



# **Athletic Training Education**

## **Graduate Student Manual**

*Revised: June 2021*

**Table of Contents**

<b>Preface.....</b>	<b>- 6 -</b>
<b>Athletic Training Program Accreditation .....</b>	<b>- 6 -</b>
<b>Athletic Training Program Personnel.....</b>	<b>- 7 -</b>
<b>Clinical Sites and Preceptors .....</b>	<b>- 8 -</b>
<b>Professional Organizations .....</b>	<b>- 9 -</b>
<b>Athletic Training Program Description.....</b>	<b>- 10 -</b>
<b>Mission .....</b>	<b>- 11 -</b>
<b>A Statement of Philosophy .....</b>	<b>- 11 -</b>
<b>Program Outcomes .....</b>	<b>- 11 -</b>
<b>Clinical Education Requirement .....</b>	<b>- 12 -</b>
<b>Matriculation/Admission Criteria .....</b>	<b>- 12 -</b>
<b>Progression Criteria/Degree Requirements .....</b>	<b>- 13 -</b>
<b>Practicum / Internship Prerequisites .....</b>	<b>- 14 -</b>
<b>Course Requirements .....</b>	<b>- 15 -</b>
<b>Academic Preparation/Curriculum .....</b>	<b>- 16 -</b>
<b>Athletic Training Program Policies and Clinical Procedure .....</b>	<b>- 17 -</b>
Procedure for adding new clinical education sites .....	- 17 -
Procedure for clinical education assignment (Practicum).....	- 17 -
Communication during Practicum .....	- 18 -
Practicum Supervision.....	- 18 -
Practicum Attendance .....	- 18 -
Practicum Lateness.....	- 18 -
Professionalism in the Practicum/Internship Setting .....	- 18 -
Appropriate Professional Attire .....	- 20 -
General Medicine Observation.....	- 21 -
Guideline for Completion of Practicum during Summer Session.....	- 22 -
<b>Conflict of Interest .....</b>	<b>- 22 -</b>
<b>Communication and Appointments with Program Director/Division Faculty .....</b>	<b>- 23 -</b>

<b>Confidentiality</b> .....	- 23 -
<b>HIPAA</b> .....	- 23 -
<b>Student Conduct</b> .....	- 23 -
<b>Time Limit for Program Completion Policy</b> .....	- 23 -
<b>Board of Certification (BOC) Eligibility Requirements</b> .....	- 24 -
<b>Class Attendance</b> .....	- 24 -
<b>Athletic Training Class Repeat Policy</b> .....	- 24 -
<b>Advising</b> .....	- 24 -
<b>Transportation</b> .....	- 25 -
<b>Procedures for Athletic Training Student Travel</b> .....	- 25 -
<b>Interprofessional Education</b> .....	- 25 -
<b>Drug and Alcohol Policy for Students at a Clinical Agency</b> .....	- 25 -
<b>ATR Communicable Disease Policy</b> .....	- 26 -
<b>Student Fees</b> .....	- 27 -
<b>Policy of Pregnancy</b> .....	- 27 -
<b>Practicum Grading Procedures</b> .....	- 29 -
Class Meeting.....	- 29 -
Comprehensive Examination .....	- 30 -
Clinical Proficiencies .....	- 30 -
Professionalism Evaluation .....	- 31 -
Hours .....	- 32 -
Hour-Preseason Policy .....	- 32 -
Holiday Hours .....	- 32 -
Supplemental Clinical Experience .....	- 32 -
Immersive Clinical Experience .....	- 33 -
Hours Expectations, Minimum and Maximum Allowance.....	- 33 -
Practicum Grading Progression.....	34
Student Evaluation Procedures .....	34
Preceptor and Clinical Site Evaluation Procedures.....	35
<b>Paperwork Required Prior to Beginning Practicum</b> .....	<b>36</b>
CPR / 1 <sup>st</sup> Aid Certification .....	36

Health Standards .....	36
Tuition and University Fees .....	37
Additional Costs* .....	37
Clearances .....	37
Release of Records to Clinical Affiliations.....	38
<b>FERPA .....</b>	<b>38</b>
<b>Policy for the Use of Athletic Training Students by Researchers .....</b>	<b>38</b>
<b>University Policies.....</b>	<b>39</b>
<b>Academic Honesty Policy .....</b>	<b>39</b>
<b>Academic Dishonesty Policy.....</b>	<b>39</b>
<b>Identification Cards .....</b>	<b>41</b>
<b>Parking.....</b>	<b>41</b>
<b>Grievance Policy.....</b>	<b>42</b>
<b>Non-discrimination Policy.....</b>	<b>43</b>
<b>Class Cancellation Codes - Monday through Friday.....</b>	<b>43</b>
<b>Library .....</b>	<b>43</b>
<b>Withdrawal and Refund Policies.....</b>	<b>43</b>
Withdrawals and Refunds: .....	43
Refund Policy:.....	43
<b>Health Requirements .....</b>	<b>44</b>
First Year - Entrance to University Requirement.....	44
Second Year – Progression through the ATR Major .....	44
Centers for Disease Control: Standard Precautions Guidelines .....	45
<b>Exception to Policy Process.....</b>	<b>45</b>
<b>State Board Licensing Procedures .....</b>	<b>45</b>
<b>Pennsylvania .....</b>	<b>45</b>
<b>Other States .....</b>	<b>45</b>
<b>Special Accommodations.....</b>	<b>45</b>
<b>Technical Standards for Admission .....</b>	<b>46</b>

**Athletic Training Core Competencies..... 48**

**NATA Code of Ethics ..... - 54 -**

**BOC Standards of Professional Practice ..... - 57 -**

**Clinical Orientation Form..... - 62 -**

**Glossary / Important Terms ..... - 63 -**

**Consent for Drug Testing Policy and to Obtain and Release Information ..... - 65 -**

**FERPA Student Release Form ..... - 66 -**

**Handbook Signature Page..... - 67 -**

## **Preface**

The purpose of the Graduate Athletic Training Student Manual is to provide information about the program of the study and the policies and procedures specific to the Athletic Training Program. The Graduate Athletic Training Program is governed by the policies and procedures published in the *Neumann University Graduate Catalog (Catalog)* and *Student Handbook (Handbook)*. Students are required to be knowledgeable about information contained in the Catalog and Handbook.

The Graduate Athletic Training Student Manual is not intended to be regarded as a contract between the University and any student or other person.

Professional athletic trainers are charged with and held accountable for important responsibilities to self, clients, and the public by virtue of their licensure and professional code of ethics. The contents of this manual provide for the continuing integrity of the Athletic Training Program of study, thereby preparing students for professional roles.

The Athletic Training Program has the right to modify the academic program of study, the policies, and the procedures specific to the Athletic Training Program to meet ever-changing needs.

### **Athletic Training Program Accreditation**

Neumann University's Athletic Training Program is accredited by the Commission on the Accreditation of the Athletic Training Education (CAATE), 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3184; Telephone: (512) 733-9700; or [www.caate.net](http://www.caate.net).

**Athletic Training Program Personnel**

**Program Director/Assistant Professor**

Hubert Lee, MA, LAT, ATC, CSCS  
HSC 342 D  
(P) 610-361-2499  
(F) 610-361-5281  
leeh@neumann.edu

**Professor**

Kathleen A. Swanik, PhD, LAT, ATC  
HSC 342 E  
(P) 610-361-2478  
(F) 610-361-5281  
swannikk@neumann.edu

**Assistant Professor**

Andrea DiTrani Lobacz, PhD, LAT, ATC  
HSC 342 B  
(P) 610-361-2547  
(F) 610-361-5281  
lobacza@neumann.edu

**Program Secretary**

Lillian Rodriguez  
HSC 342  
(P) 610-558-5579  
(F) 610-361-2494  
rodrigul@neumann.edu

**Adjunct Faculty**

Keri Heickert EdD, LAT, ATC  
Athletic Trainer  
Academy of the New Church Secondary Schools  
2815 Bernade Circle  
Bryn Athyn, PA 19009  
keri.heickert@anccs.org

**Clinical Coordinator/Assistant Professor**

Brienne R. Seguin, EdD, LAT, ATC  
HSC 342 C  
(P) 610-358-4551  
(F) 610-361-5281  
seguinb@neumann.edu

**Instructor**

Jason Mensinger, MEd, LAT, ATC  
HSC 342 F  
(P) 610-361-2354  
(F) 610-361-5281  
mensingj@neumann.edu

**Team Physician**

Chris Mehallo, MD  
Rothman Institute  
1098 West Baltimore Pike, St. 3308  
Media, PA 19063  
(P) 610-627-4092  
(F) 610-627-4039

**Clinical Sites and Preceptors**

(This is not a full list, preceptors and site availability may change)

**Preceptors**

Keri Heickert  
 Jim Malseed and Katy Sturdivant  
 Rachael Flanders  
 Marisa Rizzo  
 Kerri DiPietro, Phil Vande Berg, Mike  
 Westerfer  
 Bridget Wiseley, Andrew Flannigan  
 Robert Wright, Jenna Allonardo, Kristin Egan  
 Angelo Labrinakos  
 Nina Kauffman  
 William Mills, Ryan O’Kane  
 Julia Wayock, Scott Klabunde  
 Erica Boegly  
 Jim McCrossin  
 Jason Kopec  
 Ben Welker  
 Tyler Jackson  
 Chris Mehallo  
 Tom Beddow  
 Jenna Robinson, Bill Lukasiewicz  
 Andrew Bucko  
 James Truax  
 Sheri Neri  
 Matthew Mitchell  
 Andrew Landes  
 A.J. Duffy, Rachel Connely, Breann Lewis  
 Susan Moffitt

**Sites**

Academy of the New Church  
 Archmere Academy  
 Cabrini College  
 Cumberland Regional H.S.  
 Drexel University  
  
 Drexel Club Sports  
 Gwynedd-Mercy University  
 Kinetic Physical Therapy  
 LaSalle University  
 Malvern Prep. School  
 Neumann University  
 Optimum PT  
 Philadelphia Flyers  
 Philadelphia Soul  
 Premier Orthopedics  
 Rosemont College  
 Rothman Institute  
 St. Elizabeth’s H.S.  
 St. Joseph’s University  
 Strath Haven H.S  
 Sun Valley H.S.  
 US Coast Guard  
 Villanova University  
 Westtown School  
 Widener University  
 Williamson College of the Trades



**Professional Organizations**

**NATA**

**National Athletic Trainer Association**

1620 Valwood Parkway, Suite 115

Carrollton, TX 75006

Phone: 214-637-6282

Fax: 214-637-2206

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

**BOC**

**Board of Certification**

1415 Harney Street, Suite 200

Omaha, NE 68102

Phone: 402-559-009; 877-262-3926

Fax: 402-561-0598

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

**CAATE**

**Commission on Accreditation of Athletic Training Education**

2001 K Street NW, 3<sup>rd</sup> Floor North

Washington, DC 20006

Phone: 512-733-9700; 844-GO-CAATE

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

**NSCA**

**National Strength and Conditioning Association**

1885 Bob Johnson Drive

Colorado Springs, CO 80906

Phone: 719-632-6722

Fax: 719-632-6367

**ACSM**

**American College of Sports Medicine**

401 West Michigan Street

Indianapolis, IN 46202-3233

Phone: 317-637-9200

Fax: 317-634-7817

**ISSN**

**International Society of Sports Nutrition**

Phone: 1-866-472-4650

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

**Athletic Training Program Description**

The Master of Science in Athletic Training (MSAT) Program provides educational opportunities that prepare students for a career as entry-level Certified Athletic Trainers. At the conclusion of the senior year of the students' undergraduate degree, each student must make formal application to the program. Throughout their course of study, students gain a sound educational basis for beginning professional practice, which is infused with Franciscan values and traditions as well as a strong liberal arts base.

Selection for admission into the MSAT Program is made prior to the beginning of each Summer III semester. Pursuit of a Master of Science in Athletic Training requires that students first be formally accepted into the program following successful completion of their pre-requisite coursework. Applicants to the MSAT Program must have earned a bachelor's degree with a minimum cumulative GPA of 3.00 and must achieve a grade of "C" or higher in Anatomy and Physiology (8 credits), Biology (4 credits), Chemistry (4 credits), Physics (4 credits), Exercise Physiology (3 credits), Nutrition (3 credits), Psychology (3 credits), and Statistics (3 credits).

Formal application to the MSAT program also involves the completion of an application to the university, statement of professional and personal goals (typed and submitted to the Program Director), CPR for the Professional Rescuer (or equivalent) and First Aid certifications, 3 letters of recommendation (1 must be from an athletic trainer), 100 hours of athletic training observation under the supervision of an athletic trainer, NATA membership, immunizations, and an interview with the Selection Committee, which is comprised of faculty, clinical instructors, administrators, and Athletic Training students.

Students are chosen to enter the MSAT Program each year in compliance with Neumann University guidelines concerning clinical instructor-to-student ratios. Selection into the MSAT Program is competitive, and satisfaction of the minimum entrance requirements does not guarantee admission. Following selection to the MSAT Program, completion of the program requires a minimum of five consecutive semesters.

The MSAT Program is designed so that students, at the program's conclusion, attain the competencies and proficiencies established by the National Athletic Trainers' Association (NATA) and the Commission on Accreditation of Athletic Training Education (CAATE), which are essential to professional practice as a Certified Athletic Trainer.

Details of the Master of Science in Athletic Training Program are printed annually in the University's Graduate Catalog. Program advising sheets are updated by the Program Director as required and provides the most current information on degree and other requirements. Course descriptions of all ATR courses are contained in this Graduate Catalog and can also be obtained on the Neumann University web site at [www.neumann.edu](http://www.neumann.edu).

### **Mission**

In accordance with and reflective of the Mission of Neumann University, the Athletic Training Program provides a service-oriented education for students who seek a Master of Science degree with a major in Athletic Training. Students acquire the knowledge and skills of athletic training through classroom and clinical instruction. Graduates are prepared to carry out diverse responsibilities in roles with flexible boundaries, to view learning as a lifelong process, and to value the inherent dignity of human beings regardless of individual differences.

### **A Statement of Philosophy**

Recognizing the ever-changing environment of health care in the world today, the faculty of the Athletic Training Program strongly believes that the profession of athletic training is quickly becoming a career that is both highly desirable and respected. To respond to this changing environment, a new generation of educators and health care professionals are emerging who are more flexible and better educated in a wide range of disciplines. This type of professional aptly describes the athletic trainer, an individual who must be ready to assume a variety of new roles in the profession, such as meeting mandates by state education systems for all high schools to employ athletic trainers, responding to the armed forces requirement to have an athletic trainer at all military installations, or being prepared for insurance carriers awarding provider numbers for athletic trainers. The future of the profession is certainly one without boundaries, and Neumann University is in the position to educate students to succeed in this evolving profession of athletic training.

