting Injured Student-Athletes to the Emergency Room (Marist College)**

As of April 10<sup>th</sup>, 2002 the Marist College policy has changed on transporting student-athletes to the emergency room. All student-athletes being referred to the Emergency Room must be taken over by security, an ambulance, a parent/guardian of the athlete or by a coach. No other person (girlfriend, friend, student, etc.) should transport the injured athlete. An Athletic Trainer should accompany the student-athlete when possible but when not available or not able to leave the game/team/etc., a coach, teammate, or athletic training student should accompany the student-athlete, as the field should never be left unattended by an Athletic Trainer. During away trips, sending only an ATS with the student-athlete to the hospital/emergency care facility should be avoided; but when necessary arrangements must be made to ensure that the ATS is able to return home after the event with the team and/or ACI/CI in a school-sanctioned vehicle. Each school/team should have a designated person to travel with a student-athlete in case this situation arises. Following proper confidentiality policies, notification to parents, coach or media is prohibited unless the student-athlete grants permission. If the student-athlete is under the age of eighteen then the parent or guardian must grant approval for treatment and they will be called by the treating facility. Each affiliated site may have their own policy which could differ from that of Marist College. Students should be aware of the policy at their assigned site(s).

### **Additional Costs**

Due to the nature of the Marist College ATEP, where professionalism and a variety of clinical experiences is critical to the proper development of quality athletic training students, additional costs exist to meet the clinical education components of the program. Costs associated with travel to and from clinical sites, which are dependent on the distance to be traveled as well as the price of gasoline, frequency of trips back and forth, parking, tolls, etc., are the responsibility of the student. Any costs for physical examinations, TB skin tests, vaccinations, annual CPR/AED recertification (\$5.00), background checks, or any other requirements for the ATEP are the responsibility of the student. Clothing, other apparel, and a name tag to meet the dress code of the ATEP is the responsibility of the student. Costs are estimated at \$15.00 for a polo shirt, \$20.00 for pants or shorts and \$8.00 for a nametag and the price of watch is up to you (See the *Dress Code* section for further details). There may also be lab fees assigned to specific courses and other associated costs within the major. These costs will be discussed during the first week of the academic semester in classes and/or ATEP meetings.

## **Evaluations**

In order to meet CAATE Standards for outcomes, the ATEP uses various evaluations throughout the undergraduate aspect of the program, as well as post-graduation. These evaluations include:

- Goal and Orientation sheets (each clinical experience)
- Mid-term and Final Evaluations of the ATS (by the ACI/CI) (each clinical experience)
- Evaluations of the ACI/CI and clinical site (by the ATS) (each clinical experience)
- Evaluations of the ATEP (annual)
- Evaluation of clinical skills via Competency/Proficiency assessment
- Senior exit interview (once)
- Alumni and/or employer surveys

## **Waiver Form**

An annual waiver form is given to students for them to give or deny permission for miscellaneous considerations within the ATEP. A copy of the Waiver Form can be found in **Appendix A** and addresses the following:

- Ride-sharing (carpooling) with Pre-Professional Phase and/or Professional Phase students
- Sharing of ATS contact information with other ATS (Pre-Professional and/or Professional), ACIs/CIs, and/or ATEP faculty/staff and posting of clinical assignments
- Use of ATS pictures for ATEP multimedia (print and/or online) for recruiting, etc.
- Use of personal educational abilities and grades for references/recommendations

## **Safety**

Students should avoid walking alone after dark. It is recommended that they walk in groups and/or contact the Marist escort service (Student Nighttime Auxiliary Patrol [SNAP]) through the office of Safety and Security at extension 2282 when returning home from clinical experiences &/or from studying in another building on campus. Similar precautions should be taken when at affiliated clinical sites.

Students should also be aware of their surroundings and take safety precautions against injury during clinical experience hours. For example, students need to watch for athletes running off the playing field/court/etc. as it is possible for a collision to occur which could result in serious injury.

