



WESTERN MICHIGAN UNIVERSITY
College of Education and Human Development
Athletic Training

Policy & Procedure Manual
(Revised September 2020)

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I. Introduction

Athletic training is practiced by athletic trainers. “Athletic trainers (ATs) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of a physician as prescribed by state licensure statutes.” (<https://www.nata.org/about/athletic-training>)

The Western Michigan University (WMU) Athletic Training Professional Program (ATPP) is committed to the profession of athletic training and to developing the next generation of athletic trainers. We are able to draw from the amazing resources that are available in our area for athletic training education, as well as contribute to the advancement of the profession locally as well as nationally. We, the faculty of the WMU ATPP, believe in our curriculum, our clinical experiences and most of all, our students. We are striving to be one of the best programs in the region, and expect our students to contribute to this vision.

This program leads to a Bachelor of Science degree in Athletic Training and is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Graduates of CAATE accredited programs will be eligible to sit for the Board of Certification (BOC) Examination.

Note to WMU ATPP students:

As an ATPP student, you are expected to be reliable, dependable, loyal, diligent, dedicated, and honest in all your efforts. We also expect you to conduct yourself with the highest level of integrity, to be committed to your academics, and to represent yourself, our staff, our program, and the University with professionalism beyond reproach. Being an athletic training student at WMU is a significant responsibility. You are not only responsible for the health and welfare of the athletes in your care but you represent the University and our program. Our students are to work together to ‘bring each other along’ by encouraging the best from each other and challenging each other to be their best. When issues arise, our students are to work respectfully and professionally to resolve the situation, and to learn and grow from the situation.

Students must also realize that to be a successful athletic training student you must be willing to step out of your comfort zone daily. Stretch yourself! We are creating students and future professionals who ask questions!

A. *ATPP Mission & Vision Statements*

Mission Statement: WMU ATPP is committed to the preparation of highly qualified and skilled athletic trainers who contribute to the global allied health community by providing a distinctive and supportive learning environment. The WMU ATPP encourages student collaboration to critically analyze novel situations and create a shared goal of growth and professional development.

Vision Statement: The WMU ATPP encourages a collaborative, professional learning environment where students work together to critically analyze novel situations and create a shared goal of growth and professional development. We are creating future allied health care

professionals who exhibit integrity, commitment to the athletic training profession and integration into the global allied health care community. Students exhibit a commitment to service, not only in the clinical environment but also to the betterment of the program and institution. This is accomplished through innovative teaching methods in collaboration with exceptional clinical environments.

B. WMU Non-Discrimination Policy

Western Michigan University prohibits discrimination or harassment which violates the law, or which constitutes inappropriate or unprofessional limitation of employment, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

C. Program Goals and Objectives

1. The ATPP is a four-semester program that offers each Athletic Training Student (ATS) the opportunity to complete all core course requirements in a sequential and timely manner.
2. The ATPP is designed to prepare the student for the BOC exam upon graduation from Western Michigan University with a Bachelor of Science Degree in Athletic Training.
3. The ATPP is designed to allow the athletic training student to minor in related fields, take the prerequisites needed for entry into another health care program or pursue advanced studies in athletic training.
4. The ATPP is committed to providing classroom instruction, clinical supervision, and objective assessment and advising to the athletic training student that is consistent with the ideals of the NATA Code of Professional Ethics.
5. Additional institutional-supported mission statements and goals can be found at <http://www.wmich.edu/about/mission/>.

D. Purpose of Manual

The ATPP Policies and Procedure Manual serves as a guide for the procedures, responsibilities and expectations of the program. **It is the responsibility of the ATS to read and adhere to the policies and procedures contained in this manual.** The Faculty and Preceptors will use the procedure manual as a structured guide in all administrative decisions that affect the ATS and ATPP curriculum.

The Western Michigan University's web site is the main link for students in obtaining the most up-to-date information regarding admissions and retention. The main web site can be accessed at: <http://www.wmich.edu/>

II. Description of the WMU ATPP

A. *Athletic Training Faculty*

The **Medical Director** is **Dr. Robert Baker, MD, PhD, AT**, who in coordination with the Program Director, acts as a resource and expert for the medical content of the ATPP in both formal classroom and supervised clinical experiences. Dr. Baker is a Preceptor with the ATPP and also teaches HPHE 2540: General Medical Conditions.

The **Program Director** is a member of the faculty that oversees the organization and administration of all aspects of the ATPP curriculum.

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Undergraduate Program Director
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The **Clinical Coordinator** oversees the program clinical education and experiences, and serves as a liaison for the ATPP between students and clinical supervisors during clinical rotations. She is also the Clinical Instructor Educator (CIE) for the program.

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Athletic Training Faculty: Assists with teaching courses and providing students with additional resources and mentorship.

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B. *ATPP Preceptors:*

The WMU ATPP has several excellent athletic training and other medical and allied health professionals who have agreed to act as Preceptors for our ATS. These professionals have full time job responsibilities outside of the ATPP, yet are committed to providing our students with

invaluable hands on clinical experiences and instruction. They are to be treated with the respect they deserve.

A Preceptor is a BOC Certified Athletic Trainer or other health care professional who has completed Preceptor training through the WMU ATPP. A Preceptor provides formal instruction and evaluation of clinical proficiencies in classroom, laboratory, and/or in clinical education experiences through direct supervision of athletic training students. Only a Preceptor can assist and directly supervise an ATS in the formal critique/evaluation of assigned course competencies and proficiencies.

C. *Athletic Training Students (ATS)*

The ATS is an individual that has been accepted to the WMU Athletic Training Professional Program and is completing the required educational curriculum. It is the position of the WMU-ATPP to recognize only a student accepted and enrolled in the ATPP as an ATS. Students who are not yet accepted into the program are then recognized and categorized as an Observation or Pre-Program students.

Specific Expectations:

Demonstration and continued compliance with the WMU-ATPP Technical Standards for Admission and Retention. The Technical Standards provide for the physical, cognitive, and attitudinal abilities that an entry-level Certified Athletic Trainer must be able to demonstrate in order to function in a broad variety of clinical situations; and to render a wide spectrum of care to athletes and individuals engaged in physical activity. The WMU-ATPP Technical Standards can be accessed on the ATPP web site.

https://wmich.edu/sites/default/files/other/u1635/2018/ATPP%20Technical%20Standards%20Form_0.pdf

All observation, pre-program students, and ATS must follow the policies and procedures presented in this manual.

ATSs are required to participate in annual blood borne pathogen training as well as Basic Life Support (BLS) training. Each ATS must also maintain Standard First Aid certification. ATSs will also be subject to a criminal background check and drug screening prior to their general medical rotation. These checks must both be negative in order for the student to proceed in the ATPP, as outlined in the Criminal Background check and Drug Screening Policy.