Classroom learning in the Athletic Training Program is supplemented by clinical rotations that provide students with the opportunity to develop skills and experiences in many different settings, with a wide range of sports, and with all types of athletes. The clinical educational component of this program covers the areas defined by CAATE standards of accreditation during a four-semester clinical rotation sequence. During these clinical experiences, the student follows a logical progression of courses in order to gain a level of competency associated with a certified practitioner. A positive environment with the opportunity for sequential skill acquisition is afforded the student at all rotations in order to provide a mode of education that is consistent with the model of progressive learning over time.

### **Program Outcomes**

Upon completion of the program, the graduate will earn a Master of Science in Athletic Training and will be able to:

- Utilize, through competent practice, the cognitive knowledge and clinical proficiency, which are required in emergency care, the care of patients, the prevention of injury and illness, as well as the assessment of injury and illness.
- Demonstrate a thorough working knowledge of therapeutic modalities, therapeutic exercise, general medical conditions, nutrition, strength and conditioning, pharmacology, exercise physiology, biomechanics, health care administration, and human anatomy/physiology.
- Master the skills and knowledge included in Core Competencies of the 2020 Standards for Accreditation of Professional Athletic Training Programs, as

published by the Commission on Accreditation of Athletic Training Education (CAATE, 2018).

- Demonstrate currently acceptable professional practices in athletic training and apply that knowledge in the care of patients.
- Function in a positive manner in varied settings with all other health care professionals, coaches, athletes, and media.
- Make and implement clinical plans that are consistent with documented practices and with the patient's well being.
- Demonstrate the ability to make timely and effective decisions related to athletic training.
- Pass the Board of Certification (BOC) Exam.

### **Clinical Education Requirement**

To complete the Athletic Training Program at Neumann University, students must complete four semesters of clinical education with a minimum of 1,000 contact hours. Students must have successfully completed all prerequisites and maintain a cumulative GPA, 3.0 or better, that supports successful completion of the program prior to each clinical rotation. ATR 598 Practicum 1 and ATR 599 Practicum 2, occur in the first year; ATR 698 Internship in Athletic Training I and ATR 699 Internship in Athletic Training II, occur in the second year. Each Practicum or Internship must be passed with a grade of "B" or higher for a student to be eligible for the next level of Practicum or Internship. See Athletic Training Policies and Clinical Procedure for more information about the Clinical Education Requirement.

### **Matriculation/Admission Criteria**

Candidates for admission to the Athletic Training major are required to:

- Bachelor's degree with a minimum cumulative GPA of 3.00.
- Complete the following pre-requisite courses\* with a minimum grade of "C":
  - Anatomy and Physiology w/lab (8 credits)
  - Biology w/lab (4 credits)
  - Chemistry w/lab (4 credits)
  - Physics w/lab (4 credits)
  - Exercise Physiology (3 credits)
  - Nutrition (3 credits)
  - Psychology (3 credits)
  - Statistics (3 credits)
- Submit a statement of personal and professional goals to the Program Director (minimum one full page, double-spaced, typed).
- Successfully complete an interview with the Program Director and/or Selection Committee. This interview should demonstrate the student's understanding of the profession, his/her specific career goals, and general verbal communication skills.
- First Aid and Professional Rescuer CPR certification or equivalent.
- Completed Health Physical with proper immunizations and submit the results to the Office of Health Services. (Additional fees may be required.)
- Submit 3 letters of recommendation (One must be from an Athletic Trainer)
- 100 hours of athletic training observation under supervision of an ATC
- Present proof of membership in NATA.

- For students from a non-English speaking country or for whom English is a second language, results of the *Test of English as a Foreign Language (TOEFL)* must be submitted. The Athletic Training Program requires a minimum score of 84 on the TOEFL exam, with a minimum verbal subset score of 26.

\*Courses need to be from an accredited College/University and verified with official transcripts.

### **Progression Criteria/Degree Requirements**

Progression in the Master of Science in Athletic Training degree requires students to:

1. Complete the following Technical Standards for Admission to the Athletic Training Program, which requires candidates, with or without reasonable accommodations, to:
  1. Demonstrate the mental capacity to assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate assessment and therapeutic judgments and be able to distinguish deviations from the norm.
  2. Possess sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and to use equipment and materials accurately, safely, and efficiently during the assessment and treatment of patients.
  3. Have the ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must also be able to understand and speak the English language at a level consistent with competent professional practice.
  4. Demonstrate the ability to record physical examination results and a treatment plan clearly and accurately.
  5. Have the capacity to maintain composure and continue to function well during periods of high stress.
  6. Demonstrate perseverance, diligence, and commitment to complete the Athletic Training Program as outlined and sequenced.
  7. Possess flexibility and the ability to adjust to changing situations and uncertainty in clinical environments.
  8. Demonstrate affective skills as well as appropriate demeanor and rapport that relate to professional education and quality patient care.  
[NOTE: Candidates for selection to Neumann University's Athletic Training Program are required to verify that they understand and meet these Technical Standards for Admission or that they believe that, with certain accommodations, they can meet the standards.]
- Demonstrate the competencies outlined in the Technical Standards for Admission form.
- Maintain a minimum cumulative GPA of 3.00 or higher.  
NOTE: If a student's cumulative GPA falls below a 3.00, he/she is placed on Program Probation for one semester. If the student's cumulative GPA remains below a 3.00 after one semester of Program Probation, he/she is then dismissed from the program.
- Attain a grade of "B" or better in all courses.

- NOTE: If a grade of “B” is not attained, the course must be repeated and MSAT Program progression will be affected. See Practicum Internship Prerequisites below.
- Maintain required immunizations through Health Services.
- PPD test must be completed annually
- Review and demonstrate an understanding of the Neumann University Student Athletic Trainer’s Manual.
- Maintain First Aid and CPR for the Professional Rescuer certification.
- Attain and maintain proof of a current Pennsylvania Child Abuse Clearance, Pennsylvania Criminal Background Clearance, and an FBI Fingerprint Clearance. Additional clearances may be required for selected clinical sites and may require additional fees. These clearances must be renewed annually
- Attend OSHA, FERPA and HIPPA compliant workshops addressing blood-borne pathogen training and confidentiality, annually. (Additional fees may be required.)
- Maintain membership in NATA. (Additional fees are required.)
- Read and sign ATR program’s Communicable Disease Policy
- Complete a Health Physical and submit the results to the Office of Health Services. (Additional fees may be required.)
- Provide proof of health insurance
- Pass annual comprehensive examinations
- Complete all 43 credits of coursework.

**Practicum / Internship Prerequisites**

<b>Course</b>	<b>Prerequisite’s (earned “B” or higher)</b>	<b>Course</b>	<b>Prerequisite’s (earned “B” or higher)</b>
<b>ATR 598</b>	ATR 500 ATR 505	<b>ATR 599</b>	ATR 530 ATR 540 ATR 550 ATR 598
<b>ATR 698</b>	ATR 545 ATR 560 ATR 680 ATR 599 Pass Comp Exam	<b>ATR 699</b>	ATR 570 ATR 675 ATR 685 ATR698 Pass Comp Exam

**Course Requirements**

ATR 500 Introduction to Athletic Training	3
ATR 505 Functional Anatomy	3
ATR 530 Therapeutic Modalities	3
ATR 540 Therapeutic Exercise I	3
ATR 545 Therapeutic Exercise II	3
ATR 550 Prevention/Assessment of the Lower Extremity	3
ATR 560 Prevention/Assessment of the Upper Extremity	3
ATR 570 Pharmacology and Personal Health	3
ATR 598 Practicum 1	2
ATR 599 Practicum 2	2
ATR 626 Special Topics in Sports Medicine	1
ATR 675 Administration and Professional Preparation	3
ATR 680 Research I	1
ATR 685 Research II	1
ATR 690 Research III	3
ATR 698 Internship for Athletic Training I	3
ATR 699 Internship in Athletic Training II	3
Total Number of Credits Required for MSAT Degree	43

**Academic Preparation/Curriculum**

The academic plan provides an overview of the student’s academic preparation for the clinical education experience. Students have completed all the basic education prior to each practicum and internship and should be expected to apply basic knowledge and clinical problem solving skills.

<b>Athletic Training Suggested Two-Year Curriculum</b>			
<b>First Year: Summer Session III</b>			
ATR 500 Introduction to Athletic Training	<b>3</b>		
ATR 505 Functional Anatomy	<b>3</b>		
	<b>Total</b>	<b>6</b>	
<b>FALL</b>		<b>SPRING</b>	
<b>First Year</b>			
ATR 530 Therapeutic Modalities	<b>3</b>	ATR Therapeutic Exercise II	<b>3</b>
ATR 540 Therapeutic Exercise I	<b>3</b>	ATR 560 Upper Extremity Assessment	<b>3</b>
ATR 550 Lower Extremity Assessment	<b>3</b>	ATR 680 Research I	<b>1</b>
ATR 598 Practicum 1	<b>2</b>	ATR 599 Practicum 2	<b>2</b>
	<b>Total</b>		<b>Total</b>
	<b>1</b>		<b>9</b>
	<b>1</b>		
<b>Second Year</b>			
ATR 570 Pharmacology and Personal Health	<b>3</b>	ATR 626 Special Topics in Sports Medicine	<b>1</b>
ATR 675 Administration and Professional Preparation	<b>3</b>	ATR 690 Research III	<b>3</b>
ATR 685 Research II	<b>1</b>	*ATR 699 Internship II	<b>3</b>
*ATR 698 Internship I	<b>3</b>		
	<b>Total</b>		<b>Total</b>
	<b>1</b>		<b>7</b>
	<b>0</b>		

*\*denotes potential for immersive clinical experience*

Note: All courses are instructed in a hybrid format (students will be required to attend class/lab once a week. The rest of the coursework will be completed online)

**TOTAL CREDITS UPON GRADUATION.....43**



**Athletic Training Program Policies and Clinical Procedure****Procedure for adding new clinical education sites**

The availability of clinical affiliation sites has become a challenge for all Athletic Training Programs for a variety of reasons. The Athletic Training Program at Neumann University has been developing local and long distance relationships for clinical education since 2003. Sites are added yearly to accommodate student interest and to strengthen the clinical education program. If a student is interested in a site that is not already affiliated with Neumann University the Program Director and/or Clinical Coordinator will research this site after receiving the site name, telephone number and contact person name from the student. The student should not attempt to pursue the relationship any further than providing the Program Director and/or Clinical Coordinator with this information. If a relationship between the clinical site and Neumann University is created the student may be able to do an affiliation at the site, although this is not guaranteed.

**Procedure for clinical education assignment (Practicum)**

Approximately one month prior to the end of each semester students will receive letters, via their Neumann email account, informing them of their next semester's Clinical Practicum site assignment and the Preceptor who will be their supervisor. The student should initiate communication with their Preceptor prior to the start of the affiliation to discuss a starting date and time. As soon as a starting date and time has been agreed upon it is the student's responsibility to inform the Clinical Coordinator. The contact information for each Clinical Site and Preceptor will be given to the student when they receive their clinical assignment. Contact information is always available from the Clinical Coordinator. If a Preceptor does not respond to the initial contact attempt made the student the student should alert the Clinical Coordinator immediately. The student should not contact the site more than one time prior to the affiliation unless absolutely necessary. Any difficulty communicating with the site prior to the affiliation should be reported to the Program Director and/or Clinical Coordinator.

Assignment of Clinical Education sites will be made based on individual student portfolios. The available site lists will be generated by the responses from the clinical sites. Sites will continue to be added as necessary. In order to place all students in appropriate settings to meet graduation requirements and to be provided with optimal learning experiences, students may pick or be assigned to a facility that is not ideal for them due to the type of facility or its location. Students may request an affiliation that meets one of the requirements for graduation as available. It is not guaranteed that all student site requests will be met each semester. Special needs will be addressed with students individually, but final site assignment remains at the discretion of the Clinical Coordinator.

At no time is a rotation at a particular site guaranteed. Clinical facilities may cancel a scheduled affiliation due to unforeseen circumstances such as staffing changes or policy revisions. Students affected by a cancellation will be rescheduled to a comparable facility as soon as possible. Students may be assigned to an affiliation at a later time if no other spaces are available at the regularly scheduled time. These changes may necessitate changes in a Leave of Absence request from work or in other personal matters such as childcare. All attempts will be made to accommodate the students' scheduled graduation date however due to the variability in the clinical education environment this cannot be guaranteed.

**Communication during Practicum**

Daily communication is expected between the student and Preceptor. It is the student's responsibility to maintain current and correct contact information for their Preceptor and to maintain open lines of communication with their Preceptor at all times. Students should communicate all questions, comments and concerns relating to their Practicum to the Program Director and/or Clinical Coordinator as soon as such events arise.

**Practicum Supervision**

Students will complete their practicums under the direct supervision of a Preceptor. If a student believes they are not appropriately supervised they must report this to the Program Director and/or Clinical Coordinator as soon as possible. Direct supervision is defined as: supervision of the athletic training student during clinical experience. The Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. (*Definition set forth by the Commission on Accreditation of Athletic Training Education (CAATE) Standards Glossary, <http://caate.net/documents/Standards.6.30.08.pdf>*)

Examples of **NOT** being physically present are:

- When the student is on an outside field and the Preceptor is in an inside facility.
- When the Preceptor is providing care on one field while the student is at another field.
- When the Preceptor is in the athletic training facility and the student is in another part of the building.

**Practicum Attendance**

Every clinical practicum is a vital activity. While a student for serious reasons such as illness or a family emergency may have an occasional excused absence per affiliation, no unexcused absences are tolerated in the program. A student can be excused by notifying the Preceptor on or before the day of absence. The Program Director and/or Clinical Coordinator should also be notified as soon as possible. Any absence will decrease the number of contact hours and therefore should be avoided when at all possible. Following an absence, the student will be held responsible for making up the hours they missed. The student should consult their Preceptor to schedule missed hours and involve the Program Director and/or Clinical Coordinator if necessary. Excessive and/or unwarranted absences, excused or unexcused, will jeopardize the student's ability to earn a passing grade.

**Practicum Lateness**

The student is responsible to arrive at their clinical practicum as assigned/scheduled by their Preceptor. Students are encouraged to attempt to arrive at least ten minutes prior to the designated time. If the student anticipates being late, he/she must notify the Preceptor as soon as possible.

**Professionalism in the Practicum/Internship Setting**

Athletic training students involved in the clinical experience must understand that their role in providing health care is highly visible not only to their Preceptor but also to the athletes, coaches, administrators, parents and spectators at their clinical sites. Students participating in Practicum/Internship, act as representatives of Neumann University. Therefore, while at the internship site, students are expected to conduct themselves in a professional manner at all times. Students must maintain a heightened awareness of their

responsibilities as future health care providers by being conscientious of their actions at all times. Students must be cognizant of and abide by the Neumann University Student Code of Conduct, the NATA Code of Ethics (available in Appendices) and the Standards of Practice as developed by the BOC (available in Appendices) as well as by this Professionalism guideline.