## **Inclement Weather**

For Marist College closure information, students can call the Marist Weather Hotline at 575-5500. For closure information at other affiliated sites, students can listen to one of the local radio stations and should contact their ACI/CI to confirm. In cases of closures at affiliated sites other than Marist, students &/or ACI/CIs should contact the Program Director &/or Clinical Coordinator to inform him/her of the closure.

In the event of inclement weather with closure of Marist College and/or the student's affiliated clinical site, he/she will not be required to complete clinical hours that day. If a student chooses to complete clinical experience hours at an affiliated site when Marist College is closed due to inclement weather, the student does so at his/her own risk. In cases of recurring closures due to inclement weather, students may have to make up the hours missed in order to meet the minimum clinical experience requirements for the semester/rotation. This decision will be made by the Clinical Coordinator &/or Program Director, but accumulated experience hour totals should also be monitored by each student.

## **Section V: Conduct, Violations, and Disciplinary Regulations**

### **Athletic Training Student Conduct**

Every student in the Athletic Training Education Program at Marist College is expected to abide by ATEP Policies and Procedures (this manual), the Marist College Code of Student Conduct, and the National Athletic Trainers' Association (NATA) Code of Ethics. The Marist College Code of Student Conduct is located in the Marist College Planner you received annually and the NATA Code of Ethics is located on the NATA website ([www.nata.org](http://www.nata.org)). Students must also abide by any Policies and Procedures and Code of Conduct at the affiliated clinical site to which they are assigned. Violations of any of these Policies or Codes will result in disciplinary action by the ATEP (See the *Violations and Disciplinary Process* section below). Students are expected to be professional at all times, as they represent Marist College and the ATEP. If traveling with a team, the Policies and both Codes apply as well as any policies by the institution with which you are traveling. Discretion should be used in identifying yourselves as athletic training students either verbally or with labels on clothing in places where alcohol or other substances can be consumed.

### **Athletic Training Student Violations and Disciplinary Process**

Violations of any policies or procedures related to the Marist College Athletic Training Education Program (ATEP), the Marist College Code of Conduct, or the NATA Code of Ethics will be reported to the Director of Athletic Training and documented on the Clinical Experiences Hour Form. The Athletic Training Student (ATS) will be informed in writing of the violation (letter, copy of report form, etc.) and disciplinary procedures will be based on the Violation Point Scale and Disciplinary Process outlined below.

If a violation or an accumulation thereof, following the Violation Point Scale and Disciplinary Process below, results in a failure to meet the requirements of the respective Practicum course and/or Clinical Experience, then the Practicum course and that particular Clinical Experience would have to be repeated. In addition, disciplinary actions could result in additional semesters at Marist College in order to complete the ATEP requirements. Further information can be found in the Retention Criteria and Clinical Experience sections.

Violation Point Scale: Disciplinary points will be awarded accordingly, based on the violation, as listed below. The points listed are minimums and may vary depending on the severity of the infraction, as determined by the Clinical Coordinator in conjunction with other members of the Department of Athletic Training Advisory Committee (DATAC) on a case-by-case basis. Additionally, if a violation or cause for disciplinary action occurs that is not listed, the number of points assigned to the involved ATS will be determined by the Clinical Coordinator in conjunction with other members of the Department of Athletic Training Advisory Committee (DATAC) (see *DATAC* section for listing of members).

Dress Code Violation:	1-2 points
Tardy to Clinical Experiences Hours:	1-2 points
Failure to follow established Policies / Procedures	1-3 points
Absent / Failure to attend assigned clinical experiences hours / events	3 points
Poor Attitude / Disrespect / Insubordination	3 points

Unprofessional Actions	4-6 points
Violation of the NATA Code of Ethics or Marist College Code of Conduct, etc.	6-9 points

Disciplinary Process: After a violation has been reported an evaluation and assigning of points will occur. The disciplinary action will be based on the number of points accrued by the ATS following the Disciplinary Process below. Violation points will be cumulative over the entire Professional Phase of the ATEP.