Student Classifications

Clinical education rotations are assigned based on the ATS's progression through four specific phases: Observation Student (HPHE 1530), Pre-program Student (HPHE 2530), and ATPP Student (HPHE 4010, 4020, 4030, 4040).

Phase I: Observation Student

Phase I of students' clinical education experience involves an orientation to the athletic training profession and to the procedures/operations of Western Michigan University's Department of Medical Services. Each student that has declared Athletic Training as a program of study and is enrolled in HPHE 1530: Introduction to Athletic Training will be required to complete an observation schedule designated by the Clinical Coordinator. Scheduled observation dates will be with Preceptors at WMU and Kalamazoo College. Each student is assigned a minimum of two to three individual dates of observation with no specific hour requirement.

Phase I students are considered novice and are only permitted to observe or to assist with tasks that are directly supervised by a Preceptor (i.e. filling a cooler); students are not allowed to perform skills on patients, but may practice skills learned in such courses as HPHE 1100: Taping and Bracing on other ATPP peers while under the supervision of his/her assigned Preceptor. Observation students are permitted to voluntarily assist with event and facility set up during special home athletic events.

Phase II: Pre-program Student

Phase II of the pre-program student's clinical education experience involves an extensive introduction to the Athletic Training profession. Pre-program students complete two, five-week Preceptor assigned rotations while enrolled in HPHE 2530: Injury/Illness Survey and Management. Each student is assigned a Preceptor and clinical education experience based on availability. Class assignments will facilitate the clinical education experience. The pre-program students are allowed to perform a limited number of tasks as they have demonstrated technical proficiency. As with all students, they are only permitted to observe or to assist with tasks that are specifically supervised by a Preceptor.

Pre-program students are permitted to voluntarily serve in observation roles during special home athletic events outside their assigned clinical rotation.

Phase III: ATPP Student

Phase III identifies students that have been officially accepted into the ATPP and encompasses the four-semester curriculum. During this educational phase, the ATS engages in competent practice of proficiencies with Preceptor supervision. Evaluation of skills must be performed under the direct supervision of a Preceptor and only after skills have been instructed in the classroom. The ATS will be assigned to a Preceptor and clinical education experience in the primary clinical site or an affiliated site based on the type of sport and clinical exposure the Preceptor provides. Athletic training students continue to obtain mastery of the clinical competencies and proficiencies while enrolled in HPHE 4000 level Athletic Training Fieldwork I-IV. Skills progressively build upon each other as a student continues through the academic curriculum. The ATS is required to demonstrate Preceptor proficiency of all skills in each designated course before progressing to the next course and subsequent skills. Mastery of all competencies and proficiencies must be achieved prior to completion of HPHE 4040.

There is a specific formula that will be utilized in determining the clinical education assignments. The ATS may request the type of experience they are interested in by completing a

Clinical Experience Interest Survey. The Clinical Coordinator will take these requests into consideration; however, the priority will always be to expose students to a variety of clinical experiences. By the end of this phase, the student is expected to have obtained mastery of all clinical competencies and proficiencies.

III. ATPP Didactic Curriculum

The WMU ATPP is a selective, competitive entry program. Students must first complete required pre-requisites and successfully complete the application process before being accepted in to the ATPP. Successful completion of the ATPP results in a Bachelor of Science in Athletic Training degree.

A. Accreditation

Western Michigan University developed the ATPP curriculum based on accreditation standards presented by the Commission on Accreditation of Athletic Training Education (CAATE). Only graduates of CAATE accredited programs are eligible to sit for the BOC Examination. The WMU-ATPP became accredited in 2005.

B. Admission Requirements

Pre-Program Requirements:

- a. Accepted to Western Michigan University
- b. Attainment of sophomore status (26 credits)
- c. Completion of the following Athletic Training Pre-program courses (or enrolled in course during semester of application) with a minimum 2.5 overall grade point average, and a minimum “C” grade in each of the following required courses:

BIOS 1120	Principles of Biology
BIOS 2110	Human Anatomy
BIOS 2400	Human Physiology
PSY 1000	General Psychology
HPHE 1530	Introduction to Athletic Training
HPHE 1100	Athletic Taping & Bracing
HPHE 1110	Healthy Living
or HOL 1000	Choices in Living
HPHE 1490	Computer Applications for HPHE
HPHE 1810 or 3810	First Aid/CPR
HPHE 2530	Injury/Illness Survey & Management (taken while applying to ATPP)

Complete approximately 60 hours of supervised observation with a Preceptor, in an environment that provides Athletic Training services. A Preceptor must document these hours by signing the hour log provided by the student. Students will complete these hours as part of the course requirements for HPHE 1530 and HPHE 2530.

Students who have transferred from other institutions will be reviewed on a per-case basis and

appropriate accommodations will be made. It is strongly encouraged that all potential transfer students contact the Program Director due to the unique aspects of each situation.

Applications are submitted to the Athletic Training Professional Program by mid-October. Contact the Program Director for the exact date.

Application Procedures:

- a. Obtain application materials from Holly Sisson, Athletic Training Program Director, by contacting her at (269) 387-2701 or holly.l.sisson@wmich.edu.
- b. Return the completed application by deadline (mid-October) to the Athletic Training Program Director. No applications will be accepted after this date. The application will be complete with the following materials:
 1. **Application Form.** This form will be issued by the Program Director
 2. **Essay.** Students will need to compose written responses to questions posed on the application form.
 3. **Two completed ATPP Recommendation Forms.** Letters may not be from staff Athletic Trainers currently employed by WMU or Kalamazoo College.
 4. **Clinical Experience Verification of Hours Forms.** Include completed Hour Logs from HPHE 1530 and 2530 verifying hours of observation.
 5. **Clinical Experience Evaluation Forms.** This form will be completed by each designated Preceptor upon completion of each rotation. Students applying for admission must supply the Evaluation Form to their Preceptor. The Preceptor will then complete the evaluation and the Preceptor will submit the form directly to the Clinical Coordinator or Program Director.
 6. **Physical Evaluation, Immunizations, TB Test, and Hepatitis B Form.** Students must have a physical examination completed and signed by a MD/DO/PA/NP. This must include a documented TB test as well as HBV vaccine status and record of immunizations.
 7. **Technical Standards Form.** The candidate shall understand and sign the Technical Standards document.
 8. **Student Information sheet.** This includes a signature that verifies the applicant has read and understands ATPP Policy & Procedure Manual.
 9. **Code of Confidentiality Form.** Signed and dated by applying student and the Program Director.
 10. **Official Advising Sheet.** This sheet must show your progression in and plan for

taking ATPP courses.

