

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

2007-2008



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

**PERSONNEL**

**Dean, School of Science**

Michael Tannenbaum, Ph.D.

**Director of Athletic Training**

Sally A. Perkins, ATC

**Clinical Coordinator**

Sally A. Perkins, ATC  
Kristy Hart, ATC CSCS

**Faculty**

Kristy Hart, Basic Concepts, Kinesiology, Therapeutic Exercise  
Brian Powers, Nutrition  
Michelle Soucy, Personal & Community Health  
Robert Sullivan, Anatomy and Physiology  
Jim Wherry, Sports and Exercise Psychology  
Pamela Terwillinger, First Aid/CPR  
Craig White, Exercise Science  
Keith Duarte, Basic Concepts  
Kenneth Cameron, Clinical Practicum

**Approved Clinical Instructors**

Sally A. Perkins, ATC, CIE Marist College  
Kristy Hart, ATC, CSCS, Marist College  
Glenn Marinelli, ATC, Marist College  
Diana Priestman, ATC, Marist College  
Josh Chason, ATC, Bard College  
Craig Carvalho, ATC, John Jay High School  
Robert Coudrey, ATC, Peak PT/Newburgh Free Academy  
Jeffrey Stent, ATC, Peak Physical Therapy  
Jeffrey Carter, ATC, Vassar College  
Tim Kelly, ATC, USMA-West Point  
David Allen, ATC, USMA-West Point  
Dana Putnam, ATC, USMA-West Point  
Dave Gatta, ATC, Arlington High School  
Michelle Taravella Chastain, ATC, Arlington High School

Amy Cobb Mills, ATC, Roy C. Ketcham High School  
Mark Decastro, ATC, SUNY-New Paltz  
Ryan Stevens, ATC CSCS, ACI Millbrook Physical Therapy  
Tim Smith, ATC, Marist College  
Kenneth Cameron, ATC USMA West Point  
Samantha Visco, ATC USMA West Point  
Keith Duarte, ATC Orthopedic Associates of Dutchess County

### **Clinical Instructors**

Craig Squire, PT Therapy in Motion  
John Quinn, PT Moriarty Physical Therapy  
Cris Campilli, PT, Center for Physical Therapy  
John Fulton, PT, Center for Physical Therapy  
Jason Heiar , ATC,USMA-West Point  
Robert Voight, ATC, USMA-West Point  
Chris Dayger, ATC, PT, Millbrook Physical Therapy  
Vinnie Lawrence, ATC, Poughkeepsie High School  
Dave Greenfield, PT, Orthopedic Associates of Dutchess County  
Doug Abplanalp,PT, Orthopedic Associates of Dutchess County  
Don McChesney, ATC, Spackenkill Union High School

### **Medical Director**

Lawrence J. Kusior, MD

## **Section I: General Information**

### **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) and in July 2006 accreditation was transferred to the new accrediting body the Commission on Accreditation of Athletic Training Education (CAATE). 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.

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 sportsmedicine 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. Also three students presented their posters at the 2007 Eastern Athletic Trainers Association Conference and one at the National Athletic Trainers' Association Symposium.

### **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**

The Chair of the Department of Athletic Training has developed a student advisory committee 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 all aspects of the program.

## **Clinical Athletic Training Advisory Committee**

The Committee is comprised of an Approved Clinical Instructor (ACI) or Clinical Instructor (CI) in an affiliated Marist clinical setting. The purpose of the Committee is for ACIs and CIs to have input and make recommendations for improvement to the clinical aspect of the athletic training education program.

## **Section II: Academic Program**

### **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 ATEP program. Ordinarily, this occurs during the freshman year. During the pre-professional phase, the student will be required to complete 100 observation hours in a variety of clinical settings such as colleges and universities, area high schools, sports medicine and physical therapy clinics, physicians' offices, etc. Students must have completed blood-borne pathogen training and cardiopulmonary resuscitation with AED (CPR/AED). Freshmen will submit an ATEP application 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. Students must be in good standing at Marist, 2.0 Marist gpa, to be eligible for acceptance. Acceptance is conditional based upon successful completion of the spring semester.