The beginning date of any suspension will be at the discretion of the Department of Athletic Training Advisory Committee (DATAC) (see *DATAC* section for listing of members) and may not be the same date as the violation. Clinical Experiences Hours missed due to a suspension must be made up by the end of the corresponding semester in order to complete the requirements of the ATEP Practicum course where the Clinical Experiences Hours are housed. The Clinical Experiences Hours should be completed at the site of the violation, unless determined otherwise by the Director of Athletic Training and the Clinical Coordinator(s).

Accumulation of at least:

- 3 Points:** A meeting with the involved ACI/CI, as well as the Practicum Instructor and/or Clinical Coordinator(s) and a verbal warning.
- 6 Points:** A formal meeting with the Director of Athletic Training, which may also include the Practicum Instructor and/or Clinical Coordinator(s), and a written disciplinary letter placed in the student's permanent ATEP folder.
- 9 Points:** A formal meeting with the DATAC (see *DATAC* section for listing of members); A written disciplinary letter placed in the student's permanent ATEP folder; A suspension of one week from the clinical experiences hours; a 1/3-letter grade deduction in the Practicum course where the clinical experiences hours are housed; and a written assignment or project pertaining to the violation as designated by the DATAC.
- 12 Points:** A formal meeting with the DATAC; a written disciplinary letter placed in the student's permanent ATEP folder; a suspension of two weeks from the clinical experiences hours; a 2/3-letter grade deduction in the Practicum course where the clinical experiences hours are housed; and a written assignment or project pertaining to the violation as designated by the DATAC.
- 15 Points:** A formal meeting with the DATAC; a written disciplinary letter placed in the student's permanent ATEP folder; a suspension of three weeks from the clinical experiences hours; a full letter grade deduction in the Practicum course where the clinical experiences hours are housed; and a written assignment or project pertaining to the violation as designated by the DATAC.

**18 Points:** A formal meeting with the DATAC; a written disciplinary letter placed in the student's permanent ATEP folder; a removal from the clinical experiences hours; and a failing grade in the Practicum course where the clinical experiences hours are housed.

**21 Points:** The Athletic Training Student could be suspended from the Athletic Training Education Program; a written disciplinary letter will be placed in the student's permanent ATEP folder. The student will be required to meet with the Director of Athletic Training to discuss options, including reapplication to the Athletic Training Education Program Professional Phase and the process that should be followed.

### **ATEP Grievance and Appeal Procedures**

Any student who feels they have been wronged or not treated fairly should report these incidents to the Director of Athletic Training immediately. In the event that the Director may be involved in the incident, the student should inform the Chairperson of the Department of Athletic Training, if different, and then the Dean of the School of Science. Policies and procedures are listed in the Marist College Student Handbook for the College grievance process.

Athletic Training Students who have concerns regarding their clinical education, such as clinical experiences and competency/proficiency assessment, should first meet with the ACI/CI and/or Clinical Coordinator to discuss the concern. If the concern is not resolved, the student should make an appointment with the Director of Athletic Training. Prior to this meeting, the student should provide the Director with a typed explanation of the concern including dates and times and the Director will also obtain information from the involved parties (ACI/CI, Clinical Practicum Instructor, Clinical Coordinator, etc.). If not resolved at this level, the student should schedule an appointment to meet with the Dept. of Athletic Training Advisory Committee (DATAC) (see *DATAC* section for listing of members). When the Committee has come to a decision, the student will be notified verbally and in writing. The student may appeal the Committee's decision to the Dean of the School of Science and follow appropriate grievance procedures outlined in the Marist College grievance procedures.