- c. Due to the competitive nature of this Program, the criteria for admittance should be regarded as a **minimum** standard for admittance.
- d. Qualified applicants will then be invited to be interviewed. The selection committee will be comprised of the Athletic Training Program Director, Clinical Coordinator, HPHE faculty or staff members, Preceptors, and/or current ATPP students. The selection committee will evaluate and determine which candidates will be accepted to the Athletic Training Professional Program and notify all candidates by the end of the Fall semester.
- e. Students that are accepted to the Professional Program will be required to schedule an appointment with their academic advisor and register for the required Athletic Training Professional Program courses.
- f. Matriculation for those students accepted will begin the next semester (spring) and will continue for a minimum of four sequential semesters.
- g. Candidates that have not been accepted to the Athletic Training Professional Program can appeal the decision by submitting a formal response to the Athletic Training Program Director within 30 days of the notification. The submission of an appeal does not guarantee or indicate that the candidate will be reconsidered for admission. Students that are not granted admission may reapply the next admissions period. Students may only reapply one time to the ATPP.

Acceptance Criteria for ATPP:

1. Successful completion of Admission Process with a score of 80% or better on the objective point system, based on the admission materials and interview. The top students will then be ranked and admitted based on available space. The objective point system is available for review by contacting the Program Director.
2. Students will receive conditional admittance until all grades for the ATPP pre- requisites have been established. If the student receives a grade of less than a 2.0/C, and the student has been accepted into the Program, the student will be academically sanctioned as outlined in the Disciplinary Policy.

C. Retention criteria for ATPP Students

Graduation requirements are consistent with the University standards for graduation with the following exceptions:

1. A 2.5 overall grade point average.
2. A minimum of “C” grade in each required and core course; a student may repeat a given course only once in order to obtain the minimum of a “C” grade. If the student receives a

grade of less than a 2.0/C, and the student has been accepted into the Program, they will be academically dismissed from the Program.

3. Successful completion of the following program coursework in addition to pre-program requirements. Refer to Four-Year Instructional Guide on ATPP website for recommended progression through curriculum.

HPHE 2400	Motor Development & Learning
HPHE 2540	Medical Conditions in Athletic Training
HPHE 2950	Functional Anatomy & Biomechanics
HPHE 3150	Measurement & Evaluation
HPHE 3825	Athletic Injury Evaluation of the Lower Extremity
HPHE 3830	Athletic Injury Evaluation of the Upper Extremity
HPHE 3840	Therapeutic Modalities
HPHE 2980	Exercise Physiology
HPHE 3960	Principles of Strength & Conditioning
HPHE 3970	Exercise & Sport Nutrition
HPHE 4010	Fieldwork in Athletic Training I
HPHE 4020	Fieldwork in Athletic Training II
HPHE 4030	Fieldwork in Athletic Training III
HPHE 4040	Fieldwork in Athletic Training IV
HPHE 4430	Professional Development in Athletic Training
HPHE 4860	Therapeutic Ex. of Athletic Injuries
HPHE 4870	Sports Medicine Seminar

4. All ATPP students must provide proof of student membership in an Athletic Training Professional organization by March 1st each year. For First and Second Semester Students: Acceptable organizations include the National Athletic Trainers' Association (NATA), Michigan Athletic Trainers' Society (MATS), or the WMU Student Professional Association of Sports Medicine (SPASM). The cost for student memberships ranges from \$10-75 annually. Students in their third and final semesters of the program are required to belong to the NATA for career position listings, for access to NATA mock exams, and for a reduced rate to take the Board of Certification (BOC) exam.
5. Students must complete an evaluation of the ATPP faculty and program at the end of each semester. This form will be provided to them by the faculty and students will be allowed to complete this form anonymously.
6. Abiding by the WMU ATPP Policy & Procedures Manual.
7. Successful completion of TB test and criminal background check.

D. Graduation Criteria for ATPP

- a. Students must successfully complete a graduation audit through the WMU Registrar.

- b. Student satisfactorily maintains ATPP retention standards and is in good standing with the program.
- c. Student has completed all clinical proficiencies and competencies to the Mastery level and has turned in this documentation to the ATPP faculty.
- d. Students must complete an Exit Survey and Interview with a member of the ATPP faculty prior to graduation.
- e. Successful completion of ATPP criteria will result in the ATS receiving the Program Director's endorsement to sit for the BOC examination.

IV. Clinical Education

The ATPP clinical education is overseen by the Clinical Coordinator. Any issues or concerns should be referred to her.

Clinical education will take place primarily at Western Michigan University, however a variety of affiliated clinical sites are utilized as well. Of all clinical educational experiences, 75% must occur under the supervision of a Preceptor who is an AT.

Clinical education experiences must occur in the following areas:

- **Equipment Intensive:** football, hockey, lacrosse
- **General Medical:** family and general practice physician offices
- **General Athletics:** high school and collegiate settings.
 - Upper and lower extremity intensive
 - Varying levels of risk
 - Both male and female sports
- **Rehabilitation:** at general athletic clinical rotations, sports medicine/rehabilitation clinics, and other affiliated sites

A. Clinical Rotation Sites

Note: Settings vary with Preceptor availability.

- Intercollegiate:
 - Western Michigan University Department of Medical Services
 - Kalamazoo College Athletics
- Clinical/Medical Settings:
 - NovaCare Physical Therapy
 - Armor Physical Therapy
 - Bronson Healthcare
 - Borgess Bone & Joint Institute
 -
- High Schools (Possible sites include):

- Otsego High School
- Plainwell High School
- Mattawan High School
- Portage Northern High School
- Portage Central High School

B. Duties of Preceptors

A preceptor functions to:

1. Supervise students during clinical education.
2. Facilitate the clinical integration of skills, knowledge, and evidence regarding the practice of athletic training.
3. Provide educational opportunities for the student to develop clinical integration proficiencies, communication skills and clinical decision-making during actual patient/client care, and provide accurate assessment of athletic training students' performance.
4. Demonstrate understanding of and compliance with the program's policies and procedures.
 - a. Provide the ATPP Clinical Coordinator a copy of the site's Bloodborne Pathogens Plan and Emergency Action Plan.
 - b. Provide each ATS an orientation for the clinical setting that includes Bloodborne Pathogens Plan and Emergency Action Plan. The Preceptor should also work with each ATS to establish individual goals for the clinical rotation.
 - c. Provide direct supervision of each ATS when performing Athletic Training services. CAATE (2008) defines Direct Supervision as "the Preceptor must be physically present and have the ability to intervene on behalf of the athletic training student and the patient. This does not, however, imply that a student cannot make independent decisions or that the preceptor has to stand next to the student at all times. Preceptors should use graded supervision of students which allows for students to have supervised autonomy at the discretion of the supervisor. This encourages students to think and act independently as well as utilize critical thinking."
 - d. Will not discriminate against an ATS in accordance with University policy.
 - e. Assign responsibilities to the ATS that are clearly delineated in and restricted to the Athletic Training Educational Competencies provided for the student's academic level. Each ATS may only perform skills that he or she has learned in the classroom prior to performing those skills on patients.
 - f. Accept that clinical experiences must follow a logical progression that allows for increasing amounts of clinically-supervised responsibility. The clinical education plan

must follow and reinforce the sequence of formal classroom and psychomotor skill learning.