In order to provide a clear picture of professionalism students should be mindful of the following items, which will allow them to promote quality and professionalism at their clinical site:

*Examples of Professional Behavior at the Clinical Site:*

- Students represent themselves as a student at all times and never as a certified athletic trainer.
- Students adhere to a schedule, are on time each day and attend the clinical site on a regular and planned basis.
- Students can be counted on to follow directions and complete assigned tasks at the clinical site in a timely manner.
- Students are always respectful of the opinion of others.
- Students make necessary adjustments in their behavior according to feedback from their supervisors.
- Students demonstrate effective coping skills in regard to physical and mental stress.
- Students respect the dignity of colleagues, faculty, staff, patients/athletes/clients, coaches, administration and other health professionals.
- Students form and foster appropriate relationships with colleagues, faculty, staff, patients/athletes/clients, coaches, administration and other health professionals.

*Guidelines Regarding Professional Social Conduct and Relationships:*

- Transportation of Others: ATR students may not utilize their personal vehicle or any other student's vehicle to transport student athletes, staff, or volunteers to or from their clinical site. This includes rides home or to and from medical appointments.
- Relationships with Athletes, Patients, or Personnel at clinical site: The ATR program strongly prohibits fraternizing with student athlete or personnel, within their clinical site or at another clinical site. This includes social interaction with athletes outside of the student's clinical experience via phone, text, online or in person. It is recognized that in working closely with a team, friendships may arise between athletic training students and athletes. A professional demeanor should be exercised at all times. At no time, throughout a clinical rotation, should a student engage in conduct that could undermine their patients' confidence or cause a conflict of interest in their patients' care. If such conflicts arise the athletic training student may be reprimanded, removed or dismissed from their assigned duties. If an athletic training student is in an existing relationship that involves an athlete at a clinical site the Program Director and/or the Clinical Coordinator must be made aware of such relationships immediately. Appropriate actions will be taken to avoid potentially contentious circumstances and to maintain an optimal learning environment for the athletic training student. Students will most likely be removed from or not assigned to that specific clinical venue.

- **Relationships with Coaches:** It is important that students develop professional relationships with the coaches of teams with which they work. At no time should they engage in conduct that would undermine their coaches' confidence or cause a conflict of interest in their athletes care.
- **Communication:** Athletic training students should practice communication skills in a manner that separates him/her from the athlete. Appropriate, professional language and mannerisms are to be practiced at all times. Vulgar language by the athletic training students is not appropriate in any clinical site.

*Possible consequences for unprofessional behavior:*

- Preceptors evaluate student's professionalism at the midpoint and end of each semester utilizing the Student Professionalism Form; unprofessional behavior will be noted and will negatively impact the student's final grade.
- If a student is in violation of fraternizing with a student athlete or personnel at the clinical site and is dismissed from their clinical site they will automatically fail the didactic clinical portion of their semester.
- Behavior that can be characterized as unprofessional may jeopardize a student's ability to: continue at their clinical site, receive a passing grade, continue in the ATR major or continue at Neumann University.
- Specific behaviors that can be characterized as unprofessional include but are not limited to:
  - A breach of client confidentiality
  - Any behavior that jeopardizes the safety of an athlete/patient/client, student, clinical site personnel or Neumann University personnel.
  - Dating, inappropriate relationships or fraternizing with students or personnel at the clinical site.
  - Other unacceptable behaviors, based on Athletic Training faculty judgment
- Even a single incident of one of the above behaviors may result in dismissal from the clinical site. This may mean permanent separation from the Athletic Training Program and/or University.

### **Appropriate Professional Attire**

Professionalism not only includes student conduct at the clinical site but also professional attire. As a health care professional, personal hygiene and professional appearance are important factors that reflect the level of respect you have for yourself, for Neumann University and for your clinical site. Widely accepted professionally acceptable attire for athletic trainers includes a collared shirt, khaki pants and close-toed shoes.

The ATR program defers decisions on specific day-to-day professional attire to each individual clinical site. Dress codes vary significantly at each site. If the dress code is not clearly explained in introductory materials the student should clarify the expectations with their Preceptor on the first day of their clinical rotation. Students are required to follow the policies and procedures of their clinical site. Information on specific policies and procedures may be in the form of information sent to the student by the Preceptor prior to the start of the affiliation, or in an orientation at the clinical site. Students have the responsibility to clarify any questions they may have about pertinent the dress code.

The ATR program has established a few guidelines to guide student's decision making as related to a dress code.

*Examples of Professional Attire at the Clinical Site:*

- All clothing should be clean, without stains or holes and should not be torn or excessively worn.
- Personal hygiene must be maintained with an acceptable standard of cleanliness
- Shirts must fully cover the chest, abdomen and back at all times and must not fit too snugly or too loosely. Form fitting and/or revealing shirts will not be tolerated at any clinical site.
- Hair should be kept neat and out of the face, facial hair must be kept trimmed and well groomed.
- Students are expected to use discretion and to avoid being socially offensive or over-dramatic with hairstyle, make-up, perfume, cologne, and jewelry.
- Jewelry, piercings, or any other non-traditional form of body wear or image (i.e., tattoos) may be deemed distracting by the clinical setting and therefore students may be asked to cover tattoos or remove piercings while in the clinical settings.
- Closed-toe shoes with socks should be worn; sandals, flip-flops and bare feet should be avoided.
- Hats should not be worn inside the clinical site but may be acceptable at outdoor events.
- Students should endeavor to dress appropriate for the daily weather conditions in the event they are covering outdoor activities.
- Students should refrain from making dramatic changes to their appearance throughout the course of the semester without first consulting their Preceptor, the Program Director and/or the Clinical Coordinator

*Possible consequences for unprofessional attire:*

- If it is determined by the Preceptor that an Athletic Training Student is dressed inappropriately, he/she will be sent home to change into something appropriate.
- The Preceptor and Athletic Training Student will report the incident, via phone call or in writing, to the Program Director or Clinical Coordinator immediately.
- One incident of inappropriate dress will be filed in the record of the Athletic Training Student and will require a meeting/discussion with the Program Director and/or Clinical Coordinator.
- Repeated incidents will result in greater penalties or consequences such as removal from the site, failure of the practicum or internship, a review by the Athletic Training Education Program Faculty or dismissal from the Athletic Training Education Program.
- Permanent changes to one's image that occur during the academic semester and are deemed unprofessional by the Preceptor may result in immediate dismissal from a clinical site and perhaps failure of that clinical rotation.

**General Medicine Observation**

The General Medicine experience consists of observation of the General Medicine clinics at participating University. Students are required to complete this observation during their ATR 675 course. The Clinical Coordinator will generate a listing of available dates, times and

locations with assistance from the preceptors and/or physicians and a sign-up sheet will be available. Students will utilize the sign-up sheet to select a specific date, time and location to complete their observation. The sign-up process will be completed during the first week of the semester. Students should pay close attention to the date and time they select as multiple changes to the schedule cannot be accommodated and they are required to attend the time they select.

Due to the unpredictable nature of athlete's illness, it is possible that a General Medicine clinic may be canceled at any time. All efforts will be made to contact the student to inform them of the cancellation. If the clinic is canceled for a day which a student has signed up it will be that student's responsibility to consult the Clinical Coordinator and the schedule to sign up for another time.

Upon completion of the observation the student must submit a reflection paper to the Clinical Coordinator. This reflection paper will be due no later than 1 week from the completion of their observation. The grading rubric for the reflection paper will be available on the course syllabus. Failure to attend their observation and complete the reflection paper will result in a grade of "F" for the student's final ATR 675 grade.

### **Guideline for Completion of Practicum during Summer Session**

Due to the limited availability of Practicum sites and the variability of student schedules the option exists for students to take their Practicum course/s during the Summer Session. Those students wishing to take a Practicum course over the summer must submit a request in writing to the Program Director and/or Clinical Coordinator six months prior to the start of the Summer Session in which they hope to register. Due to the limited availability of summer placement sites priority will be given to seniors needing the course to fulfill August graduation requirements. All other students wishing to take a summer Practicum will be assigned with priority given to students, in good standing, who participate in Neumann sanctioned athletics or clubs, who wishing to complete a summer Practicum in lieu of a practicum during their sanctioned athletics or club season and then to those with the highest overall GPA.

### **Conflict of Interest**

Students will not be assigned to a clinical facility where a potential conflict exists, such as:

- The student is currently an employee of the clinical site.
- The student has an active pre-employment agreement or scholarship with the clinical site
- The student is to be supervised by an immediate relative or close friend.
- The student was previously enrolled as a student or previously employed by the clinical site

This policy is meant to protect all interested parties and to provide the student with the best clinical experience possible without undue distraction or bias. As it is not realistic for the Program Director and/or Clinical Coordinator to "police" this type of policy the student is expected to use their best judgment in determining if there is a potential conflict of interest. Any questionable situation should be brought to the attention of the Program Director.

**Communication and Appointments with Program Director/Division Faculty**

Appointments with the Program Director are scheduled by calling (610)361-2499. Faculty post scheduled office hours outside of their offices. The student must make appointment with the faculty members individually. Students may contact faculty by, posting a note on the faculty member's office door, leaving a voicemail message, sending an e-mail request, or by personal contact.

Every effort is made to communicate information from the administration, faculty, and staff to all concerned. Students are responsible for knowledge about materials posted on athletic training bulletin boards, distributed in the student mail folders, e-mailed, or received in postal service mailings.

**Confidentiality**

Confidentiality is both an ethical and legal responsibility of all athletic trainers. Students must maintain the confidentiality of all clients. Individually Identifiable Information as defined by the Health Insurance Portability and Accountability Act of 1996 includes but is not limited to any client's identity, diagnosis, treatment, family problem or lifestyle and is considered confidential (PL 104-191, 1996). This information should not be discussed or otherwise passed on to any individuals outside the agency or class/clinical conferences. Client identification must be safeguarded during discussions in class/clinical conferences.

**HIPAA**

The Neumann University ATR major follows the regulations set forth by the United States Department of Health & Human Services, which can be found on the following website: <http://www.hhs.gov/ocr/hipaa/bkgrnd.html>, stating: "The privacy provisions of the federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), apply to health information created or maintained by health care providers who engage in certain electronic transactions, health plans, and health care clearinghouses. The Department of Health and Human Services (HHS) has issued the regulation, "Standards for Privacy of Individually Identifiable Health Information," applicable to entities covered by HIPAA." More information can be found here: <http://www.hhs.gov/ocr/hipaa>.

**Student Conduct**

In addition to general University Student Code of Conduct, the following behaviors may result in disciplinary action by the Program Director and/ or faculty. Even a single incident of one of the following behaviors may result in dismissal. This may mean permanent separation from the Athletic Training Program and/or University. These issues of professionally related conduct may include but are limited to:

- A breach of client confidentiality
- A behavior that jeopardizes a client, student, or Neumann University personnel
- Other unacceptable behaviors, based on Athletic Training faculty judgment

**Time Limit for Program Completion Policy**

All requirements for the Master of Science Major in Athletic Training Degree must be completed within four years after beginning the first athletic training course (ATR 500).

Completion of the MSAT degree courses in an uninterrupted sequence requires a minimum of 2 years. Realistically, students may need to take a leave of absence for one or more

semesters for valid reasons, thus extending time for completing the program. However, frequent interruptions or prolonged lapses of time between beginning and completing the program will subsequently affect the student sitting for the NATABOC certification exam. The policy provides a reasonable limitation by allowing for four extra semesters above the usual time period to complete the Athletic Training Program.

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

In order for Neumann University MSAT Program to endorse an individual to take the BOC Certification exam, the student must meet the following criteria:

1. Successful completion of all Athletic Training courses with a grade of “B” or better.
2. Pass ATR-675 Exams with a minimum grade of 80%
3. Complete an ACES Preparatory Workshop for the BOC Exam
4. Pass (1) BOC Self-Assessment Test with a minimum grade of 80% in every domain, 70% overall
5. Pass annual comprehensive examination with a minimum grade of 70%
5. Students will only be endorsed for taking the BOC Exam after graduation.

<u>Graduation Date</u>	<u>Exam Eligibility</u>
May	May/June
August	October
December	February (following year)

These criteria will be further described in ATR 675: Administration and Professional Preparation. Students must sign a contract in ATR 675 to affirm they have read and understand the requirements set forth by Neumann University for taking the BOC Exam.

### **Class Attendance**

Class attendance and participation is essential to student learning and professional growth. ATR courses and faculty members have various attendance policies, which can be found on their respective course syllabi.

### **Athletic Training Class Repeat Policy**

Students must achieve a minimum grade of “B” or better in all athletic training courses. If a student earns a grade below a “B” in any athletic training course, the course must be repeated, and the minimum grade (B) earned. Students may repeat a maximum of two athletic training courses. Failure to achieve the minimum grade on a third athletic training course or failure to achieve the minimum grade on the second attempt of an athletic training course will result in dismissal from the Athletic Training Program. Placement in an athletic training course depends upon the enrollment of those students taking the course for the first time. NOTE: Failure to achieve the minimum grade will affect progression in the Athletic Training Program; see specific course descriptions for prerequisite requirements.

### **Advising**

Advising within the Athletic Training Program is based upon the philosophy of Neumann University that each student is an individual with unique needs, interest, and goals.

The Athletic Training Program encourages active involvement of each of its faculty in the area of academic advisement. The Program Director assigns each faculty member student advisees. A list of advisors and advisees is posted early each semester on the official bulletin



board of the Athletic Training Program. The faculty member is available for advisement at pre-registration and registration periods and by appointment during posted office hours.

Each semester, students must meet with their advisors to plan course selections for the following semester. At pre-registration time, students must pick up scheduling forms from the office of the Registrar (course schedules may also be accessed online), plan what courses will be taken the following semester, and meet with the advisor to discuss plans and sign the forms. It is hoped that students will seek out and confer with advisors at other times during the course of the school year as well.

There are times when the faculty member may suggest the use of other services, such as the Counseling Center or the Academic Resource Center to meet the needs of students. These services are described in both the University Catalog and the Student Handbook.

### **Transportation**

Each Athletic Training student is responsible for transportation to and from clinical practice sites throughout the entire Athletic Training Program. Costs (i.e., gas, public transportation fees, car maintenance, etc.), in addition to tuition, will be required and are the responsibility of the student.