Athletic Training Students who have concerns regarding their deficiencies with the ATEP Retention Policy can submit a typed appeal letter to the Dept. of Athletic Training Advisory Committee (DATAC) for consideration. When the Committee has come to a decision, the student will be notified verbally and in writing. The student may appeal the ATEP Appeal Committee's decision to the Dean of the School of Science and follow appropriate grievance procedures outlined in the Marist College grievance procedures.

## Appendix A – Athletic Training Student Waiver Form

### Marist College Athletic Training Education Program Athletic Training Student Waiver Sheet

Name (Print): \_\_\_\_\_ School Year (or Semester): \_\_\_\_\_

I agree to allow other professional phase Marist College athletic training students in my vehicle for the purpose of driving those students to and from an affiliated clinical site.

Student Signature:

Date:

I agree to allow pre-professional athletic training students in my vehicle for the purpose of driving those students to and from an affiliated clinical site.

Student Signature:

Date:

I agree to allow my contact information, including phone number(s) and e-mail address(es), to be given/accessible to approved clinical instructors/clinical instructors and faculty members for the purpose of communication.

Student Signature:

Date:

I agree to allow my contact information, including phone number(s) and e-mail address(es), to be given/accessible to Marist College athletic training students, professional and pre-professional, for the purpose of communication.

Student Signature:

Date:

I agree to allow my clinical site assignment to be posted and shared with ACI/CIs and other athletic training students for the purpose of communication, transportation, and logistics.

Student Signature:

Date:

I agree to allow faculty and ACI/CIs to reference my grades, personal and professional qualities, and clinical experiences for the purpose of giving written or verbal recommendations/references if requested.

Student Signature:

Date:

I agree to allow the use of my picture, placement and other information to be used on the Marist College ATEP website for the purpose of recruiting students and marketing the AT program.

Student Signature:

Date:

## **Appendix B – Affiliated Clinical Site Orientation List**

### **Marist College Athletic Training Education Program**

#### **Affiliated Clinical Site Orientation List**

An orientation of the affiliated clinical site should be conducted with the athletic training student (ATS) on the first day of the rotation. This orientation should include the following:

1. Walk through of all venues to be used during the rotation, including:
  - a. Athletic training room(s)
  - b. Indoor facilities (gym/courts, pool, weight room, etc.)
  - c. Outdoor facilities (fields, courts, etc.)
  - d. Any other involved facilities/venues, including satellite sites
2. Provide names of all involved/pertinent staff, student-athletes, etc., including those below & Introduce ATS to these parties as soon as possible:
  - a. Coaches, Athletic Director
  - b. Team rosters
  - c. Team physician(s)
3. Exchange contact information with ATS and discuss procedure in case of illness, cancellation of school or events, etc..
4. Review of Policies and Procedures, including:
  - a. Affiliated clinical site rules and regulations (school, ATR, etc.)
  - b. Emergency Action Plan (for each venue/field/etc.)
    - i. Be sure to include an explanation/discussion of the ATS' role in the event of an emergency
  - c. Blood-Borne Pathogens Policy
    - i. Protective equipment, proper biohazard disposal, exposure control plan
  - d. Weather-related policies (lightning, heat, cold, etc.)
5. Record Keeping/ Injury Documentation – instruction/review
  - a. Written - what forms are used and when, the system used to write and track records/notes, and where/how records are stored (files, etc.)
    - i. Injury evaluation documentation, Rehabilitation/Re-evaluation documentation, Physician referrals, Insurance forms, etc.
  - b. Electronic – computer software/program used & how to enter records properly
6. Review with ATS important medical information regarding players on the team(s), including medical conditions (allergies, diabetic, medications, etc.)
7. General maintenance of the Athletic Training Room
  - a. Laundry – demonstrate how/when to do ATR-required items
  - b. Cleaning and disinfecting of tables and equipment – proper cleaners to use, how often to clean, what equipment to clean
8. Supplies – where various supplies are kept, how to restock, inventory
9. Other daily responsibilities, duties, and expectations of Athletic Training Students
10. Goal & Expectation Forms – Fill out with ATS during first week of clinical hours, including signed documentation of the Orientation (EAP, BBP, P&P)