## **External Transfer Students with Associate Degree**

Transfer students will be eligible to be considered for acceptance into the Marist College Athletic Training Education program upon completion of the following:

- Awarded an Associate Degree from an accredited Community or Junior College.
- Completion of or current enrollment in at least one semester of the Marist College equivalent Biology and Chemistry requirements.
- Minimum of a 2.5 overall GPA in Associate degree program.
- Minimum of a 2.75 GPA in required Marist College ATEP courses or equivalent.
- Completion of 100 hours of observation in two separate health care facilities. (e.g., Athletic Training facility, Fitness Center, PT facility, Physician office)
- Completion of or current enrollment in Marist College ATHT 103 (Introduction to Athletic Training) or ATHT 102 (Introduction to Clinical Athletic Training).

The deadline for application for admission to the professional phase for the following spring semester will be November 1<sup>st</sup> and for the following fall semester will be March 1<sup>st</sup>.

## **Internal Transfer Students**

Internal transfers from within other majors at Marist College will be eligible to be considered for acceptance into the Marist College Athletic Training Education program upon completion of the following:

- Completion of or current enrollment in at least one semester of BIOL 130/BIOL 131 (General Biology I-II), or equivalents.
- Completion of or current enrollment in at least one semester of CHEM 131 and 132 (General Chemistry I-II) or equivalents.
- Minimum of a 2.5 overall GPA at Marist College.
- Minimum of a 2.75 GPA in required ATEP courses.
- Completion of 100 hours of observation in two different health care facilities. (e.g., Athletic Training facility, Fitness Center, PT facility, Physician office)
- Completion of or current enrollment in Marist College ATHT 103 (Introduction to Athletic Training) or ATHT 102 (Introduction to Clinical Athletic Training).

The deadline for application for admission to the professional phase for the following spring semester will be November 1<sup>st</sup> and for the following fall semester will be March 1<sup>st</sup>.

## **External Transfers without Associate Degrees**

Transfer students without degrees from other colleges or universities will be considered for acceptance into the Marist College Athletic Training Education program upon completion of the following:

- Completion of or current enrollment in the Marist College General Biology and General Chemistry courses or equivalents.
- Minimum of a 2.5 overall GPA at other College or University.
- Minimum of a 2.75 GPA in required Marist College ATEP courses or equivalents.
- Completion of 100 hours of observation in two different health care facilities. (e.g., Athletic Training facility, Fitness Center, PT facility, Physician office).
- Completion of or current enrollment in Marist College ATHT 103 (Introduction to Athletic Training) or ATHT 102 (Introduction to Clinical Athletic Training).

The deadline for application for admission to the professional phase for the following spring semester will be November 1<sup>st</sup> and for the following fall semester will be March 1<sup>st</sup>.

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

Acceptance to the ATEP is competitive and limited by the number of faculty and staff as well as facilities available to the program. The ATEP application includes an attitudinal potential, prior and current college transcripts, and three (3) recommendations (supervisor of the observation hours, certified athletic trainer and a professor in one of the required courses). The ATEP application forms will be available in the Department of Athletic Training. Enrollment in the ATEP is limited to allow an effective ratio of students to clinical instructors that enables personalized educational opportunities. The application will be reviewed by the ATEP committee which consists of the Program Director, Clinical Coordinator, Head Athletic Trainer and the Dean of the School of Science. Each committee member will review and score each application independently. The results of the review will be sent to the Program Director. The ATEP committee will meet once all folders have been evaluated and determine if an interview with the student is necessary. Interviews, on campus or telephone, will be conducted with at least two but preferably as many of the ATEP Committee members as possible. The student will be notified by April 15<sup>th</sup> for a fall admittance and December 15<sup>th</sup> for a spring admittance regarding their status in the program. Final acceptance into the program will be contingent upon successful completion of the fall (transfers) and/or spring semester courses (freshman and transfers) and requirements.

Once fully accepted into the ATEP, all students must complete a physical examination by a physician at their own expense and complete the technical standards document. These two forms will be included in the acceptance letter and will also be available in the Department of Athletic Training. Also required are proof of completion of immunizations, yearly TB skin test, and current CPR/AED certification. Students will be responsible for any costs related to the requirements for application and admission to the ATEP. The Hepatitis B series of injections is highly recommended. If the 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. Students must also adhere to the ATEP Retention Policy as well as any policies determined by the College, School of Science, or Department of Athletic Training. 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. Students will be provided with a hard copy of the Athletic Training Student Policy and Procedure Manual with the policies and procedures of the program upon acceptance. A copy of the Athletic Training student Policy and Procedure Manual is available online on the ATEP website.