- g. Encourage the ATS to become critical thinkers and students who ask questions. WMU ATPP students know they are expected to get out of their comfort zones on a daily basis.
- h. Will not utilize an ATS to take the place of a BOC-Certified Athletic Training staff member, perform duties above and beyond the student's current academic level, or require the ATS to perform duties that are not associated with the WMU-ATPP academic curriculum and clinical education process and experience
- i. Follow ATPP Clinical Hours policy
- j. Understand that Pre-program and Observation students are not allowed to provide direct patient care, as directed by CAATE (2008).
- k. Provide the ATPP with updated credentialing documentation including professional certifications (i.e. BOC) and licensure.
- l. Receive planned and ongoing education from the program designed to promote a constructive learning environment.

C. Duties of Athletic Training Students (ATS)

The ATS is an individual that has been accepted to the WMU Athletic Training Professional Program and is completing the required educational curriculum.

It is the position of the WMU-ATPP to recognize only a student accepted and enrolled in the ATPP as an ATS. Students who are not yet accepted into the program are then recognized and categorized as an Observation or Pre-Program student.

Specific Expectations of AT Students:

- a. Athletic Training Students will perform clinical education rotations during each semester of the Program. Once admitted to the WMU-ATPP, ATSs will be assigned to a minimum of four subsequent clinical education rotation experiences which are part of the 4000-level Fieldwork courses.
- b. An ATS, acting under the supervision of a Preceptor, may only perform athletic training clinical skills that he/she has been formally instructed and demonstrated competency on as part of a required course prior to performing those skills on patients.
- c. Each ATS must follow the ATPP Clinical Hours Policy and maintain a record of supervised clinical education hours. These hours must be recorded on a daily basis on the Hours Log Form. Original forms are to be submitted to the Clinical Coordinator and kept in the student's Program file; the ATS may keep a copy for his/her own records.

- d. Each ATS will be required to complete a series of evaluations during the course of a clinical rotation. Students will provide their clinical supervisor with two evaluations for their supervisor to assess their performance at the mid-point of the rotation and at the end of the rotation. Students will also complete an evaluation of their clinical supervisor and of the clinical rotation site at the end of each rotation. This evaluation forms will be made available to students through their e-learning page for their 4000-level clinical course.
- e. ATSs must recognize that fulfillment of clinical rotation duties is an extension of coursework and must take priority. Only scheduled course times are considered an acceptable reason for not fulfilling clinical rotations. Students must arrange for outside activities to not interfere with clinical duties and expectations, i.e. outside employment, sports/activity participation, extracurricular activities etc.
- f. Students must be aware that they may have rotations that take place at off- campus locations that require a significant amount of travel time: All students must be able to travel to these sites if assigned.
- g. Each ATS must abide by the Policies and Procedures outlined in this manual during clinical rotations, as clinical rotations are an extension of their education.
- h. Each ATS must take responsibility for appropriate time management in order to successfully complete the demands of the ATPP. Students are encouraged to seek appropriate academic help and help in dealing with the pressures and stresses of life events as the need arises. Students should not wait until they are at a 'breaking point' before seeking help. Students should consult the Program Director, Clinical Coordinator or seek assistance from WMU Center for Counseling & Psychological Services located in Sangren Hall.

Clinical responsibilities outside of academic calendar

Clinical education rotations may begin prior to or extend beyond the institution's academic calendar. Contingencies for out of academic calendar assignments will be discussed between the students and the Clinical Coordinator when the clinical rotation is assigned. At that time, the students' level of participation with these rotation experiences will be determined. However, students must be aware that last minute changes to the original plan will be evaluated on a per case basis and could be subject to the discipline policy if deemed unprofessional.

WMU preseason football camp and all other WMU preseason sports are required clinical education experiences for all ATS assigned to the Preceptor supervising those sports in the Fall. If an ATS is unable or unwilling to complete this part of the assignment, the Clinical Coordinator must be notified in order to rectify the situation or consider assigning the ATS to another clinical education experience. Designated competencies and proficiencies are tied to this experience. In order to reduce a student's financial hardship that preseason may incur, the WMU ICA may offer students lodging in designated facilities and an appropriate meal plan. It should be noted that an ATS must have an equipment intensive clinical education experience in order to graduate from the WMU-ATPP and be eligible to sit for the BOC Examination.

D. Clinical Hours Policy

- ATS weekly hours cannot exceed the WMU work study policy for weekly hours of student employment, which is 25 hours/week. This is a MAXIMUM, not a suggestion.
- ATS are expected to complete 15 hours/week MINIMUM in order to meet the requirements of the Clinical Fieldwork course (HPHE 4010,4020, 4030, 4040).
- Generally, an ATS should expect to work an AVERAGE of 20 hours/week during the semester.
- Each ATS must also be scheduled for a minimum of one day a week without clinical rotation responsibilities.

E. Resolution of Professional Behavioral Concerns

1. **ATS issue with Preceptor:** Athletic training students that have concerns with the clinical aspect of their education should schedule a meeting with their respective Preceptor. If the matter is left unresolved with this meeting, or the clinical issue is not specific to a staff member, then a meeting should be scheduled with the Clinical Coordinator. The ATPP Program Director supervises the Clinical Coordinator and is the next link in the academic organizational structure.

If the concern is related to a student-athlete, coach, or other clinical site staff member and cannot be resolved with the ATS's Preceptor, then the student should consult with the Clinical Coordinator about following the clinical site's organizational model.

2. **Preceptor Issue with ATS:** Preceptors are invaluable in providing professional mentoring to the athletic training students. As individuals developing on both a personal and professional level, it is essential that students are made aware of issues or concerns appropriately and immediately in order to facilitate a student's professional growth. The sooner concerns are brought to the attention of an ATS, the more effective the correction and the more stable the professional relationship becomes between the Preceptor and the ATS. Minor misunderstandings and communications can quickly evolve into big issues that are much more challenging to manage.