### **Procedures for Athletic Training Student Travel**

No student is **required** to travel with athletic teams to away contests as part of the students' practicum or internship experience\*. A student may **choose** to travel. Neumann University does not approve any travel that is not within the guidelines below. If a student chooses to travel, the following procedures describe the acceptable actions for traveling with a team:

- Students may only travel if their Preceptor will be traveling with them or if traveling to a site that has an affiliation agreement with the Neumann University Athletic Training Program and the host Preceptor has agreed to supervise the student.
- All guidelines governing direct supervision apply. (see Practicum Supervision)
- Students must first gain permission from their instructors **prior** to leaving school. Students will be responsible for all work they miss while traveling.

**\*During the immersive experience, if the student's preceptor is traveling to away contests, the student will be required to as well, unless the clinical site will not allow it.**

### **Interprofessional Education**

Students will be required to sit in on a class in the Doctorate of Physical Therapy (DPT) Program, PT 516 Fundamental Physical Therapy Skills. They will also attend an orientation with the DPT students in May. This will occur when the student is enrolled in ATR 626 in the Spring Semester of year 2. Interprofessional Education is when students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes.

### **Drug and Alcohol Policy for Students at a Clinical Agency**

Abuse or illegal use of drugs or alcohol jeopardizes client safety, violates practice law, and may prevent licensure on program completion. Furthermore, students who are taking any prescribed narcotic analgesic prior to or during patient care may experience actual/potential alteration in cognitive and/or psychomotor function, placing the client at risk. Therefore, students may not attend clinical experience until the prescribed analgesic is discontinued for at

least 24 hours. The intent of this policy is to maintain academic integrity and safety for both students and clients in the clinical setting.

If the student is suspected of alcohol consumption, drug abuse, or use of prescribed narcotic analgesics prior to or during the clinical experience, the clinical instructor will immediately:

- Remove the student from clinical practice.
- Discuss with the student the suspicion of substance abuse or prescribed use of narcotic analgesics.
- Document the incident, providing a copy to the student.
- Contact the Program Director and/or Clinical Coordinator and/or Dean to arrange for student transportation from the clinical site to the University.
- Refer the student to the University Counseling and Health Services.
- Notify the Program Director and/or Clinical Coordinator and/or Dean.

Students removed from clinical may be required to submit to immediate substance screening. Students testing positive may be referred to Counseling and Health Services for assistance with a substance abuse problem. Such referral, however, will not preclude the University from taking other disciplinary actions, up to and including removal from clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. Students will be required to submit to substance screening, and be found negative, before a decision about returning to the clinical area will be determined. Students are responsible for costs incurred for these screenings. For additional information, please contact the Dean of Nursing and Health Sciences.

Re-admission to class and/or clinical practice is based upon individual circumstances and at the discretion of the Athletic Training faculty. The primary responsibility of the Division of Nursing and Health Sciences is to assure a safe environment for clients and students. Sanctions for violations may include mandatory drug testing, disciplinary reprimand, suspension, expulsion, restitution, and restrictions of further use of University facilities. Should a student be suspended or withdraw under the suspicion of impairment, return to the Athletic Training Program could be contingent upon proof of attendance at a substance abuse treatment program.

### **ATR Communicable Disease Policy**

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

#### **What are Communicable Diseases?**

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

Communicable Diseases Cited by the CDC:

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

Guidelines for Prevention of Exposure and Infection

1. Students must successfully complete annual Bloodborne pathogens training prior to initiating formal clinical experiences.
2. Students are required to always use proper hand washing techniques and practice good hygiene.
3. Students are required to always use Universal Precautions. This applies to all clinical sites.
4. Patient care should not be performed when the athletic training student has active signs or symptoms of a communicable disease.

Guidelines for Managing Potential Infection

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

**Student Fees**

Each clinical course has a fee associated with it. The fee schedule varies each year and is available in the University Catalog at [www.neumann.edu](http://www.neumann.edu).

**Policy of Pregnancy**

Pregnancy is considered a health state. It is a common expectation and practice that women continue work and career activities during pregnancy. The Athletic Training Program encourages students who are pregnant to continue their program of studies in the Athletic Training Major, if this is their intent and if their physician/nurse midwife concurs that it is safe for them to do this.

An Athletic Training student who is pregnant should inform the Program Director in writing. This letter must stipulate:

- Expected date of delivery
- Intent to continue the program while pregnant
- A statement releasing Neumann University from liability for any complications of pregnancy which may occur

In addition, the student must submit a letter from the physician/nurse midwife caring for the student during her pregnancy, which states that the student may participate fully in the program of studies for Athletic Training, including clinical laboratory.

Under all circumstances, it is necessary that the student meet the course objectives. If at any time the student must be limited in activities, as determined jointly by the physician/nurse midwife and student, this information must be documented for the program administration. In such event, the Athletic Training faculty will decide if the limitation permits satisfactory achievement of course objectives. Any conditions, including those of pregnancy, which prevent the student from meeting course objectives will necessitate the student's withdrawal from the course.

A student in good academic standing, who must withdraw from the course due to conditions of pregnancy, will be considered on leave, and may register for the course when it is offered again

### Practicum Grading Procedures

Each student is graded in four to five areas during their clinical rotation; each area is listed and described below. Minimum thresholds must be met in each area as described. The Clinical Coordinator calculates the final grade. The following chart documents the percentage of each area as it applies to the final grade calculation for each level of Practicum.

Course	Class Meeting	Comprehensive Exam	Clinical Proficiencies	Professionalism Evaluation	Hours
ATR 598	10%	-	40%	25%	25%
ATR 599	10%	10%	35%	20%	25%
ATR 698	10%	-	40%	25%	25%
ATR 699	10%	10%	35%	20%	25%

#### Class Meeting

Practicum class will meet in person 3 or more times throughout the semester (dates and times to be announced). Students will participate in specific assignments and activities as determined by the instructor. Attendance is mandatory at these class meetings. Each week students must create a Goal Sheet (submitted on ATrack), which they will bring to their clinical site to guide their skill development during Practicum. Goal Sheets MUST be submitted on ATrack every Monday by 11:59pm. Late goal sheets will be accepted until Tuesday at 11:59am but will result in half credit. Practicum class meetings are each worth 100 points, and each goals sheet is worth 10 points.

The students are expected to attend every clinical class meeting. If the student is late (i.e., 7:01 for a 7:00am class) or skips a class, he/she will earn a 0 for the class attendance. For every two occurrences of lateness, missed classes, or unprofessional behavior, the student's overall letter grade will be decreased by half a letter grade (i.e., if you have earned an A, mathematically, and you are late twice, your final grade will be a B+).

**The student will also be graded on their professionalism in class and their communication with their professor and preceptors. A lack of professionalism, in any form of communication (i.e., in person, email, etc....) or otherwise will result in a half letter grade deduction per 2 occurrences.** Unprofessional behavior includes but is not limited to texting or using a phone at all in class, using your computer in class for anything other than note taking and working on class projects (during designated project work times), not typing a professional email using appropriate format, being disruptive, talking with other classmates in class during the lectures, studying or working on assignments for other classes during the lectures.

Professional emails must always have the subject field filled out, always has the name of the recipient and the sender, and contain written content. Never send an email without all those components, and absolutely never send a document via email without those components as well.

Sample email:

*Hi Dr. Seguin,*

*May I come and meet with you after class on Tuesday (8/27/20)?*

*Thank you,*

*Jane Roe*

Submitting clearances and the orientation form on time will also be calculated into the class-meeting grade at 100 points each.

*All formal and informal written assignments must demonstrate proficiency with respect to content development; appropriate attention to genre (formal and informal rules for particular types of texts or media) and disciplinary conventions (formal and informal rules that constitute what is appropriate within different academic fields); clear and concise style; precise vocabulary usage; correct grammar and mechanics; proper integration and crediting of sources according to the documentation style required in the specific academic field. Unless specified by the professor, professional writing requirements apply equally to on-line posts, emails, graded and ungraded assignments. At the professor's discretion, not all these areas may be evaluated for certain writing tasks, depending on the purpose of the tasks in any given course.*

*For information on professional research style guides see the Neumann Library webpage on Citations & Bibliographies at <http://libguides.neumann.edu/citations>. There is also a link there to the Purdue Owl <https://owl.english.purdue.edu/owl/> which provides excellent research guides as well as general writing rules, guidelines, and samples.*

### **Comprehensive Examination**

The student will also have to take and pass their 1<sup>st</sup> year comprehensive examination, in ATR 599, and 2<sup>nd</sup> year comprehensive exam, in ATR 699, with a 70% or higher. The student will retake the exam, once every 30 days, until they pass the exam. Failure to pass the comprehensive exam will result in the student not being able to progress to the next practicum course (ATR 698 for the 1<sup>st</sup> year exam) or graduate (when taking the 2<sup>nd</sup> year comprehensive exam). Score for the exam will be recorded in traditional spring practicum course (ATR 599, ATR 699). Failure to pass the comprehensive exam by the end of the semester will result in an automatic “F” in the course.

Attempts	1	2	3	4+
Grade	Grade Earned	50%	25%	0%

### **Clinical Proficiencies**

Clinical Proficiencies are listed on the practicum/internship course syllabus and can also be found on ATrack and within the ATR Policy and Procedures Manual. Proficiencies will be monitored and graded using ATrack ([www.atrackonline.com](http://www.atrackonline.com)). Students should utilize their weekly Goal Sheet to identify the proficiency scenarios they wish to practice and be graded on. At least 50% of the proficiencies must be graded prior to the mid-term assessment date or the student will receive a grade of “F” on their mid-term progress report. Students must receive a grade “C” or better (see below) for all proficiency scenarios associated with their practicum level prior to the end of the semester or they will receive a grade of “F” for the course. See table below for the number of proficiencies associated with each practicum level. Mock situations are

acceptable and often a useful way of checking skill proficiency. The preceptor must put the grades online, but it is the student's responsibility to initiate skill practice and request grading.

Clinical proficiencies will be graded on the following scale. \*Note: All grades should be assigned as per what is expected from that level of student.

Rating Code	Score	Rating Description
A	9	Mastery level of understanding/proficiency.
B	8	Advanced level of understanding/proficiency
C	7	Basic level of understanding proficiency
NI	6	Needs Improvement ("D" level).
IA	5	Initial Assessment
NP	4	Not passing ("F" level)
NE	0	Not evaluated

Course	Proficiencies completed by Mid-term	Total proficiencies to be completed by end of semester
ATR598	7	15
ATR599	10	20
ATR698	11	21
ATR699	11	22

### **Professionalism Evaluation**

The student is evaluated by the preceptor on their demonstration of professional behaviors utilizing the Neumann University Evaluation of Student Professionalism. This is the area in which the preceptor has an opportunity to make comments regarding the student's strengths and weaknesses. **Students must receive a minimum grade of "C"/70 from their preceptor, or they will automatically receive a grade of "F" for the course.**

Professionalism evaluations are available on ATrack in the My Portfolio section. The evaluation must be completed twice by the preceptor, once prior to the mid-term assessment date and once at the end of the semester. If at any time a preceptor identifies unacceptable professional behaviors from a student, they may complete the Neumann University Evaluation of Student Professionalism and submit it to the Clinical Coordinator or Program Director.

**Hours**

Clinical attendance hours must be documented weekly via ATrack. Students must log their hours and the Preceptor must approve the hours. Hours must be logged each week to count towards the total hour's accumulation each semester. Hours not logged weekly will be lost and will not count towards the student's final hours total. Hours not logged into ATrack within 14 days of obtaining them will not count in the total of hours earned for the semester. Student grades will not be impacted if their Preceptor does not approve the hours within 14 days, provided hours have been logged correctly. Students must attend clinical a *minimum* of 200 hours for ATR 598 and ATR 599 and a minimum of 300 hours for ATR 698 and ATR 699 or they will automatically receive an "F" for the course. See table below for expectations and corresponding grades regarding total hours.

<b>Hours, % Grade</b>	<b><u>100</u></b>	<b><u>90</u></b>	<b><u>80</u></b>	<b><u>70</u></b>	<b><u>0</u></b>
ATR598 & ATR599	300	299:59- 276	275:59- 251	250:59- 200	199:59 or fewer
ATR698 & ATR699	400	399:59- 375	375:59- 351	350:59- 300	299:59 or fewer

**Hour-Preseason Policy**

Students are strongly encouraged, but not required, to obtain clinical hours during the preseason, if it is outside the scheduled start and end dates of the semester, at their assigned clinical site. Preseason hours must be clarified between the preceptor, student, and clinical coordinator at the end of the previous semester. If a student does obtain clinical hours during the preseason the student and preceptor must factor in the maximum hours policy (stated in the section below). There is also a maximum number of hours that the students are not permitted to exceed prior to the first day of classes. Students in ATR 598 and ATR 599 may not exceed 20 hours per week and may not obtain more than a maximum 40 hours. Students in ATR 698 and ATR 699 may not exceed 30 hours per week and may not obtain more than a maximum of 60 hours. Students may not begin any clinical hours more than 2 weeks prior to the first day of classes. Students, regardless of their participation in preseason, must complete weekly hours over the course of the 15-week semester. If a student chooses to voluntarily obtain hours during the preseason at clinical site other than their upcoming assignment those hours will not count towards their semester total for the practicum class, they are enrolled in.

**Holiday Hours**

Students are not required to obtain clinical hours during holidays, because Neumann University offices are closed for business. The students may elect to obtain hours during holidays if the clinical site has an event/practices/games occurring at that time if their preceptor will be there.

**Supplemental Clinical Experience**

Occasionally supplemental clinical experiences, which are learning opportunities supervised by health care providers other than athletic trainers or physicians, to enhance a student's abilities to work with a variety of patients and pathologies. While at a supplemental



clinical experience, the student may not be graded on any of the required proficiency scenarios. Proficiencies must be graded by a preceptor that is trained and approved by Neumann's Athletic Training Program.

### **Immersive Clinical Experience**

Every athletic training student must complete a minimum of a continuous, 4-week, immersive clinical experience. This immersive experience will be completed in ATR 698 or ATR 699. The immersive experience will be practice-intensive and allow the student to experience the totality of care provided by athletic trainers. The student will participate in the day-to-day and week-to-week role of the athletic trainer that is assigned as their preceptor.

At all times the student's assigned preceptor is at the clinical site, the student must also be at the clinical site (i.e., if the preceptor is working from 8am-10pm, 7 days a week, the student will also be gaining clinical experience the entirety of those hours). Should a student have to leave or not attend clinical during the immersive experience for any reason (i.e., illness, childcare, transportation limitations, etc.) for 3 or more consecutive days during the first 2 weeks the immersive experience will need to be restarted. Should the student miss 3 or more consecutive days, during weeks 3 and 4 those days will be added onto the end of the immersive experience to compensate for those missed hours. Should the student be frequently missing days/hours throughout the immersive experience, it is at the discretion of the preceptor and/or Program officials if the experience qualifies as immersive.