### **Physical Examination**

Each student accepted into the ATEP Professional phase (fully accepted) at Marist College must have a physical examination by a licensed physician, physician assistant or nurse practitioner. 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 this completed form is returned to the Director of Athletic Training Education Program. The physical examination form is available in the Department of Athletic Training, or on the athletic training web site and will be included with the letter of acceptance. Prior to the general medical rotation (senior year), each student must have an additional physical examination with proof of immunizations, current TB test, Mantoux and verification of varicella (chickenpox) or vaccine.

### **Technical Standards**

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

### **Immunizations/Vaccinations**

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 material with your physical examination. The Department of Athletic Training also requires a yearly TB test at your own expense before you will be able to do clinical experiences. Proof of the results of your TB test by your health care provider must be

given to the Director of Athletic Training at the beginning of each academic year. To be able to complete the general medical requirement of the program, proof of having chickenpox or the varicella vaccine is required.

## **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 Department of Athletic Training. Every ATS will be required to attend the annual training. Announcements and information as to the date and times will be announced in athletic training courses. Blood borne pathogen procedures may differ slightly at clinical sites. Make certain that you know the policies and procedures of each site you are assigned.

## **CPR/AED**

Current CPR certification is required annually for the ATS. Proof of CPR certification is required at the beginning of each year prior to performing the clinical hour requirements. The minimal CPR certification required 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. The minimal requirement to be eligible to sit for the BOC examination is CPR for the Professional Rescuer with AED.

## **Section III: Academics and Clinical Education**

### **Advisement/Graduation**

At each advisement session the Director, advisor, informs the student of their program GPA and courses to enroll in for the upcoming semester. The student should avoid scheduling courses in the afternoon with exception of labs for science courses so that clinical hours can be accrued. Also, students who want to take courses (ATEP required) at another College/University or Community College MUST receive approval by the Program Director and the Dean of the School of Science before taking the course. It is the responsibility of the student to provide an official transcript to the Registrar's office at Marist College and the Director of Athletic Training upon completion of courses related to the Retention Policy. Failure to do so could cause a delay in graduation. In addition, the student who has deficiencies will receive a letter informing him/her of the deficiency and the date by which it must be completed. The 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 semester.

See Appendix A for the Academic Plan and Retention Policy

## **Retention Policy**

Students in the professional phase of the ATEP must be in compliance with the Retention Policy of the program. (See Marist catalog or AT web site and Appendix A) Any deficiencies will need to be made up within one year from the semester of the deficiency or the student will be suspended from the ATEP. Each student's audit is available online for review. This audit has a record of all courses taken, transfer courses, grades and Marist grade point average. **The ATEP does not use the program GPA on the audit as the official Program GPA. The official Program GPA is calculated by the Director of Athletic Training.**

## **Intercollegiate Athletes**

Because of the demands of courses, practice and competition it may take longer than the normal four years to complete the Bachelor's degree. Intercollegiate Athletes are expected to fulfill the clinical experience and coursework requirements as any other student in the ATEP.

## **Physician/Allied Health Involvement**

Each ATS is required to observe physicians at their clinical site and at the physician's office. During the professional phase, you will be assigned clinical experience times with physicians that come to the Marist Athletic Training facility to see injured intercollegiate athletes. A form will need to be completed to verify your hours of observation with the physician. A schedule of clinical experience times with physicians will be posted on the bulletin board outside the Director's office. If there are conflicts, please see the Director of Athletic Training as soon as possible. All physician hours should be recorded under MD/DO on the clinical experience weekly form. As required through accreditation, programs must have physicians involved in the classroom as well as the clinical settings. Students must attend approved lectures by two physicians (MD, DO) of differing specialties and two 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.

## **Clinical Hour Requirement**

A minimum of 800 clinical hours under the direct supervision of a Certified Athletic Trainer is required in the ATEP at Marist College. These clinical hours are part of the requirements of the Clinical Practicum courses. Failure to complete these clinical hours satisfactorily will result in failure of the Clinical Practicum course and students will not be able to progress to the next Clinical Practicum course. Direct supervision means that your Clinical Instructor can visually see you and talk to you and are able to provide assistance at all times, if necessary. Athletic Training students should not be at a practice, game or in the Athletic Training room without an affiliated Certified Athletic Trainer present. This also includes traveling with a team. If you are left alone at a practice you

should inform the Director that this has occurred. Clinical hours that are accrued when an ATC is not present cannot be counted toward the requirement. See page 1 of this handbook for a list of affiliated Certified Athletic Trainers.