## Appendix C – Athletic Training Laboratory Policies

### MARIST COLLEGE DEPARTMENT OF ATHLETIC TRAINING / ATHLETIC TRAINING EDUCATION PROGRAM

#### Laboratory Policies & Procedures

1. Follow set emergency procedures at all times.
  - a. If injured or ill, immediately notify Security at x5555. There is a first aid kit and an eye wash located near the sink.
  - b. In case of fire, evacuate immediately.
  - c. In case of other emergency, follow proper emergency procedures (if unsure call Security at x5555).
2. Use caution when using all sprays, ointments, latex (gloves/bandaids), etc. Be cognizant of the presence of allergic persons. Refer to product packaging and/or MSDS sheets for instructions, ingredients, etc. Door should remain open when using aerosol sprays, including tape adherent, for increased ventilation.
3. Use equipment appropriately, according to directions and/or instruction from class. If you are unsure of how to use a piece of equipment, please refrain from doing so until you have had proper instruction.
  - a. You should not use electrical stimulation, ultrasound, lasers, or shortwave diathermy unless an ATC is present.
  - b. Use caution when using the hydrocollator and with aerosol sprays near the hydrocollator – see posted precautions and usage policies above the hydrocollator unit.
4. Handle equipment with care and report any damaged/broken equipment immediately to the Department of Athletic Training. Keep all shoes and sharp objects (belt buckles, writing utensils, etc.) off of the tables, stools, physioballs, etc. as they may cause punctures.
5. Keep the lab clean and orderly.
  - a. Please keep all shoes off of tables and walls, etc.
  - b. Return all supplies to their proper location after use, re-organize desks/tables, and throw trash in the receptacle.
  - c. Clean tables and equipment thoroughly after use. Use cleaners that will not cause damage to the tables and equipment.
  - d. Turn lights out and computer projector off upon leaving.
6. Do not remove supplies (equipment, models, books, journals, etc.) from the lab at any time without prior permission from a member in the Dept. of Athletic Training. Return supplies promptly if you are given permission to remove it from the lab.
7. Please work quietly as to not disturb others. Be courteous in sharing of equipment and supplies with all who may need to use them.
8. Use common sense with your behavior in the lab. There should be no fooling around, as it could lead to injuries or damaging equipment. The lab should not be utilized for personal use (non-class related reasons) or leisure activities. Professional and appropriate language and actions should be used when in the lab.

## Appendix D – Athletic Training Laboratory Hydrocollator Safety Policies

### Hydrocollator (Hot Pack) Safety Policies and Procedures

**\*Caution: Water temperature between 160-170° F**

- ❖ Do not use hot packs unless you have been properly trained by a Certified Athletic Trainer or Physical Therapist AND have been assessed on this proficiency.
- ❖ Use 6-8 layers of toweling between the patient and the hot pack for protection and sanitation.
- ❖ Monitor the patient closely before, during, and after the treatment.
  - Assess for proper neurovascular function
  - Assess contraindications and precautions for superficial heat application
  - Monitor for improper reactions and potential burns – If you feel a burning sensation on the skin remove the hot pack immediately!
- ❖ Do not lay on the hot pack or place a weight or other heavy object on top of it while it is applied to a patient!
- ❖ Keep the water filled to the appropriate level.
- ❖ The hydrocollator is plugged into a Ground Fault Interrupter (GFI) outlet for protection. Do not plug the hydrocollator into a regular outlet!
- ❖ Use extreme caution if moving the hydrocollator for any reason, as there is potential for spilling or splashing of hot water (160-170°)!
- ❖ Don't use aerosol sprays or flammable solutions near the hydrocollator as they may combust!  
**\*If a burn or other emergency occurs, immediately call Security at ext. 5555!**