The following policy is to support Preceptors in the instruction of developing ATs and also to ensure that ATPP AT students are taught a professional way of dealing with the normal conflicts that occur in a professional environment. This policy outlines the appropriate way for all parties to address concerns of minor behavioral issues. It is essential all actions be documented and shared with the Clinical Coordinator. More serious concerns, such as insubordination, negligence, fraternization, sexual harassment, or other significant violations should be dealt with immediately by directly contacting the Clinical Coordinator and/or Program Director for implementation of the Disciplinary Policy.

When a preceptor has concerns regarding professional behavior of an ATS that if not corrected would jeopardize the student's position at the clinical site, the following sequence of actions should be taken immediately.

- a. The negative behavior should be identified by the Preceptor. This should be a specific action the Preceptor has witnessed. For example, if an ATS is talking to an athlete in an inappropriate manner, the Preceptor needs to address the specific words and actions that make it inappropriate.
- b. The Preceptor then should bring the behavior up to the ATS as soon as possible, privately, identifying the specific unprofessional behavior. However, it is advised that a witness be present, ideally another Preceptor or other administrator, not another ATS.
- c. The Preceptor should suggest behavior modification with explanation of the necessity of the correction. The Preceptor should also ensure that the ATS comprehends the issue.
- d. The Preceptor, if appropriate, should give the ATS specific ways that behavior needs to be modified and a time frame for making the necessary behavioral adjustments.
- e. The Preceptor should use the Resolution of Professional Behavioral Concerns Form (available from the WMU ATPP Clinical Coordinator), to document the incident and conversation. The completed form should be forwarded to the Clinical Coordinator. The Clinical Coordinator will review the form and determine with input from the Preceptor if an action needs to be taken from the ATPP faculty. Otherwise, the incident will be left to the discretion of the Preceptor.
- f. The Preceptor should follow up with the ATS within 2 weeks (or designated time frame) to provide feedback on his/her progress.
- g. If the behavior has not resolved, the Preceptor should contact the Clinical Coordinator. At that time further action, including invoking the WMU ATPP Disciplinary Policy, will be considered.
- h. ATS are to recognize that is policy is for their professional growth and should request the steps outlined here be taken to address any areas of concern identified by his/her Preceptor.

V. Athletic Training Student Policies

A. NATA Foundational Behaviors of Professional Practice (5th ed. Competencies)

These basic behaviors permeate every aspect of professional practice and should be incorporated into instruction throughout the educational program.

Primacy of the Patient

- Recognize sources of conflict of interest that can impact the client's/patient's health
- Know and apply the commonly accepted standards for patient confidentiality

- Provide the best health care available for the client/patient
- Advocate for the needs of the client/patient

Team Approach to Practice

- Recognize the unique skills and abilities of other health care professionals
- Understand the scope of practice of other health care professionals
- Execute duties within the identified scope of practice for athletic trainers
- Include the patient (and family, where appropriate) in the decision-making process
- Work with others in effecting positive patient outcomes

Legal Practice

- Practice athletic training in a legally competent manner
- Identify and describe the laws that govern athletic training
- Understand the consequences of violating the laws that govern athletic training

Ethical Practice

- Comply with the NATA's Code of Ethics and the BOC's Practice Analysis
- Understand the consequences of violating the NATA's Code of Ethics and BOC's Practice Analysis
- Comply with other codes of ethics, as applicable.

Advancing Knowledge

- Critically examine the body of knowledge in athletic training and related fields
- Use evidence-based practice as a foundation for the delivery of care
- Appreciate the connection between continuing education and the improvement of athletic training practice
- Promote the value of research and scholarship in athletic training
- Disseminate new knowledge in athletic training to fellow athletic trainers, patients, other health care professionals, and others as necessary

Cultural Competence

- Describe the impact that clients'/patients' cultural differences have on their attitudes and behaviors toward health care
- Demonstrate knowledge, attitudes, behaviors, and skills necessary to achieve optimal health outcomes for diverse patient populations.
- Work respectfully and effectively with diverse populations and in a diverse work environment

Professionalism

- Advocate for the profession
- Demonstrate honesty and integrity
- Exhibit compassion and empathy
- Demonstrate effective interpersonal communication skills

B. Confidentiality

Discussion of medical information must be done on a professional basis. The ATS shall not

discuss the medical condition of any student-athlete unless it is with the staff Athletic Trainers, team physicians, and in an approved educational environment. Authority to discuss student-athletic related injuries with the coaches and parents is strictly limited to information generated from and approved by the supervising AT. Athletic Training Students are not permitted to discuss student-athletic-related injuries with the media, family or friends.

Students should be aware that while this policy is always in effect, when assigned to high profile sports, there may be increased pressure to divulge confidential information. This will not be tolerated.

Violation of confidentiality is grounds for disciplinary action.

All students must sign the Confidentiality statement annually which states: I understand that medical information I am exposed to at any clinical rotation assignment is confidential and may not be divulged to anyone except the person who owns the information, those faculty, staff or administrators who have need to know and those individuals or agency who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974, as amended (FERPA). If I release confidential information or discuss confidential information outside of the clinical facility, I understand that I will be immediately disciplined as stated in the WMU ATPP Policy & Procedure Manual.

C. Social Relationships/Fraternization

The primary goal of the WMU ATPP is to provide quality educational experiences that will result in exceptional professionals. A valuable component of the academic curriculum is the practical experiences within the field of athletic training that not only provide clinical skills, but skills in professionalism as well.

Social relationships are a natural part of the educational environment at the collegiate level. However, professionalism must permeate these relationships. WMU ATPP students should be aware of the potential problems with becoming involved with a peer who is an intercollegiate student-athlete or another ATS. Because clinical education rotations are assigned as a component of curriculum course-work, social situations and/or dating involving an ATS and/or an intercollegiate student athlete (regardless of gender) or between other ATSs is strongly discouraged and is considered inappropriate.

If an ATS is dating or develops a friendly relationship beyond delivering health-care services with an intercollegiate student-athlete or fellow ATS in the athletic training room that they are utilizing for the clinical education experience, or is assigned the same Preceptor, it must be reported to the Program Director and Clinical Coordinator immediately. This can range from casual sexual conduct to a serious dating relationship. If the Program Director becomes aware of a social relationship that was not brought to her attention disciplinary action will be taken as outlined in this manual. Further decisions regarding disciplinary actions will be reviewed and established on a per case basis.