Some of your clinical assignments will be in Sports Medicine clinics, and physician offices that do not have a Certified Athletic Trainer on staff. These clinical hours will **NOT** count toward your 800 hours but are an assignment as part of your Clinical Practicum course for a General Medical and Clinic experience. Even though these hours do not count toward the 800, they should be recorded on the clinical experiences form under the MD or Clinic category. Our goal is to provide a well-rounded clinical education program that provides experiences in a variety of settings. Clinical hours should be recorded weekly on the required form, initialed by your Clinical Instructor and returned by Wednesday of the next week to the Department of Athletic Training. Each student will receive a monthly update on the number of clinical hours accumulated. You should average a minimum of 15 and maximum of 20 clinical hours per week during each rotation. The Director and Clinical Coordinator of Athletic Training assign students to all clinical sites and rotations. There are many factors that must be considered when assigning clinical sites to ATS. One example would be transportation. Also all students **MUST** have experience with male and female sports, sports with protective equipment (shoulder pads and helmets) varying levels of risk sports, medical rotation (physicians), two high school rotations, and at least two rotations, one off campus, at a College or University. Requirements for the medical rotation include a physical exam, proof of Hepatitis B vaccination or declination, current TB (Mantoux) test, proof of immunizations, proof of varicella (chickenpox) or vaccination, blood-borne pathogen training, HIPA/confidentiality disclosure and orientation at either St. Francis Hospital or Vassar Hospital.

### **Absences from Courses**

In each of the courses with the prefix ATHT, HLTH or 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 you are absent from a class you **MUST** make up the work and any additional material that was covered that day in the lecture and/or laboratory. In some instances, the requirement will be to outline the chapter in the textbook and read selected articles on the subject. The material 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 professor. If you have to be absent from class because of an emergency, please call the professor of the course as a courtesy to inform him/her of your absence. Professors must be consulted about missing a class because of traveling with a team (clinical experience) well in advance of the trip. The material covered in the class will still need to be “made-up”.

### **Absence from Clinical Experience**

If you are ill and cannot complete your clinical hours for a particular day you should call or e-mail the Director **AND** your Clinical Instructor. This should be done immediately, not the next day.

If you would like to be excused from your assigned clinical experience because of review sessions, tests or extra help in courses, please contact the Director of Athletic Training and your Clinical Instructor. Time-off from assigned clinical experiences for any other reason such as a weddings, going home for a weekend or extra-curricular activity must be approved by the ACI/CI first, then the Director of Athletic Training. Absence from Clinical experiences forms are available in the Department of Athletic Training. See Appendix A.

### **Competencies/Proficiencies**

Students will be allowed to utilize skills and knowledge in Athletic Training once they have been taught and assessed on that particular technique by an Approved Clinical Instructor. These techniques are associated with competencies and proficiencies which will be taught and demonstrated in classes and evaluated either through courses or in Clinical Practica. If you are asked to perform a skill that you have not been taught in the classroom or assessed, please decline and inform the ACI/CI or health care professional that you have not learned that particular technique.

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

Approved Clinical Instructors can supervise clinical experience and assess proficiencies. Clinical Instructors can only supervise clinical experiences. ACIs must be BOC certified for at least one year, hold current state credentials and have completed ACI training at Marist. CIs must be BOC certified for at least one year and hold current state credentials.

## **Affiliated Clinical Sites**

To be able to give you a well-rounded education with a variety of clinical experiences, we have developed affiliation agreements with 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; as this ensures that you have liability insurance coverage by Marist College as well as a commitment by the institution to provide a beneficial experience.

The Director of Athletic Training and Clinical Coordinator will assign students to each clinical rotation. A list of Affiliated Clinical Sites is available in the Department of Athletic Training. A clinical affiliation site information form will be sent to each site at the beginning of each rotation. 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. Any other expenses such as background checks, etc. are also the responsibility of the student. The Director and Clinical Coordinator will make an effort to assign students so that they can carpool. If you have concerns related to these costs, please see the Director of Athletic Training and Clinical Coordinator. **If you do not have a car or do not want to share transportation to clinical sites (carpool) inform the Director of Athletic Training immediately so that other arrangements can be made for transportation. (This includes taking observation students with you to your site.)**

Each ATS will be evaluated by the CI/ACI at the assigned clinical site at the mid-point and end of the clinical rotation. The ATS is responsible for taking the evaluation form to the CI/ACI and discussing the evaluation with the CI/ACI. The ATS should return the completed form to the Director in a timely manner to meet the requirements of the Clinical Practicum. At the end of the clinical rotation, the ATS will evaluate the CI/ACI at that site and return the form to the Director.