### **Hours Expectations, Minimum and Maximum Allowance**

Each practicum course contains hours expectations based on the level of the student. At the beginning of the semester the student and preceptor are expected to develop a weekly schedule for the student to follow which will allow for optimal learning and meaningful experiences. Students should aim to attend their clinical site based on the weekly hour's expectations as outlined below. Hours must be accumulated throughout the duration of the semester; attention should be paid to scheduling so that the student does not largely surpass their semester goal prior to the end of the semester. Schedules should accommodate both site availability and student need while focusing on providing the student a well-rounded experience. The student must be permitted at least one day off per week. Students must attend clinical a *minimum* of 200 hours for ATR 598/599 and a minimum of 300 hours for ATR698/699 or they will automatically receive an "F" for the course. Students enrolled in ATR598/599 may not exceed a *maximum* of 400 hours. Students in ATR 698/699 may not exceed a *maximum* of 500 hours.

Students must complete a continuous, 4-week immersive experience during ATR 698 or ATR 699. The immersive experience will be practice-intensive and allow the student to experience the totality of care provided by athletic trainers. The student will participate in the day-to-day and week-to-week role of the athletic trainer that is assigned as their preceptor.

Students must go to clinical every week of the 15 weeks of the semester. If the student skips a week of clinical hours, 5% will be deducted from the overall hour grade portion of the grade, per occurrence.

Students must also obtain a minimum of 10 hours per week, each of the 15 weeks of the semester. If the student does not obtain 10 hours per week, 5% will be deducted from the overall hours grade, per occurrence.

Hours beyond the weekly maximums, listed below, will not be included towards a student's final hours total for the semester grade. A student should not exceed the maximum hours requirement but may voluntarily obtain additional hours.

- ATR 598
  - Averaging 15-25 hours per week
  - *No more than 25 hours per week*
  - Semester goal of 300-400 hours
  - Minimum of 200 hours
  - Maximum of 400 hours
  - Refer to preseason policy
- ATR 599
  - Averaging 15-25 hours per week
  - *No more than 25 hours per week*
  - Semester goal of 300-400 hours
  - Minimum of 200 hours required
  - Maximum of 400 hours
  - Refer to preseason policy
- ATR698
  - Averaging 20-30 hours per week
  - *No more than 30 hours per week*
    - *Except during 4-week immersive experience*
  - Semester goal of 400-500 hours
  - Minimum of 300 hours required
  - Maximum of 500 hours
  - Refer to preseason policy
- ATR699
  - Averaging 20-30 hours per week
  - *No more than 30 hours per week*
    - *Except during 4-week immersive experience*
  - Semester goal of 400-500 hours
  - Minimum of 300 hours required
  - Maximum of 500 hours
  - Refer to preseason policy

### **Practicum Grading Progression**

The Clinical Coordinator assigns a passing (B or better) grade to a student who meets the requirements outlined above and, in the syllabi, corresponding to each clinical rotation. The assignment of a grade other than a Pass is determined by evaluating the information provided by the Preceptor, information provided by the student and through a discussion with full time faculty including the student's advisor. The final decision is made by the Clinical Coordinator with the approval of the Program Director. If a grade other than a Pass is assigned for the affiliation a remediation plan will be developed for the student by examining the information provided by all involved parties and with the faculty's input. The remediation plan may include, but is not limited to, supplemental didactic work, counseling with faculty advisor, and continued clinical work or the completion of an additional affiliation period. If the grade of F is assigned for any clinical, it has the same consequences as if a student had failed any course.

### **Student Evaluation Procedures**

Professionalism evaluations must be completed by the Preceptor for the student at both the midterm and end of semester. The midterm evaluation is to be completed at the end of the seventh week or the beginning of the eighth week of each semester. A reminder notice will be sent to all Preceptor's two weeks prior to the due date of the midterm evaluation Preceptor's are encouraged to review the midterm evaluation with the student; this is required at the end of the semester but is not required in the midterm. A reminder notice will be sent to all Preceptors' two weeks prior to the

due date of final professionalism evaluation. A grade for the clinical practicum cannot be assigned until the final professionalism has been submitted. Both the midterm and final professionalism evaluations will be submitted electronically using ATrack. Students may also wish to complete a self-evaluation, which is available from the Clinical Coordinator.

Site visits by the Clinical Coordinator during each semester can be expected as an additional form of evaluating student progress. Student preferences as to the date and time of the site visit should be communicated to the Program Director or Clinical Coordinator through a telephone call or email.

If at any time a Preceptor has concerns about performance at the clinical site or their relationship with their student, these should immediately be communicated to the Program Director and/or Clinical Coordinator via telephone call or email. If necessary, a phone conversation and/or site visit can occur at any time. The earlier a problem is identified the earlier a solution can be developed.

### **Preceptor and Clinical Site Evaluation Procedures**

At the completion of each semester students will complete an assessment of their Preceptor and site. The assessment will be submitted using ATrack. A reminder notice will be sent to all students two weeks prior to the due date of the evaluation. The evaluations will be used by the Program Director and/or Clinical Coordinator to assist in their evaluation of the effectiveness of each Preceptor and to analyze the positive and negative aspects of each clinical site. Preceptors will not see each individual student's evaluation of them, only a compilation of their average scores from that academic year.

If at any time a student has concerns about interactions with the Preceptor or other personnel at the clinical site this should immediately be communicated to the Program Director and/or Clinical Coordinator via telephone call, meeting, or email. If necessary, a phone conversation and/or site visit can occur at any time. The earlier a problem is identified the earlier a solution can be developed. An evaluation can also be completed at any other time that the student feels that his/her interaction with the Preceptor (positive or negative) warrants review.

Site visits by the Clinical Coordinator during each semester can be expected as an additional form of evaluating the Preceptors and clinical sites. Preceptor preferences as to the date and time of the site visit should be communicated to the Clinical Coordinator through a telephone call or email.

Additionally, each clinical site, along with the Preceptor's working at the site, are evaluated by the clinical coordinator at the end of each academic year. This evaluation is completed electronically on ATrack.

If any items on the student's evaluations of the clinical site and/or Preceptor are graded at a 3 or lower, the clinical coordinator will review the evaluation as compared to his/her own. If necessary, the clinical coordinator and/or program director will meet with the Preceptor's at the given site to discuss the results of the evaluation and to develop strategies for improvement. If grades for a given site are repeatedly at a level of 3 or lower and improvement is not made over a period of 2 years, the site may become ineligible to supervise students.

## **Paperwork Required Prior to Beginning Practicum**

### **CPR / 1<sup>st</sup> Aid Certification**

Students are responsible for keeping a current CPR/AED for the Professional Rescuer and First Aid certification. Students will present proof of certification to the Program Director and/or Clinical Coordinator prior to each clinical rotation. The Program Secretary will maintain copies of certification cards on file for each student.

### **Health Standards**

All students entering Neumann University must complete the Neumann University Medical History and Physicians Report of Health Evaluation. This form documents required immunizations, a physical examination by a licensed physician or nurse practitioner, certain laboratory tests. Students must have written documentation of initial immunization with MMR vaccine, followed by an MMR booster (with a booster given in 1977 or later) or documentation of a diagnosed case of rubella.

#### **University Required Immunizations:**

- **Measles, Mumps, Rubella (MMR)** – 2 doses required
- **Tuberculosis Testing (PPD)** – required within one year of admission.
- **Tetanus/Diphtheria/Pertussis (TDAP)** – booster must be within last 10 years
- **Hepatitis B** – 3 doses required
- **Varicella** (chicken pox) – 2 doses required or date of disease
- **Meningitis Vaccine** – 2 doses
- *If a medical or religious exemption is being requested, please contact:*
- Student Health Services at **610-558-5540**.

The health form is available through the health services office, the ATR Clinical Coordinator and/or Program Director. Health evaluations must be completed, and the reports submitted to the University Health Services Office prior to application to the Athletic Training major.

[https://explore.neumann.edu/hubfs/NeumannUniversityPhysicalExaminationForm\\_2020.pdf?hsLang=en](https://explore.neumann.edu/hubfs/NeumannUniversityPhysicalExaminationForm_2020.pdf?hsLang=en)

The students' health information will be shared with clinical sites at their request. If the student has concerns about the confidentiality of their health records, they must address these concerns with the Program Director as soon as possible. If the affiliating institution requires further documentation or testing, it is the student's responsibility to comply and provide the required documentation.

The student is responsible for maintaining current medical insurance and for notifying the Program Director and/or Clinical Coordinator immediately of any changes in his/her status of medical insurance coverage. Failure to maintain medical insurance or health standards will prevent participation in clinical experiences. These Health Standards policies apply to all students, both full-time and part-time, who have been accepted into the Athletic Training Program.

[https://www.neumann.edu/life/health\\_services/forms.asp](https://www.neumann.edu/life/health_services/forms.asp)

**Tuition and University Fees**

Tuition costs for the MSAT program is \$800 per credit. University fees and more information about tuition can be found on Tuition and Fees page of the Graduate Catalog.

<http://catalog.neumann.edu/content.php?catoid=22&navoid=663>

**Additional Costs\***

Uniform: khaki pants/shorts and Neumann t-shirts/polo - Costs vary

Child Abuse History Clearance- - \$13.00

PA Criminal Background Check - \$22.00

FBI fingerprinting - \$23.60

Transportation – Costs vary (parking, gas, public transportation)

PPD test - \$10, if completed at Neumann

CPR/AED for the Professional Rescuer with First Aid - \$40-\$100

NATA Membership - \$60-\$125

Physical Evaluation – costs vary by provider

Textbooks - \$300+ per year

Miscellaneous costs

\*all costs are subject to change

**Clearances**

Students may be required to submit to substance abuse screening prior to clinical placement, or during clinical experiences, in selected health care agencies, or if there is reasonable suspicion of drug or alcohol abuse. Students testing positive will be referred to Counseling and Health Services for assistance with a substance abuse problem. Such referral, however, will not preclude the University from taking other disciplinary actions, up to and including removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. Students are responsible for costs incurred for these screenings. For additional information, please contact the Dean of Nursing and Health Sciences.

Students are also required to apply for, obtain, and present to the Program Director and/or Clinical Coordinator Multi-State Criminal Record Checks, as well as Child Abuse History Clearances, and current FBI Fingerprint Clearance prior to their participation in clinical practicum courses. A criminal record and/or a history of child abuse may prohibit clinical placement and, subsequently, result in failure to meet degree requirements. These clearances must be renewed annually.

Students must sign the consent for Drug Testing Policy and to Obtain and Release Information form prior to being accepted in the major. The form outlines the release of personal information, including social security number, TST-PPD results, immunization records, and required clinical clearances may be released to affiliated clinical agencies upon their request. The Program Secretary will maintain copies of the Clearances on file. Some affiliate sites may require other paperwork, which will be addressed on a case-by-case basis. The PPD test must be completed annually. *Students failing to obtain required clearances will not be eligible for clinical placement resulting in failure to meet degree requirements.*

**Release of Records to Clinical Affiliations**

To ensure safe, quality patient care, students must grant permission to the Athletic Training Education Program of Neumann University and the Program Director to release to the clinical affiliate sites to which students are assigned any information regarding past academic or clinical performance. Blank forms are available through the Program Director. Signed forms must be presented to the Program Director and kept in student files in the Athletic Training Office.

The aforementioned forms are made available to each student through ATrack. It is the responsibility of the student to submit these forms by the appropriate deadlines. Failure to complete these forms or to submit them in a timely manner may cause a student to be delayed in starting an affiliation, to lose a clinical affiliation spot or to delay graduation.

**FERPA**

The Neumann University ATR major follows the regulations set forth in the Family Educational Rights and Privacy Act (FERPA) which affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. For more information see the Neumann University Registrar's website for FERPA regulations and in-depth explanation: <http://www.neumann.edu/academics/registrar/ferpa.asp#policy>

**Policy for the Use of Athletic Training Students by Researchers**

1. All researchers must submit in writing a request to contact athletic training students for research subjects. The letter must include a detailed description of how the researcher plans to recruit students and collect data. A copy of the proposal abstract and the approval form (signed) from the researcher's institutional review board must be attached to the letter. The letter seeking permission should be submitted to the Program Director.
2. If it is necessary for faculty and the researcher to discuss student involvement, the Program Director will designate a faculty contact for the researcher. The researcher will assume sole responsibility for solicitation of subjects and data collection in all aspects. Faculty will serve as a resource for the researcher in navigating the Neumann campus and the Athletic Training Program.
3. The prospective researcher must be available to contact and recruit subjects directly. No faculty member should be placed in the role of recruiting subjects since this may influence the potential subject (Neumann student) to participate. Potential subjects should be free to choose to participate on the merit of the researcher alone and not on perceived approval of the Neumann faculty. The researcher agrees to share the results of the study with students and faculty.
4. The prospective researcher must be available to contact and recruit subjects directly. No faculty member should be placed in the role of data collector (i.e., collecting questionnaires, surveys, etc.) since this may also alter the student's free and unbiased response to involvement in the study.

5. The prospective researcher must ensure that all data collected from the subjects is kept confidential and used solely for the purpose of that study. In the dissemination of the findings, the source of data (meaning Neumann University) must be kept confidential.
6. Data collection should not occur during class time and should in no way interfere with the educational process.
7. Neumann faculty are willing to discuss with researchers times that students might be available for solicitation of their assistance in research and factors that might enhance the data collection process.

### **University Policies**

*All Neumann University Policies can be found in the Graduate Student Catalog online at:  
<http://catalog.neumann.edu/index.php?catoid=22>*

### **Academic Honesty Policy**

Neumann University highly values honesty. Honesty with self and others is an essential condition of Christian Humanism. An environment that is characterized by honesty is necessary if the following broad objectives of the University are to flourish.

- To place the quest for truth as the highest value.
- To encourage a cultured response to the aesthetic treasures of the past, present and the promise of the future.
- To sharpen social awareness and responsibility to the needs of others.
- To provide a solid foundation for graduate study.
- To prepare for intelligent, competent, dedicated service to the professions.
- Honesty is expected in all aspects of living. It is, however, neither possible nor desirable for others to monitor honesty in all its dimensions. This activity is the primary task of the individual for personal benefit to fellow human beings—all made in the image of their Creator.

There are, however, specific acts of dishonesty, defined in the *Neumann University Graduate Catalog* that you should read and understand. Such infractions are subject to specific sanctions.

### **Academic Dishonesty Policy**

[http://catalog.neumann.edu/content.php?catoid=16&navoid=479#Academic\\_Honesty](http://catalog.neumann.edu/content.php?catoid=16&navoid=479#Academic_Honesty)

## **Acts of Academic Dishonesty**

### **Plagiarism:**

Plagiarism is defined as using, in a written or oral assignment or project, the ideas or words of another without acknowledging the source.