Although no disciplinary action will be taken if the Program Director is immediately made aware of a social relationship with a peer, the ATS should not misinterpret this as the ATPP faculty and

Clinical Supervisors supporting these relationships. If an ATS has to be moved from his or her initial clinical rotation assignment more than 1 time in an academic year in accordance with the socialization/fraternization policy, further disciplinary action will be taken.

Of course, ANY social relationship between an ATPP student and a minor (under the age of 18), or ANY student enrolled at a high school site regardless of age is never appropriate and will be grounds for immediate dismissal from the ATPP, as well as potential legal action.

Inappropriate professional behavior will not be tolerated. All Policies and Procedures and disciplinary action are supported by the WMU Student Code of Conduct.

Students should also be aware that inappropriate use of social media will not be tolerated. This includes derogatory, inflammatory or coercive comments made towards members of the WMU ATPP community. This is considered unprofessional behavior and will be subject to the WMU ATPP Disciplinary Action Policy. Disagreements must be managed appropriately and professionally utilizing the proper channels. Use of social media must comply with the WMU Web Governance Social Media Policy.

D. Dress Code

As health care providers, WMU ATS and affiliated clinical sites must maintain a professional work environment. The ATS plays an important and visible role in the provision of medical services. Proper attire is required for the health and safety of the ATS and the student-athletes. In addition, the ATS must respect the professional atmosphere in the spirit of public relations for the profession of Athletic Training and as a representative of WMU and the ATPP.

Each sport and affiliated site may require a more specific dress code and the ATS should consult staff members if further clarification is needed. The following information should serve as a guide for the appropriate attire for the ATS.

1. All Athletic Training Facilities (on campus and affiliated sites):

- The ATS should wear a collared shirt, sweater or a non-hooded sweatshirt with the Western Michigan University logo and/or WMU colors only (brown, gold, yellow, black, white, or gray; NO other colors will be acceptable). Exception: If the ATS has been provided with gear specific to the site that fits the affiliated site's policy, they may wear that gear as well.
- A collared shirt, sweater or professional looking sweatshirt with no advertisement designs. Small name brand logos are permitted as long as it does not cover the entire front or back of the shirt (this is up to the discretion of the clinical supervisor).
- Semi-formal or casual slacks (or shorts) are permitted that are brown, black, navy (not denim), or khaki. Acceptable length of the shorts includes those that do not pass below the top of the knees or exceed above mid-thigh.
- Socks or nylons are required.
- No sandals or open toed shoes.
- Brown, black, navy, gray or khaki athletic pants suits are acceptable.
- Name-tag worn.
- No facial jewelry may be worn by either sex.
- No hats.

- Hair style must be non-distracting and professional.

2. All Athletic Events (Home & Away) (on campus and affiliated sites):

- A Western Michigan University (or affiliated site) athletic collared shirt, tee shirt, sweater or sweatshirt: ATS is to follow the discretion of the assigned clinical supervisor.
- Black, brown, navy or khaki colored casual or semi-dress pants/shorts
- For home basketball, volleyball, and gymnastics events, consult the supervising assigned Preceptor /staff athletic trainer for any changes in this dress code. Remember that each staff athletic trainer may require a more specific dress code for the athletic training student when assigned to a specific team.
- Name-tag worn.
- No facial jewelry may be worn by either sex.
- Hair style must be non-distracting and professional.

3. Outerwear

- Students must dress appropriately for weather conditions, however should also maintain a professional demeanor. You are representing WMU ATPP and should not look like you are at a fashion event. Failure to dress for the weather is not a valid reason for leaving a clinical rotation.
- Outerwear (coats, hats, pants) should be of a neutral color and have minimal to no patterns. Issued outerwear should always be your first choice; however, conditions may call for other items.
- Sunglasses should be professional looking and not the latest trendy shades.

1) All Medical Facilities and Sports Medicine Clinics:

- A Western Michigan University athletic collared shirt or sweater: ATS is to follow the discretion of the assigned clinical supervisor. Assume NO tee shirts or sweatshirts unless directly approved by clinical supervisor.
- Black, brown, navy or khaki colored casual or semi-dress pants. NO shorts or athletic /wind pants.
- Socks or nylons are required.
- No sandals or open toed shoes.
- Name-tag worn.
- No earrings for males or facial jewelry may be worn by either sex.
- No hats.
- Hair style must be non-distracting and professional.

E. Student use of Phones and other mobile devices

As a matter of professionalism, students are not permitted to utilize phones or other mobile devices while fulfilling their clinical rotations. Preceptors have access to mobile devices needed for emergency situations; therefore, it is unnecessary for a student to have such a device. If a Preceptor deems student use of a mobile device as necessary or appropriate on an individual basis, that is left to the discretion of the Preceptor.

If a student is found to be using any mobile device inappropriately, they will be subject to the

discipline policy.

F. Employment and Extracurricular Activities

The WMU-ATPP understands that employment opportunities, social interaction, and sport participation are activities that are commonly desired and necessary. If the ATS desires to participate in any extracurricular activities, it is mandatory to consult the Clinical Coordinator AND clinical supervisors to discuss the feasibility and possible accommodations for inclusion of such activities. While the WMU-ATPP understands an ATS's need to work in order to financially support his or her education, the ATS must meet with the Clinical Coordinator and assigned Preceptor for details in regards to scheduling.

Although it is difficult, an ATS will be mandated to arrange his/her schedule to accommodate all responsibilities corresponding to his or her clinical education rotation assignment. Employment and all other extracurricular opportunities must fall outside of the ATS's clinical education rotation assignment. If an ATS misses or leaves a clinical education rotation assignment early, this will be reflected in an ATS's clinical education rotation performance evaluation and therefore his or her overall grade in the corresponding course will be negatively affected. It is an essential requirement that all clinical and academic requirements be met in order to continue in the WMU-ATPP.

G. Athletic Training Student Supervision Policy

It is the position of WMU-ATPP that athletic training students must be supervised at all times. Unsupervised opportunities are not part of or connected to the WMU-ATPP academic curriculum, clinical education process and experience for enrolled students. In the event that an ATS is unsupervised while performing their clinical education experience rotation, meaning that a Preceptor or clinical supervisor is not physically present to intervene on behalf of the athlete or physically active individual, it is the WMU-ATPP's position that an ATS is not to provide any services.

WMU ATPP students **are not allowed to travel unsupervised** with any sports team in any capacity. Students may have opportunity to travel with their Preceptor to away games, however at no time is any ATPP student allowed to travel alone.