## Section IV General Policies and Procedures

### Holidays

Athletic training students who are assigned to sports which practice or compete during holidays or breaks should discuss their clinical hours during these times with his/her Clinical Instructor.

### Vacation/Breaks

Students assigned to fall football (College or High School) either in their junior or senior year, must return for football camp before the fall semester begins. If there are extenuating circumstances please contact the Director of Athletic Training.

### Inclement Weather

In the event of inclement weather with closure of Marist College or other affiliated clinical sites, you will not be required to complete your clinical hours for that day. If you chose to complete your clinical experience hours at a College or Clinic, you do so at your own risk as the College is closed and all associated functions are cancelled. Call the Marist Weather Hotline at 575-5500 to find out if functions are cancelled. To find out if other affiliated sites are closed either call your ACI/CI or listen to one of the local radio stations.

### Safety

Students should avoid walking alone after dark. Walk in groups or contact the Marist escort service when returning home from clinical experiences. The same precautions should be taken when at affiliated clinical sites.

Be aware of your surroundings and take safety precautions against injury when present at events accruing clinical experience hours. Watch for players running off the field as they may not see you and as a result, serious injury may occur.

### Traveling with Teams

Any time you are traveling with a team you **MUST** be accompanied by an affiliated ACI/CI, or if you are going to an affiliated site in which the host Certified Athletic Trainer is an ACI/CI for Marist College and will be your supervisor during the event. At no time should you travel without an ATC who is an affiliated ACI/CI for Marist College. When traveling you must follow all the rules and regulations that apply to the athletes from that institution. You are representing Marist College at all times and appropriate behavior representative of our College is expected. The Marist Code of Student Conduct is in effect at any time you are in class, accruing clinical hours or representing Marist College. Any costs incurred due to an accident, injury or illness while traveling with a team are the responsibility of the athletic training student.

## **Transporting Injured Student-Athletes To The Emergency Room (Marist College)**

As of April 10<sup>th</sup>, 2002 our 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, parents of the athlete or by a coach. No other person (girlfriend, friend, student, etc...) can transport the injured athlete.

An Athletic Trainer should accompany the student-athlete when possible but when not available, a coach or teammate should accompany the student-athlete.

We (Athletic Trainer) should never leave the field unattended by an Athletic Trainer. If you are the only one there, you must stay and send another qualified person. You may send an athletic training student, if available.

Coaches should have a designated person to travel with a student-athlete in case the situation comes up.

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.

## **Communicable Disease Policy**

Any student that has been diagnosed with a contagious disease such as Strep throat, Staph infection, ringworm, conjunctivitis, etc. should not report for clinical hours until no longer contagious. In many cases this will require taking an antibiotic for 24 hours prior to returning or that student's core temperature must return to normal. Your ACI/CI and Director should be notified of your condition. See the Director if you have any questions.

## **Dress Code**

During the academic year red, white or black collared polo shirts and black or khaki slacks, shorts or wind pants must be worn during all clinical hours. Nametags must also be worn during all clinical hours. Students will be required to purchase clothing to meet the dress code requirements, a nametag and a watch that displays time in seconds. These 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. 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. Sneakers must be worn for all clinical experience hours. Sandals, clogs, etc. should not be worn during clinical experiences. 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.

During selected indoor competitions, you may wear “dress” clothes. This will be determined by the Clinical Instructor responsible for that sport. When you are at off-campus sites, you must adhere to the ATEP dress code unless your Clinical Instructor asks you to wear specific clothing. Jeans are not allowed at any site!! The Marist College nametag must be worn at all affiliated clinical sites. Specific information is required on the nametag. This information is posted on the Athletic Training bulletin board. 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 Clinical Instructor at that site. If infractions of the dress code occur disciplinary action will occur. 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 plain with no writing or have the Marist College Athletics logo. At clinical sites off campus the same is true, but the off campus site logo is acceptable. Personal cell phones and pagers must be turned off during clinical experiences.

### **Confidentiality**

All information concerning an athlete/patient, injury or illness, is confidential and must not be discussed with anyone other than the ATC’s at that site and the team physician. If anyone asks you about an athlete/patient, refer that person to your Clinical Instructor. You should make certain that you are aware of the institutions compliance with HIPAA regulations and follow these policies. The Marist College Confidentiality form applies to all affiliated clinical sites and must be signed at the beginning of each year.