Most commonly, plagiarism occurs when a student:

1. Repeats without quotation marks an idea using the words of the author.
2. Paraphrases an author's idea without indicating the source.
3. Presents the line of thought of an author as if it were his/her own.

Safeguards against intentional or unintentional plagiarism are accurate notetaking in research and honesty in acknowledging the source of materials which are incorporated into an assignment or project.

**Cheating:**

Cheating is defined as:

1. The copying of tests, lab reports, assignments, term papers, projects, and the like.
2. Presenting another person's work or purchased work as one's own.
3. Stealing, using, or transmitting, verbally or otherwise, actual tests or test questions.
4. Collaborating during testing (unless permitted by the instructor).
5. Using notes during testing (unless permitted by the instructor).
6. Submitting the same work or essentially the same work for assignments in different classes without approval from the instructor.
7. Dry-labbing which includes:
  - a. obtaining and using experimental data from other students or sources without the instructor's permission;
  - b. fabricating data to fit the expected results; and/or,
  - c. utilizing data from other sections or previous terms of the course.

**Misrepresentation of Fact:**

Misrepresentation of fact is defined as:

1. Fabricating records.
2. Changing grades.
3. Misrepresenting course descriptions for credit.
4. Furnishing false information for records.
5. Misrepresenting one's fulfillment of a course assignment.

**Facilitating Academic Dishonesty:**

Facilitating academic dishonesty is defined as willfully assisting another in any act of plagiarism or any other act of academic dishonesty.

**Sanctions for Academic Dishonesty:**

The Office of Academic Affairs monitors all instances of academic dishonesty throughout the University. Faculty members' responsibilities are described below.

Dishonest actions in any student learning practicum, rotation, or cooperative education experience may result in immediate dismissal from the program of study of which he/she is a part and/or from the University.

- I. Faculty members are required to respond to acts of academic dishonesty within a specific course in the following manner:
  - A. For the *First Infraction*, the faculty member should:
    1. Meet with the student to discuss the degree of his/her culpability.



2. Make a determination for the resolution of the specific situation, e.g., rewrites of the paper, lower grade of the paper, failure for the paper, etc.
3. Document the situation and its resolution.
4. Have the student sign and date the document and its resolution.
5. Send original documentation to the Vice President for Academic Affairs and retain a copy.

B. For the ***Second Infraction***, the faculty member should:

1. Fail the student for the course.
2. Document the situation and its resolution.
3. Have the student sign and date the document.
4. Send original documentation to the Vice President for Academic Affairs and retain a copy.

If the student does not cooperate with any step of this policy, i.e., refuses to meet with the faculty member or to sign the document, the student will be required to meet with the Vice President for Academic Affairs and the faculty member. Failure to do so may result in dismissal from the University.

II. If a student has been reported for academic dishonesty in more than one course, the Vice President for Academic Affairs will:

1. Meet with the student to discuss the situation.
2. Issue a written warning to the student, outlining the consequences of any future occurrence of academic dishonesty which normally would include the dismissal of the student from the University.
3. Document the proceedings.

### **Identification Cards**

Student ID cards, valid for four years, may be obtained from the Campus Safety office. ID cards are required for use of the University library, computer lab, meal plan, and to gain access to Living Learning Center Complex, Annex and some athletic facilities. Lost or stolen ID cards may be replaced by going to the Business Office, Room 104, Bachmann Main Building. After paying a \$20.00 fee for a lost or stolen ID card, report to the Campus Safety Office for a replacement card.

### **Parking**

All members of the campus must register their motor vehicle (car, truck, motorcycle) with Campus Safety if they desire parking on University property. Failure to display a registration permit on the vehicle will subject the vehicle to ticketing and/or towing. All students, staff, faculty, and administrative personnel must register their motor vehicle. This requirement will be enforced at all times. Failure to register a vehicle will result in a fine of \$20 per offense.

## **Grievance Policy**

### **Graduate Student Academic Grievance Procedure:**

Each student at Neumann University is accorded all the rights and privileges as set forth in the University's Graduate Catalog and the Student Handbook. It is the responsibility of each student to familiarize himself/herself with all the academic policies, procedures, and protocols which pertain to the student's academic life at the University. Academic grievances can only be initiated either during the semester in which the alleged grievance occurred or the semester immediately afterwards. Beyond this time frame, no academic grievance will be permitted. An exception to this time limitation requires the approval of the Vice President for Academic Affairs.

Should a difficulty occur with regard to the application/implementation of academic policy, a question of instructional delivery (but not the determination of a final grade), or an issue with a specific faculty member, the student should seek to resolve the problem with the specific person involved. If no satisfactory resolution occurs at that level, the student should then contact the appropriate Division Dean and petition his/her intervention in an attempt to resolve the issue.

If, after appropriate dialogue and pursuit of a resolution through these designated channels of communication, the particular problem is still not resolved, the student may initiate an Academic Grievance by utilizing the following procedures:

1. The student submits a statement of the difficulty to the Vice President for Academic Affairs and requests that the issue be resolved through the Student Academic Grievance Procedure. This statement should be no longer than two pages and should concentrate on the facts of the issue in question.
2. The Vice President for Academic Affairs reviews the facts, communicates with the person(s) involved, and attempts to resolve the difficulty in question without convening an Academic Grievance Review Board.
3. If the Vice President for Academic Affairs is convinced that the issue cannot be resolved through the designated channels of communication, the Vice President convenes an impartial Academic Grievance Review Board, which consists of the Registrar (Chair), one administrator, two faculty members, and two students (one of whom is chosen by the faculty/or member being grieved and the other to be selected by the student who is grieving). The Board's sole task is to review the facts of the grievance, arrive at appropriate recommendation(s) for resolving the grievance, and communicate recommendation(s) to the Vice President for Academic Affairs for final disposition of the issue. The decision of the Vice President for Academic Affairs is final and binding on all parties.

[http://catalog.neumann.edu/content.php?catoid=16&navoid=479#Graduate\\_Student\\_Academic\\_Grievance\\_Procedure](http://catalog.neumann.edu/content.php?catoid=16&navoid=479#Graduate_Student_Academic_Grievance_Procedure)

## **Non-discrimination Policy**

### **Non-Discrimination Statement**

[http://catalog.neumann.edu/content.php?catoid=16&navoid=479#Graduate\\_Student\\_Academic\\_Grievance\\_Procedure](http://catalog.neumann.edu/content.php?catoid=16&navoid=479#Graduate_Student_Academic_Grievance_Procedure)

Neumann University seeks to promote and integrate Catholic Social Teachings:

We honor as sacred the worth and dignity of each person.

We celebrate our relationship as sisters and brothers with one another and all creation.

We create a compassionate, welcoming, and reconciling community.

We respect religious, ethnic, racial, and cultural diversity and seek to reconcile divisions of any kind. We promote communications which are meaningful, honest, and inclusive by listening reflectively to one another and encouraging varying points of view.

Neumann University is an equal opportunity employer, dedicated to a policy of non-discrimination employment on any basis including race, creed, color, age, sex, religion, national origin, disability, or sexual orientation.

### **Class Cancellation Codes - Monday through Friday**

In the event of severe weather, the University may choose either to cancel classes or delay opening the University. For information concerning these decisions, tune into KYW/1060AM (Neumann's code is 539 for day classes and 2539 for evening classes and 3204 for CDC) or other major radio stations in Philadelphia and Wilmington (WPWA/1590 AM; WSTW/93.7 FM; WDEL/1150 AM or watch WTXF-TV (FOX)). You may also call 610-459-0905 for a recording. **If the University is closed, all classes are cancelled for the day. Students may not their clinical practicum when the University is closed.**

### **Library**

The Neumann University Library is open to students currently enrolled, University employees, alumni, and members of the community. Hours vary between semesters and sessions during the summer. The library is closed on University Holidays. For complete library policies visit the Neumann University web site ([www.neumann.edu](http://www.neumann.edu)) and select the Library link.

### **Withdrawal and Refund Policies**

<https://www.neumann.edu/financialaid/cost.asp>

#### **Withdrawals and Refunds:**

Withdrawing or dropping a course may entitle the student to a refund or a credit according to the refund schedule. Fees are non-refundable, except for those courses which have been canceled by the University.

#### **Refund Policy:**

The date initialed by the University Registrar or academic advisor (for evening/weekend students only) on either the Drop/Add Form or University Withdrawal Form serves as the student's date of withdrawal and is the basis for computing any refund.

The first scheduled meeting of a course constitutes the beginning of the refund period for that course. The refund period may change based upon the length or nature of the course. Refunds are determined by the Business Office only. Financial Aid is adjusted accordingly with regard to the number of credits which have been dropped. If a student withdraws or if a credit is incurred due to financial aid awards or overpayment, a refund can be expected through the mail in a timely manner. If a student feels that individual circumstances warrant an exception to this refund policy, a request for such consideration must be made in writing to the Business Office, Attention: Bursar, Neumann University, One Neumann Drive, Aston, PA 19014-1298.

The University's tuition refund policy is separate from the federal regulation requiring the University to return unearned federal aid. Refer to following link for detailed information: [Tuition and Fees](#)

### **Refund Periods**

Tuition and room charges are adjusted per schedule below:

#### **Fall and Spring Semesters:**

For students withdrawing before or during the first week: 100%  
during the second week: 80%  
during the third week: 50%  
during the fourth week: 20%  
after the fourth week: 0%

#### **Summer and Mini Sessions**

For students withdrawing during the first week: 100%  
during the second week: 80%  
after the second week: 0%

### **Health Requirements**

Students planning to earn a Master of Science in Athletic Training must meet Health Requirements annually. These are as follows:

#### **First Year - Entrance to University Requirement**

All students entering the University must submit a completed Form HS-01, (Medical History and Health Evaluation form) which requires documentation of required immunizations, a physical examination by a licensed physician or nurse practitioner, laboratory tests, and tuberculin skin test. Vision testing and dental examinations within the year are also required. This form is to be submitted to the Health Services Office (Room 140) no later than the day of registration for the first classes.

#### **Second Year – Progression through the ATR Major**

Students must attain yearly updates of required immunization records.

**Centers for Disease Control: Standard Precautions Guidelines**

The term Standard Precautions includes features of universal blood and body fluid precautions and body substance isolation (BSI) precautions. More information can be found at: [http://www.cdc.gov/ncidod/dhqp/gl\\_isolation\\_standard.html](http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html)

**Exception to Policy Process**

The Athletic Training Program adheres to the grievance procedure of the University; however, there are unique situations in the Athletic Training Program for which a student may request review and/or exception to a specific academic policy. Students are directed to meet with their academic advisor to discuss the procedure for submitting their request for a hearing by the Admissions and Progression Committee. The Committee meets regularly during the academic year; meetings are scheduled as needed during the summer.

**State Board Licensing Procedures****Pennsylvania**

Forms from Pennsylvania are distributed by the Athletic Training Program Director to students in the semester in which they are graduating.

**Other States**

The student must contact the appropriate State Board of each state for the application form and procedure. This should be done at the start of the student's final semester.

**Special Accommodations**

Students requiring special accommodations should contact the appropriate State Board as soon as possible. Accommodations normally require:

- A written request with reasons from the candidate
- A letter from the candidate's school stating what accommodations are necessary
- A letter from a diagnostician describing the disability, giving a specific diagnosis, and recommended accommodation

**Neumann University**  
**Athletic Training Program**

**Technical Standards for Admission**

The Athletic Training Program at Neumann University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the Commission on Accreditation of Athletic Training Education (CAATE). The following abilities and expectations must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

The Athletic Training Program, offered for the first time in the fall of 2002, is presently accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduates of a program that has not been accredited by this organization are not eligible to sit for the Board of Certification (BOC) examination.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC exam.

**Candidates for selection to the Athletic Training Program must demonstrate:**

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

8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Neumann University

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

The Academic Resource Center will evaluate a student who states he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review a whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Alternative statement for students requesting accommodations.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Physician Verification

I certify that I have examined the prospective student and agree with the student's self – assessment in meeting the Athletic Training Education Program's Technical Standards.

\_\_\_\_\_  
Physician's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Athletic Training Core Competencies**

The core competencies represent the synthesis and integration of knowledge, skills, and clinical decision-making into actual client/patient care. The core competencies have been reorganized into this section (rather than at the end of each content area) to reflect their global nature. For example, therapeutic interventions do not occur in isolation from physical assessment.

In most cases, assessment of the core competencies should occur when the student is engaged in real client/patient care and may be necessarily assessed over multiple interactions with the same client/patient. In a few instances, assessment may require simulated scenarios, as certain circumstances may occur rarely but are nevertheless important to the well-prepared practitioner.

The incorporation of evidence-based practice principles into care provided by athletic trainers is central to optimizing outcomes. Assessment of student competence in the core competencies should reflect the extent to which these principles are integrated. Assessment of students in the use of Foundational Behaviors in the context of real patient care should also occur.

### **Patient Centered Care (PCP)**

- Standard 56.** Advocate for the health needs of clients, patients, communities, and populations.
- Standard 57.** Identify health care delivery strategies that account for health literacy and a variety of social determinants of health.
- Standard 58.** Incorporate patient education and self-care programs to engage patients and their families and friends to participate in their care and recovery.
- Standard 59.** Communicate effectively and appropriately with clients/patients, family members, coaches, administrators, other health care professionals, consumers, payors, policy makers, and others.
- Standard 60.** Use the International Classification of Functioning, Disability, and Health (ICF) as a framework for delivery of patient care and communication about patient care.

### **Interprofessional Practice and Interprofessional Education (IPE)**

- Standard 61.** Practice in collaboration with other health care and wellness professionals.

### **Evidence-Based Practice (EBP)**

- Standard 62.** Provide athletic training services in a manner that uses evidence to inform practice.



**Quality Improvement (QI)**

- Standard 63.** Use systems of quality assurance and quality improvement to enhance client/patient care.
- Standard 64.** Apply contemporary principles and practices of health informatics to the administration and delivery of patient care, including (but not limited to) the ability to do the following:
- Use data to drive informed decisions
  - Search, retrieve, and use information derived from online databases and internal databases for clinical decision support
  - Maintain data privacy, protection, and data security
  - Use medical classification systems (including International Classification of Disease codes) and terminology (including Current Procedural Terminology)
  - Use an electronic health record to document, communicate, and manage health-related information; mitigate error; and support decision making.

**Professionalism (PRO)**

- Standard 65.** Practice in a manner that is congruent with the ethical standards of the profession.
- Standard 66.** Practice health care in a manner that is compliant with the BOC Standards of Professional Practice and applicable institutional/organizational, local, state, and federal laws, regulations, rules, and guidelines. Applicable laws and regulations include (but are not limited to) the following:
- Requirements for physician direction and collaboration
  - Mandatory reporting obligations
  - Health Insurance Portability and Accountability Act (HIPAA)
  - Family Education Rights and Privacy Act (FERPA)
  - Universal Precautions/OSHA Bloodborne Pathogen Standards
  - Regulations pertaining to over-the-counter and prescription medications
- Standard 67.** Self-assess professional competence and create professional development plans according to personal and professional goals and requirements.
- Standard 68.** Advocate for the profession.