This policy is mandated by the Strategic Alliance, which includes the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Trainers' Association (NATA), and the Board of Certification, Inc. (BOC), as stated December 16, 2011:

Strategic Alliance Statement on Athletic Training Student Supervision

The leadership of the Strategic Alliance, which includes the Commission on Accreditation of Athletic Training Education (CAATE), the National Athletic Trainers' Association (NATA), and the Board of Certification, Inc. (BOC), has concluded that it is both appropriate and necessary to issue this formal statement to remind institutions, supervisors and students that athletic training students

should provide services to patients only when directly supervised by the appropriate personnel. This includes athletic training students who travel with athletic teams.

According to the 2008 Standards for the Accreditation of Entry-Level Athletic Training Education Programs, “[Preceptor] must be physically present and have the ability to intervene on behalf of the athletic training student to provide on-going and consistent education.”

The Strategic Alliance has a vested interest in student supervision, an issue that transcends educational programs and impacts the profession of athletic training as a whole. The CAATE is involved from an educational standpoint, the BOC is involved from the regulatory perspective, and the NATA is concerned about issues affecting the athletic training profession.

Athletic training services should be provided only by BOC-certified or otherwise regulated personnel or by students under the direct supervision of such personnel. Athletic training students should only travel with teams when directly supervised at all times by appropriately credentialed athletic trainers. The practice of an unsupervised student providing athletic training services replaces licensed athletic training staff with unregulated personnel. This is illegal in most states, and the practice is contrary to the safety and welfare of patients. Additionally, it is not in the best interests of the profession and therefore cannot be supported by the Strategic Alliance.

The direct supervision of athletic training students is in the best interest of the institutions, supervisors, students, and patients. It is required under the CAATE education standards. As stated above, the Standards stipulate a Preceptor must be physically present and able to interact with an athletic training student at the site of the clinical experience.

The Strategic Alliance acknowledges that critical thinking and independent clinical decision-making are at the heart of good clinical supervision. Direct supervision does not preclude students’ ability to learn and exercise those key skills. Preceptors should allow students the appropriate freedom to engage in critical thinking and decision-making in a suitable environment. Above all, supervision by an instructor or supervisor must be adequate to ensure that each patient receives competent and quality care and to ensure compliance with the relevant state practice act. Failure to provide adequate supervision could expose the institution and regulated professionals to liability.

H. Additional Costs Associated with the ATPP

- a. Students will be provided with ONE name tag for clinical rotations. If this is lost it is the student’s responsibility to pay for the replacement.

- b. Students will need to provide their own transportation to off-campus clinical experiences. These are usually scheduled during the junior or senior year.
- c. Students may choose to purchase WMU ATPP clothing once accepted into the ATPP.
- d. Students may be required to obtain an annual TB test.
- e. Students will be required to undergo a TB test and criminal background check prior to participating in the general medical rotation. Students will be responsible for the costs of these screenings (approx.\$70+)
- f. Optional cost of attending various conferences.
- g. All ATPP students must provide proof of student membership in an Athletic Training Professional organization by March 1 each year. Acceptable organizations include the National Athletic Trainers' Association (NATA), Michigan Athletic Trainers' Society (MATS), or the WMU Student Professional Association of Sports Medicine (SPASM). The cost for student memberships ranges from \$10-75 annually.
- h. Students enrolled in the WMU ATPP will be provided with Student Liability Insurance while participating in official ATPP clinical education assignments.

I. Bloodborne Pathogens Exposure Control Plan

The safety and welfare of our students is primary. Each affiliated site must provide the Clinical Coordinator a copy of the Bloodborne Pathogens Exposure Control Plan specific to the site. These plans must be reviewed with each ATS during orientation to the site. Therefore, the following BBP policy has been developed as a minimum guideline for all affiliated clinical sites, in accordance with the Occupational Safety Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030.

1. Exposure Determination

OSHA requires clinical sites to perform an exposure determination concerning which an ATS may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination affects all health care providers and athletic training students affiliated with Western Michigan University ATPP working directly with patient care.

The job classifications and associated tasks for these categories are as follows:

- Clinical supervisors will be expected to provide emergency treatment for life- threatening emergencies, including administering mouth-to-mouth resuscitation and controlling bleeding occurring due to participation in athletics. Also, the clinical supervisor may be

involved in assisting team physicians with suturing, draining blisters, applying band-aids, or shaving calluses.

- Athletic training students will often be required to perform the same tasks when the situation requires.

2. Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

a. Compliance Methods

1. Universal Precautions will be observed at all facilities in order to prevent contact with blood, blood products, or other potentially infectious materials. All blood, blood product, or other potentially infectious material will be considered infectious regardless of the perceived status of the source or source individual.
2. Engineering and work practice controls will be used to eliminate or minimize exposure to employees at all facilities. Where occupational exposure remains after institution of these controls, personal protective equipment shall be used (athletic training students will use personal protective equipment in dealing with any potentially infectious material). At all facilities, sharps containers, waste disposable bags, and clearly marked biohazardous waste containers will be used as engineering controls.
3. The above controls will be examined and maintained on a regular basis, with attention given to the contents of the engineering controls to insure removal once the containers reach 1/2 to 3/4 of capacity. The effectiveness of the controls shall be reviewed on a semiannual basis by an individual appointed by the clinical site.
4. Hand washing facilities must also be available to the ATS who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At each facility, the ATS must become familiar with location of hand washing facilities or alternative hand sanitizing solutions. If an alternative method is used, the hands are to be washed with soap and running water as soon as feasible following any exposure.
5. After proper removal and disposal of personal protective gloves or other personal protective equipment, the ATS shall wash his/her hands and any other potential contaminated skin area immediately or soon as feasible with soap and water.
6. If an ATS incurs exposure to his/her skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate or as soon as feasible following contact.

b. Needles

Contaminated needles and other contaminated sharps objects will not be bent, recapped, removed, sheared, or purposely broken. Following usage needles or other contaminated sharps objects will be disposed of in a clearly marked biohazardous, sharps container. OSHA allows for one exception to the rule governing the disposal of needles, if the procedure requires that the contaminated needles be recapped or removed and no alternative is feasible, and the action is

required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

c. Containers for Disposable Sharps

Contaminated sharps that are not reusable are to be placed immediately, or as soon as possible after use, into appropriated sharps containers. At all facilities, the sharps containers are to be puncture resistant, labeled with a biohazard label, and are leak proof. The sharps container should be located at each facility during orientation to the clinical site.

d. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept or placed on treatment tables, taping decks, or countertops when blood or other potentially infectious materials are likely to be present.