### **HIPAA Regulations**

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. You should ask about the HIPAA compliance forms that are used at the facility to which you are assigned.

### **OSHA Regulations**

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. You should make yourself aware of the procedures at the affiliated clinical site you are assigned. In the event of an exposure, you should report the incident to your ACI or CI and complete the proper paperwork. The Director of Athletic Training must be informed immediately complete with copies of the paperwork so that follow-up testing can take place at appropriate intervals.

## **Radio Usage**

Some of our affiliated sites use radios to communicate with coaches or other athletic trainers on the field. Students should never be left unsupervised by an ACI or CI and given a radio to communicate. It is important to find out the proper communication channels using the radio. Make certain if you are in charge of the radio, that you understand the proper means to use the radio and the proper channel.

## **Golf Cart/Gator Usage**

The use of golf carts and Gators are at the discretion of your ACI/CI. The primary use is field set up for practices and games. Prior to driving a golf cart or Gator you must schedule an appointment with Randy to be trained in the appropriate use and policies. You must take the form entitled “Gator training” and schedule an appointment with Randy. He will discuss appropriate driving, safety, and policies and procedures for using the Gator/Golf cart. You should drive a golf cart/Gator with the same care you would drive a car. The vehicle should be kept clean and in good working order. Keys should be returned to the proper location upon returning to the Athletic Training room.

## **Additional Costs**

Costs associated with travel to and from clinical sites are the responsibility of the student. The cost is dependent on the distance to be traveled as well as the price of gasoline. Any costs for physical examinations, TB skin tests, vaccinations, or any other requirements for the ATEP are the responsibility of the student. In addition, the student will be responsible for the cost of annual CPR/AED registration fees, \$5.00. Clothing to meet the dress code of the ATEP is the responsibility of the student. There may also be lab fees assigned to specific courses and other associated costs within the major. The Professor of the course will discuss these costs during the first week of class, as is the case in courses outside of the Department of Athletic Training.

## **Athletic Training Student Conduct**

Every student in the Athletic Training Education Program at Marist College is expected to abide by the Marist College Code of Student Conduct and the National Athletic Trainers’ Association Code of Ethics. You must also abide by any code of conduct at the affiliated clinical site to which you are assigned. Violations of any of these Codes will result in disciplinary action by the ATEP. Students are expected to be professional at all times, as you represent our ATEP and Marist College. If traveling with a team, both Codes apply as well as any policies by the institution you are representing. 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.

## **Disciplinary Procedures**

Violations of either the Marist Code of Conduct or the NATA Code of Ethics or any policies or procedures related to the Marist College ATEP will be reported to the Director of Athletic Training. The ATS will be informed in writing of the violation, i.e. write-up form, and asked to schedule an appointment with the Director to discuss the violation. If an ATS accrues 5 disciplinary points, he/she will be asked to meet with the Athletic Training Disciplinary Committee, consisting of Certified Athletic Trainers, to discuss his/her conduct. This committee will determine if further action such as dismissal from the ATEP should occur. Dismissal of students from the ATEP requires a meeting with the Dean of the School of Science, Disciplinary Committee and student involved.

The following disciplinary points (minimums) will be awarded in these instances and will vary from the amount listed depending on the severity of the infraction:

Improper attitude/disrespectful	3 point
Unprofessional actions	3 points
Dress Code violation (warning once; no points awarded)	2 points
Failure to follow established procedures	1-3 points
Failure to attend assigned clinical hours	3 points
Failure to attend assigned events	4 points
Violation of the NATA Code of Ethics or Marist College Code of Conduct	5 points

This is not inclusive but a representation of the point system. Any violations that do not appear on this list will be evaluated and points will be awarded based upon the severity of the violation.

## **ATEP Grievance 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 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 Practicum Instructor 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 written, word processed explanation of the concern including dates and times. The Director will also meet with the ACI/CI and/or Clinical Practicum Instructor involved for his/her viewpoint.

If not resolved at this level, the student should schedule an appointment to meet with the Athletic Training Education Committee. The decision of this Committee will be given to the student verbally at the end of the meeting and also sent to the student in writing within fourteen business days. 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.

### **Service Activities**

The Athletic Training profession is a service related profession. The Marist ATEP encourages volunteer work 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. Your participation may be requested.