**Patient/Client Care (PCL)**

- Standard 69.** Develop a care plan for each patient. The care plan includes (but is not limited to) the following
- Assessment of the patient on an ongoing basis and adjustment of care accordingly
  - Collection, analysis, and use of patient-reported and clinician-rated outcome measures to improve patient care

- Consideration of the patient's goals and level of function in treatment decisions
- Discharge of the patient when goals are met or the patient is no longer making progress
- Referral when warranted

**Standard 70.** Evaluate and manage patients with acute conditions, including triaging conditions that are life threatening or otherwise emergent. These include (but are not limited to) the following conditions:

- Cardiac compromise (including emergency cardiac care, supplemental oxygen, suction, adjunct airways, nitroglycerine, and low-dose aspirin)
- Respiratory compromise (including use of pulse oximetry, adjunct airways, supplemental oxygen, spirometry, meter-dosed inhalers, nebulizers, and bronchodilators)
- Conditions related to the environment: lightning, cold, heat (including use of rectal thermometry)
- Cervical spine compromise
- Traumatic brain injury
- Internal and external hemorrhage (including use of a tourniquet and hemostatic agents)
- Fractures and dislocations (including reduction of dislocation)
- Anaphylaxis (including administering epinephrine using automated injection device)
- Exertional sickling, rhabdomyolysis, and hyponatremia
- Diabetes (including use of glucometer, administering glucagon, insulin)
- Drug overdose (including administration of rescue medications such as naloxone)
- Wounds (including care and closure)
- Testicular injury
- Other musculoskeletal injuries

**Standard 71.** Perform an examination to formulate a diagnosis and plan of care for patients with health conditions commonly seen in athletic training practice. This exam includes the following:

- Obtaining a medical history from the patient or other individual
- Identifying comorbidities and patients with complex medical conditions
- Assessing function (including gait)
- Selecting and using tests and measures that assess the following, as relevant to the patient's clinical presentation:
  - Cardiovascular system (including auscultation)
  - Endocrine system
  - Eyes, ears, nose, throat, mouth, and teeth
  - Gastrointestinal system

- Genitourinary system
- Integumentary system
- Mental status
- Musculoskeletal system
- Neurological system
- Pain level
- Reproductive system
- Respiratory system (including auscultation)
- Specific functional tasks

- Standard 72.** Perform or obtain the necessary and appropriate diagnostic or laboratory tests—including (but not limited to) imaging, blood work, urinalysis, and electrocardiogram—to facilitate diagnosis, referral, and treatment planning.
- Standard 73.** Select and incorporate interventions (for pre-op patients, post-op patients, and patients with nonsurgical conditions) that align with the care plan. Interventions include (but are not limited to) the following:
- Therapeutic and corrective exercise
  - Joint mobilization and manipulation
  - Soft tissue techniques
  - Movement training (including gait training)
  - Motor control/proprioceptive activities
  - Task-specific functional training
  - Therapeutic modalities
  - Home care management
  - Cardiovascular training
- Standard 74.** Educate patients regarding appropriate pharmacological agents for the management of their condition, including indications, contraindications, dosing, interactions, and adverse reactions.
- Standard 75.** Administer medications or other therapeutic agents by the appropriate route of administration upon the order of a physician or other provider with legal prescribing authority.
- Standard 76.** Evaluate and treat a patient who has sustained a concussion or other brain injury, with consideration of established guidelines:
- Performance of a comprehensive examination designed to recognize concussion or other brain injury, including (but not limited to) neurocognitive evaluation, assessment of the vestibular and vision systems, cervical spine involvement, mental health status, sleep assessment, exertional testing, nutritional status, and clinical interview
  - Re-examination of the patient on an ongoing basis
  - Recognition of an atypical response to brain injury
  - Implementation of a plan of care (addressing vestibular and oculomotor disturbance, cervical spine pain, headache, vision,

psychological needs, nutrition, sleep disturbance, exercise, academic and behavioral accommodations, and risk reduction)

- Return of the patient to activity/participation
- Referral to the appropriate provider when indicated

**Standard 77.** Identify, refer, and give support to patients with behavioral health conditions. Work with other health care professionals to monitor these patients' treatment, compliance, progress, and readiness to participate.

**Standard 78.** Select, fabricate, and/or customize prophylactic, assistive, and restrictive devices, materials, and techniques for incorporation into the plan of care, including the following:

- Durable medical equipment
- Orthotic devices
- Taping, splinting, protective padding, and casting

### **Prevention, Health Promotion, and Wellness (PHP)**

**Standard 79.** Develop and implement strategies to mitigate the risk for long-term health conditions across the lifespan. These include (but are not limited to) the following conditions:

- Adrenal diseases
- Cardiovascular disease
- Diabetes
- Neurocognitive disease
- Obesity
- Osteoarthritis

**Standard 80.** Develop, implement, and assess the effectiveness of programs to reduce injury risk.

**Standard 81.** Plan and implement a comprehensive preparticipation examination process to affect health outcomes.

**Standard 82.** Develop, implement, and supervise comprehensive programs to maximize sport performance that are safe and specific to the client's activity.

**Standard 83.** Educate and make recommendations to clients/patients on fluids and nutrients to ingest prior to activity, during activity, and during recovery for a variety of activities and environmental conditions.

**Standard 84.** Educate clients/patients about the effects, participation consequences, and risks of misuse and abuse of alcohol, tobacco, performance-enhancing drugs/substances, and over-the-counter, prescription, and recreational drugs.

**Standard 85.** Monitor and evaluate environmental conditions to make appropriate recommendations to start, stop, or modify activity in order to prevent environmental illness or injury.

**Standard 86.** Select, fit, and remove protective equipment to minimize the risk of injury or re-injury.

**Standard 87.** Select and use biometrics and physiological monitoring systems and translate the data into effective preventive measures, clinical interventions, and performance enhancement.

### **Health Care Administration (HCA)**

**Standard 88.** Perform administrative duties related to the management of physical, human, and financial resources in the delivery of health care services. These include (but are not limited to) the following duties:

- Strategic planning and assessment
- Managing a physical facility that is compliant with current standards and regulations
- Managing budgetary and fiscal processes
- Identifying and mitigating sources of risk to the individual, the organization, and the community
- Navigating multipayer insurance systems and classifications
- Implementing a model of delivery (for example, value-based care model)

**Standard 89.** Use a comprehensive patient-file management system (including diagnostic and procedural codes) for documentation of patient care and health insurance management.

**Standard 90.** Establish a working relationship with a directing or collaborating physician.

**Standard 91.** Develop, implement, and revise policies and procedures to guide the daily operation of athletic training services.

**Standard 92.** Develop, implement, and revise policies that pertain to prevention, preparedness, and response to medical emergencies and other critical incidents.

**Standard 93.** Develop and implement specific policies and procedures for individuals who have sustained concussions or other brain injuries, including the following:

- Education of all stakeholders
- Recognition, appraisal, and mitigation of risk factors
- Selection and interpretation of baseline testing
- Agreement on protocols to be followed, including immediate management, referral, and progressive return to activities of daily living, including school, sport, occupation, and recreation

**Standard 94.** Develop and implement specific policies and procedures for the purposes of identifying patients with behavioral health problems and referring patients in crisis to qualified providers.

**NATA Code of Ethics**

September 2005, Revised 2018

**PREAMBLE**

The National Athletic Trainers' Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

**PRINCIPLE 1:** Members shall practice with compassion, respecting the rights, welfare and dignity of others.

1.1 Members shall render quality patient care regardless of the patient's race, religion, age, sex, ethnic or national origin, disability, health status, socioeconomic status, sexual orientation, or gender identity.

1.2. Member's duty to the patient is the first concern, and therefore members are obligated to place the welfare and long-term well-being of their patient above other groups and their own self-interest, to provide competent care in all decisions, and advocate for the best medical interest and safety of their patient at all times as delineated by professional statements and best practices.

1.3. Members shall preserve the confidentiality of privileged information and shall not release or otherwise publish in any form, including social media, such information to a third party not involved in the patient's care without a release unless required by law.

**PRINCIPLE 2:** Members shall comply with the laws and regulations governing the practice of athletic training, National Athletic Trainers' Association (NATA) membership standards, and the NATA code of ethics.

2.1. Members shall comply with applicable local, state, federal laws, and any state athletic training practice acts.

2.2. Members shall understand and uphold all NATA Standards and the Code of Ethics.

2.3. Members shall refrain from, and report illegal or unethical practices related to athletic training.

2.4. Members shall cooperate in ethics investigations by the NATA, state professional licensing/regulatory boards, or other professional agencies governing the athletic training profession. Failure to fully cooperate in an ethics investigation is an ethical violation.

2.5. Members must not file, or encourage others to file, a frivolous ethics complaint with any organization or entity governing the athletic training profession such that the complaint is unfounded or willfully ignore facts that would disprove the allegation(s) in the complaint.

2.6. Members shall refrain from substance and alcohol abuse. For any member involved in an ethics proceeding with NATA and who, as part of that proceeding is seeking rehabilitation for substance or alcohol dependency, documentation of the completion of rehabilitation must be provided to the NATA Committee on Professional Ethics as a requisite to complete a NATA membership reinstatement or suspension process.

**PRINCIPLE 3:** Members shall maintain and promote high standards in their provision of services.

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

3.2. Members shall provide only those services for which they are qualified through education or experience and which are allowed by the applicable state athletic training practice acts and other applicable regulations for athletic trainers.

3.3. Members shall provide services, make referrals, and seek compensation only for those services that are necessary and are in the best interest of the patient as delineated by professional statements and best practices.

3.4. Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge and shall complete such educational requirements necessary to continue to qualify as athletic trainers under the applicable state athletic training practice acts.

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

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

**PRINCIPLE 4:** Members shall not engage in conduct that could be construed as a conflict of interest, reflects negatively on the athletic training profession, or jeopardizes a patient's health and well-being.

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

4.2. All NATA members, whether current or past, shall not use the NATA logo in the endorsement of products or services, or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.

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

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

4.5. Members shall not provide or publish false or misleading information, photography, or any other communications in any media format, including on any social media platform, related to athletic training that negatively reflects the profession, other members of the NATA, NATA officers, and the NATA office.



**©Board of Certification, Inc.**  
**BOC Standards of Professional Practice**  
**Implemented January 2018**

**Introduction**

The *BOC Standards of Professional Practice* is reviewed by the Board of Certification, Inc. (BOC) Standards Committee and recommendation are provided to the BOC Board of Directors. The BOC Standards Committee is comprised of 5 Athletic Trainer members and 1 Public member. The BOC Board of Directors approves the final document. The BOC Board of Directors includes 6 Athletic Trainer Directors, 1 Physician Director, 1 Public Director and 1 Corporate/Educational Director.

The BOC certifies Athletic Trainers (ATs) and identifies, for the public, quality healthcare professionals through a system of certification, adjudication, standards of practice and continuing competency programs. ATs are healthcare professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities.

The BOC is the only accredited certification program for Athletic Trainers in the United States. Every 5 years, the BOC must undergo review and re-accreditation by the National Commission for Certifying Agencies (NCCA). The NCCA is the accreditation body of the Institute of Credentialing Excellence.

The *BOC Standards of Professional Practice* consists of 2 sections:

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

**I. Practice Standards**

## Preamble

The primary purpose of the Practice Standards is to establish essential duties and obligations imposed by virtue of holding the ATC® credential. Compliance with the Practice Standards is mandatory.

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

**Standard 1: Direction**

The Athletic Trainer renders service or treatment under the direction of, or in collaboration with a physician, in accordance with their training and the state's statutes, rules and regulations.

**Standard 2: Prevention**

The Athletic Trainer implements measures to prevent and/or mitigate injury, illness and long term disability.

**Standard 3: Immediate Care**

The Athletic Trainer provides care procedures used in acute and/or emergency situations, independent of setting.

**Standard 4: Examination, Assessment and Diagnosis**

The Athletic Trainer utilizes patient history and appropriate physical examination procedures to determine the patient's impairments, diagnosis, level of function and disposition.

**Standard 5: Therapeutic Intervention**

The Athletic Trainer determines appropriate treatment, rehabilitation and/or reconditioning strategies. Intervention program objectives include long and short-term goals and an appraisal of those, which the patient can realistically be expected to achieve from the program. Appropriate patient-centered outcomes assessments are utilized to document efficacy of interventions.

**Standard 6: Program Discontinuation**

The Athletic Trainer may recommend discontinuation of the intervention program at such time the patient has received optimal benefit of the program. A final assessment of the patients' status is included in the discharge note.

**Standard 7: Organization and Administration**

The Athletic Trainer documents all procedures and services in accordance with local, state and federal laws, rules and guidelines.

**II. Code of Professional Responsibility****Preamble**

The Code of Professional Responsibility (Code) mandates that BOC credential holders and applicants act in a professionally responsible manner in all athletic training services and activities. The BOC requires all Athletic Trainers and applicants to comply with the Code. The BOC may discipline, revoke or take other action with regard to the application or certification of an individual that does not adhere to the Code. The Professional Practice and Discipline Guidelines and Procedures may be accessed via the BOC website, [www.bocatc.org](http://www.bocatc.org).

**Code 1: Patient Care Responsibilities**

The Athletic Trainer or applicant:

- 1.1 Renders quality patient care regardless of the patient's age, gender, race, religion, disability, sexual orientation, or any other characteristic protected by law
- 1.2 Protects the patient from undue harm and acts always in the patient's best interests and is an advocate for the patient's welfare, including taking appropriate action to protect patients from healthcare providers or athletic training students who are, impaired or engaged in illegal or unethical practice
- 1.3 Demonstrates sound clinical judgment that is based upon current knowledge, evidence-based guidelines, and the thoughtful and safe application of resources, treatments and therapies

- 1.4 Communicates effectively and truthfully with patients and other persons involved in the patient's program, while maintaining privacy and confidentiality of patient information in accordance with applicable law
  - 1.4.1 Demonstrates respect for cultural diversity and understanding of the impact of cultural and religious values
- 1.5 Develops and maintains a relationship of trust and confidence with the patient and/or the parent/guardian of a minor patient and does not exploit the relationship for personal or financial gain
- 1.6 Does not engage in intimate or sexual activity with a patient and/or the parent/guardian of a minor patient
- 1.7 Informs the patient and/or the parent/guardian of a minor patient of any risks involved in the treatment plan
  - 1.7.1 Does not make unsupported claims about the safety or efficacy of treatment

**Code 2: Competency**

The Athletic Trainer or applicant:

- 2.1 Engages in lifelong, professional and continuing educational activities to promote continued competence
- 2.2 Complies with the most current BOC recertification policies and requirements

**Code 3: Professional Responsibility**

The Athletic Trainer or applicant:

- 3.1 Practices in accordance with the most current BOC Practice Standards
- 3.2 Practices in accordance with applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.3 Practices in collaboration and cooperation with others involved in a patient's care when warranted; respecting the expertise and medico-legal responsibility of all parties
- 3.4 Provides athletic training services only when there is a reasonable expectation that an individual will benefit from such services
- 3.5 Does not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services or the skills, training, credentials, identity, or services of athletic training

- 3.5.1 Provides only those services for which they are prepared and permitted to perform by applicable local, state and/or federal rules, requirements, regulations and/or laws related to the practice of athletic training
- 3.6 Does not guarantee the results of any athletic training service
- 3.7 Complies with all BOC exam eligibility requirements
- 3.8 Ensures that any information provided to the BOC in connection with exam eligibility, certification recertification or reinstatement including but not limited to, exam applications, reinstatement applications or continuing education forms, is accurate and truthful
- 3.9 Does not possess, use, copy, access, distribute or discuss certification exams, self-assessment and practice exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.10 Takes no action that leads, or may lead, to the conviction, plea of guilty or plea of nolo contendere (no contest) to any felony or to a misdemeanor related to public health, patient care, athletics or education; this includes, but is not limited to: rape; sexual abuse or misconduct; actual or threatened use of violence; the prohibited sale or distribution of controlled substances, or the possession with intent to distribute controlled substances; or improper influence of the outcome or score of an athletic contest or event
- 3.11 Reports any suspected or known violation of applicable local, state and/or federal rules, requirements, regulations and/or laws by him/herself and/or by another Athletic Trainer that is related to the practice of athletic training
- 3.12 Reports any criminal convictions (with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs) and/or professional suspension, discipline, or sanction received by him/herself or by another Athletic Trainer that is related to athletic training
- 3.13 Cooperates with BOC investigations into alleged illegal or unethical activities. Cooperation includes, but is not limited to, providing candid, honest, and timely responses to requests for information
- 3.14 Complies with all confidentiality and disclosure requirements of the BOC and existing law
- 3.15 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization
- 3.16 Complies with all conditions and requirements arising from certification restrictions or disciplinary actions taken by the BOC, including, but not limited to, conditions and requirements

contained in decision letters and consent agreements entered into pursuant to Section 4 of the *BOC Professional Practice and Discipline Guidelines and Procedures*.

**Code 4: Research**

The Athletic Trainer or applicant who engages in research:

- 4.1 Conducts research according to accepted ethical research and reporting standards established by public law, institutional procedures and/or the health professions
- 4.2 Protects the human rights and well-being of research participants
- 4.3 Conducts research activities intended to improve knowledge, practice, education, outcomes, and/or public policy relative to the organization and administration of health systems and/or healthcare delivery

**Code 5: Social Responsibility**

The Athletic Trainer or applicant:

- 5.1 Strives to serve the profession and the community in a manner that benefits society at large
- 5.2 Advocates for appropriate health care to address societal health needs and goals

**Code 6: Business Practices**

The Athletic Trainer or applicant:

- 6.1 Does not participate in deceptive or fraudulent business practices
- 6.2 Seeks remuneration only for those services rendered or supervised by an AT; does not charge for services not rendered
  - 6.2.1 Provides documentation to support recorded charges
  - 6.2.2 Ensures all fees are commensurate with services rendered
- 6.3 Maintains adequate and customary professional liability insurance
- 6.4 Acknowledges and mitigates conflicts of interest

**Neumann University - Athletic Training Education  
Clinical Orientation Form**

**Student:** \_\_\_\_\_  
**Practicum Course:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_  
**Semester:** \_\_\_\_\_

**Instructions:** Student and preceptor should meet at a mutually convenient time to discuss the topic's listed below. A thorough explanation of each topic will allow both the student and preceptor to understand each other's expectations for the successful completion of the practicum assignment. After each topic has been addressed both parties MUST initial in the box to signify, they understand and agree upon the expectations and rules associated with that topic.

<b>Preceptor</b> <i>(Initial)</i>	<b>Student</b> <i>(initial)</i>	<b>Topic</b>
		<b>Ground Rules and Dress Code:</b> Discuss acceptable attire and rules for AT students. <ul style="list-style-type: none"> <li>• Is cell phone use acceptable in AT Room?</li> <li>• Can students bring homework/study during down time?</li> </ul>
		<b>Education and Clinical Background:</b> Review the ATR courses the student has successfully completed and those in progress. Review previous clinical practicum experiences. <ul style="list-style-type: none"> <li>• What skills/proficiencies is the student is confident in performing? What do they wish to practice or improve upon?</li> </ul>
		<b>Review Emergency Action Plan (EAP):</b> Review the emergency phone numbers, location of the EAP and communications to initiate EAP and students role in EAP.
		<b>Review OSHA regulations:</b> Review the locations of personal protective devices and biohazard containers. Review Blood-borne Pathogen Exposure Plan
		<b>Communication:</b> Determine the best way for the preceptor and the student to make contact in case of illness, cancelled events, schedule changes etc. (cell phone or office #'s) Are email and/or text message appropriate forms of communication?
		<b>Proficiencies:</b> discuss the process for proficiencies to be identified, practiced, and evaluated. <ul style="list-style-type: none"> <li>• When will goal sheets be discussed?</li> <li>• When will the preceptor enter the proficiencies on ATrack?</li> </ul>
		<b>Review Policy &amp; Procedures</b> <ul style="list-style-type: none"> <li>• Review communicable/infectious disease policies</li> <li>• Patient privacy and confidentiality protections</li> <li>• Documentation</li> <li>• How will patients differentiate students from practitioners</li> </ul>
<b>Provide explanation of how/when proficiencies will be evaluated:</b>		
		<b>Schedule:</b> Determine a schedule that will maximize the student's meaningful learning experience and help them to attain the required hours. <ul style="list-style-type: none"> <li>• Approximate weekly hours averages: 598/599=15-25hrs; 698/699=20-30hrs</li> </ul>
<b>Provide explanation of weekly student schedule expectations:</b>		
<b>Answer the following:</b>		
YES	NO	Will the student be required to attend their clinical site for weekend events?
YES	NO	Will the student be required to attend their clinical site during NU's Fall Break? 10/11-10/12

**Preceptor:** \_\_\_\_\_

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

**Student:** \_\_\_\_\_

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

**Glossary / Important Terms**

(Taken from Commission on Accreditation of Athletic Training Education, full glossary online at: <http://caate.net>)

<b>Athletic Trainers</b>	Health care professionals who render service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the state's statutes, rules, and regulations. As a part of the health care team, services provided by athletic trainers include primary care, injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions.
<b>Athletic Training Clinical Experiences</b>	Direct client/patient care guided by a preceptor who is an athletic trainer or physician. Athletic training clinical experiences are used to verify students' abilities to meet the curricular content standards. When direct client/patient care opportunities are not available, simulation may be used for this verification. <i>See also clinical education.</i>
<b>Clinical Education</b>	A broad umbrella term that includes three types of learning opportunities to prepare students for independent clinical practice: athletic training clinical experiences, simulation, and supplemental clinical experiences.
<b>Clinical Site</b>	A facility where a student is engaged in clinical education.
<b>Health Care Providers</b>	Individuals who hold a current credential to practice the discipline in the state and whose discipline provides direct patient care in a field that has direct relevancy to the practice and discipline of athletic training. These individuals may or may not hold formal appointments to the instructional faculty.
<b>Health care informatics</b>	The interdisciplinary study of the design, development, adoption, and application of information-technology-based innovations in the delivery, management, and planning of health care services
<b>Health literacy</b>	The degree to which an individual has the capacity to obtain, process, and understand basic health information and services in order to make appropriate health decisions
<b>Immersive Clinical Experience</b>	A practice-intensive experience that allows the student to experience the totality of care provided by athletic trainers.
<b>Medical Director</b>	Currently licensed allopathic or osteopathic physician who is certified by an ABMS- or AOA-approved specialty board and who serves as a resource regarding the program's medical content.
<b>Preceptor</b>	Preceptors supervise and engage students in clinical education. All preceptors must be licensed health care professionals and be credentialed by the state in which they practice. Preceptors who are athletic trainers are state credentialed (in states with regulation), certified, and in good standing with the Board of Certification. A preceptor's licensure must be appropriate to his or her profession. Preceptors must not be currently enrolled in the professional athletic training program at the institution. Preceptors for athletic training clinical experiences identified in Standards 14 through 18 must be athletic trainers or physicians.
<b>Professionalism</b>	Relates to personal qualities of honesty, reliability, accountability, patience, modesty, and self-control. It is exhibited through delivery of patient-centered care, participation as a member of an interdisciplinary team, commitment to continuous quality improvement, ethical behavior, a respectful demeanor toward all persons, compassion,

	a willingness to serve others, and sensitivity to the concerns of diverse patient populations.
<b>Simulation</b>	An educational technique, not a technology, to replace or amplify real experiences with guided experiences that evoke or replicate substantial aspects of the real world in a fully interactive manner. <i>See also clinical education.</i>
<b>Supervision</b>	Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on the student's knowledge and skills as well as the context of care. Preceptors must be on-site and have the ability to intervene on behalf of the athletic training student and the patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.
<b>Supplemental Clinical Experiences</b>	Learning opportunities supervised by health care providers other than athletic trainers or physicians. <i>See also clinical education.</i>
<b>Technical standards</b>	The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.



**NEUMANN UNIVERSITY**  
**Division of Nursing and Health Sciences**

**Consent for Drug Testing Policy and to Obtain and Release Information**

You understand that health care or other agencies where you have scheduled clinical programs may require information including your social security number, academic history, FBI fingerprinting, state criminal records, child/elder abuse reports, health history, physical examinations, tuberculin skin tests (Quantiferon blood test) and /or chest x-ray results, immunization records, blood titers for communicable diseases and substance abuse testing.

You understand that you may be required to submit to substance abuse screening prior to clinical placement, or during clinical experiences. If you test positive, you may be referred to Counseling and Health Services for assistance with a substance abuse problem. Such referrals, however, will not preclude the University from taking other disciplinary actions, up to and including removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. Athletic training students or with a positive substance abuse screening will be reported to the State Board of Medicine, as required by state law. You understand that you are responsible for costs incurred for these screenings. (Please contact the Athletic Training Program Director for additional information.)

Your signature below confirms that you give permission to Neumann University to: undertake all necessary actions to obtain the information listed above, including background investigations (i.e. FBI fingerprinting, state criminal records, child/elder abuse reports), substance abuse testing and medical screening; to receive the results of any such investigations, testing or screening; and to release the results of such investigations, testing or screening at the request of affiliated clinical agency or their representatives.

You understand that, if you refuse to consent to these investigations, testing or screening, and/or if you interfere with the process of obtaining accurate and truthful results in any way, you will be ineligible to participate in the clinical program, and, therefore, be unable to meet course requirements. You also understand that a clinical agency may deny you access to the facility based on the information provided, making you ineligible to participate in the clinical program, and, therefore unable to meet course requirements.

You understand the Drug Testing Policy of Neumann University, and the Division of Nursing and Health Sciences are published in the University Student Handbook and the Athletic Training Student Handbook.

**I give my consent as described herein:** \_\_\_\_\_ **Initials**

**I do not give my consent as described herein:** \_\_\_\_\_ **Initials**

IF YOU HAVE CONSENTED ABOVE, YOU UNDERSTAND AND AGREE THAT YOU RELEASE FOREVER DISCHARGE AND AGREE TO HOLD HARMLESS NEUMANN UNIVERSITY AND ANY AND ALL SUBSIDIARIES, AFFILIATES, PARENT COMPANY, AGENTS, DIRECTORS, OFFICERS AND EMPLOYEES FROM ANY AND ALL LIABILITY AND CLAIMS ARISING OUT OF OR IN CONNECTION WITH THE INVESTIGATIONS, TESTING AND SCREENING REFERENCED HEREIN.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**FERPA Student Release Form**

Pursuant to federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), Neumann University Athletic Training Program, Division of Nursing and Health Sciences cannot disclose information contained in a student’s educational records without the student’s written consent, except to the extent that FERPA authorizes disclosure without consent per exceptions to the Act. Students may authorize the Athletic Training Program, Division of Nursing and Health Sciences to release their educational records (clearance forms, health records, criminal checks, background checks, work history and personally identifiable information) to clinical agencies, licensing boards, and/or certification agencies by completing this form.

Students that enroll in Neumann University’s Athletic Training Program, Division of Nursing and Health Sciences must complete certain clinical, practicum and other on-premises hours to fulfill certain curriculum and professional requirements. Some clinical agencies require copies of various clearance forms, including but not limited to health status reports, criminal record checks, drug testing, background checks, child abuse clearances, work history and personally identifiable information, as well as students’ social security number, and may also create and transmit records regarding student evaluations and performance. We must receive this fully completed form, including your name, signature, date, and locations that you authorize the documentation to be sent at the bottom of this page in order to release this information so that the clinical agency/placement will accept your participation in its clinical program. In addition, it may be necessary for you to discuss or explain this information with a confidential member of the University staff in advance of providing this necessary documentation to the clinical sites, licensing boards certification agencies, and/or accreditation entities.

**RELEASE**

I hereby authorize Neumann University Athletic Training Program, Division of Nursing and Health Sciences to release the information described above to clinical agencies outlined below and the applicable licensing boards and/or certification agencies. I further authorize confidential members of University staff to have this information in their possession for the limited purposes of clinical placement and as necessary for the relevant licensing boards, certification agencies, and accreditation entities to allow them to discuss this information directly with me or the clinical site.

I acknowledge that the release is valid until I complete my degree at the Neumann University Athletic Training Program, Division of Nursing and Health Sciences. I understand that I may revoke this permission at any time by notifying the Athletic Training Program, Division of Nursing and Health Sciences in writing. I further understand that if I refuse to sign this release or revoke this permission that it may impact my ability to complete my degree program.

Agencies authorized to receive information:

\_\_\_\_\_

**NO CLINICAL PLACEMENTS CAN BEGIN UNTIL THIS RELEASE IS COMPLETED AND RETURNED.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Neumann University  
Athletic Training Student Manual**

**Handbook Signature Page**

I, \_\_\_\_\_ (print name), have received, read and understand the Neumann University Graduate Athletic Training Student Manual. Any questions regarding the content and interpretation of the manual have been answered to my satisfaction by the Program Director.

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

\_\_\_\_\_  
Date