Mouth pipetting or suctioning of blood or other potentially infectious materials is prohibited. All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

e. Specimens

Specimens of blood or other potentially infectious materials, such as urine, will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standards. It should be noted that this standard provides for an exemption for specimens from the labeling/color-coding requirements of the standard, provided the facility uses Universal Precautions in the handling of all specimens and the containers are recognizable as container specimens. This exemption applies only while the specimens remain in the facility.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, and/or shipping of the specimen.

f. Contaminated Equipment

Equipment that has become contaminated with blood or other potentially infectious materials shall be examined before servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

g. Personal Protective Equipment

All personal protective equipment used at each facility will be provided without cost to the ATS. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used. The protective equipment necessary for the athletic training room primarily consists of latex gloves. The ATS should become familiar with the location and storage of personal protective devices during clinical site orientation. These gloves will be available at all times and at no cost to the students. Other protective equipment may be made available to everyone at no cost. They are listed below.

Personal Protective Equipment

- One-way Pocket Masks
- Protective eyewear
- Examination Gloves (vinyl & latex)
- Face Shield

All personal protective equipment will be cleaned, laundered, and disposed of by the clinical site at no cost to the ATS. The clinical site at no cost to employees will make all repairs and replacements.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed before leaving the clinical site.

Gloves shall be worn where it is reasonably anticipated that the ATS will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.

Gloves will be used for the following procedures:

- Applying bandages
- Applying wound closures
- Draining blisters
- Shaving calluses
- Cleaning open wounds
- Handling urine specimens
- Cleaning evaluation tables
- Cleaning spills of potentially infected materials
- Evaluating oral/dental injuries or conditions
- Applying direct pressure to open wounds
- Handling/changing wound dressings

Disposable gloves used at each facility are not to be washed or decontaminated for reuse. They are to be replaced as soon as practical when they become contaminated or as soon as feasible when or if they are torn punctured, or when their ability to function as a barrier is compromised.

Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Daily decontamination practices will be made known to the ATS during clinical site orientation.

Decontamination will also take place after any blood or other potentially infectious material has been exposed at the clinical site.

Decontamination will be accomplished by using a 10% bleach and water solution or provided certified decontaminate solution.

Any broken glassware that may be contaminated will not be picked up directly with the hands. Cardboard sheets should be used to corner and lift any broken pieces. All broken glass or material should be placed in a sharps container for disposal.

h. Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in sharps containers located in each facility. Location of sharps containers will be made known during clinical site orientation. These containers are supervised by the designated person(s), at each clinical site and are disposed of in accordance with the County Health Department.

i. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags where it is used. This laundry will not be sorted or rinsed in the area of use. It will then be removed by the individual responsible for laundry using personal protective equipment, and washed separately in bleach.

Each ATS who handles contaminated laundry will use personal protective equipment to prevent contact with blood or other potentially infectious materials.

j. HIV/HBV Exposure

Post-Exposure Evaluation and Follow-Up

When an ATS incurs an exposure incident, it should be reported to the clinical supervisor. Each ATS who incurs an exposure will be offered post exposure evaluation and follow-up in accordance with the OSHA standard and clinical site policy. This follow-up will include the following:

1. Written documentation of the route of exposure and the circumstances related to the incident as soon as feasible following the exposure in accordance with the clinical site policy.
2. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested after consent is

obtained for HIV/HBV infection.

3. Results of testing of the source individual will be made available to the exposed ATS with the exposed ATS informed about the applicable laws and regulations concerning disclosure of the identity and infection of the source individual.
4. The ATS will be offered the option of having their blood collected for testing of the ATS's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the ATS to decide if the blood should be tested for HIV serological status. However, if the ATS decides before that time that testing will or will not be conducted then the appropriate action can be taken and the blood sample discarded.
5. The ATS will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
6. The ATS will be referred to appropriate counseling centers concerning precautions to take during the period after the exposure incident. The ATS will also be given information on what potential illness to be alert for and to report any related experiences to appropriate personnel.
7. The ATPP faculty will work with the clinical site personnel to assure that the policy outlined above is effectively carried out as well as to maintain records related to this policy.

k. Training

Training for each ATS will be conducted before initial assignment to tasks where occupational exposure may occur. Training for ATSs will include an explanation of the following:

1. The OSHA Standard for Bloodborne Pathogens
2. Epidemiology and symptomatology of bloodborne disease
3. Modes of transmission of bloodborne pathogens
4. The exposure plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.)
5. Procedures that might cause exposure to blood or other potentially infectious material.
6. Control methods to be used to control exposure to blood or other potentially infectious materials.
7. Personal protective equipment available
8. Who should be contacted concerning exposure to blood or other potentially infectious materials.
9. Post-exposure evaluation and follow-up.
10. Signs and labels used.
11. Hepatitis B vaccine program.

l. Record Keeping

All records required by the OSHA standard will be maintained by the ATPP Program Director. The ATPP will be responsible for providing BBP training through WMU resources to athletic training students annually. Each ATS will receive annual refresher training within one year of the ATS's previous training. The OSHA Standard for Bloodborne Pathogens and the outline for the training material will be kept in the office of the Program Director and in the policies manual.

J. Hepatitis B Vaccination

The ATS is required to attend an annual educational in-service to review the Standard Operating Procedures as mandated by OSHA, the State of Michigan, WMU, and the Intercollegiate Athletic Department. During this in-service, the student will be strongly urged to get the HBV vaccine prior to the athletic training clinical experiences.

If the ATS chooses not to get an HBV vaccination, a Declination Form must be signed and remain on file with WMU's Environmental Health & Safety Department and in the ATS's academic file that is maintained by the Undergraduate Program Director.

K. Communicable disease policy

The Center for Disease Control (CDC) outlines specific policies for minimizing exposure of communicable diseases within health care facilities and between health care providers and patients. The WMU ATPP is educating health care providers and therefore has adopted the following policy to manage communicable diseases that may arise in our clinical sites affiliated with our program.

GUIDELINES: A well-defined policy must be in place concerning contact of personnel with patients when personnel have potentially transmissible conditions. This includes:

- Personnel responsibility in using the health services and reporting illness
- Work restrictions
- Clearance for work after an illness that required work restriction
- Contacting the person with authority to relieve personnel of duties
- Developing work-exclusion policies that encourage personnel to report their illness or exposures and are not penalized with loss of wages, benefits or job status
- Informing personnel who have signs and symptoms of a transmissible infectious disease to report their condition promptly to their supervisor, and provide necessary documentation of illness
- Provide appropriate education for personnel on the importance of good hygienic practices, especially hand washing and covering the nose and mouth when coughing and sneezing.

(CDC Personnel Health Guideline, 1998)

WMU ATPP Communicable Disease Policy:

If an athletic training student becomes ill, he/she should report to Sindecuse Student Health Center on campus or to another medical practitioner for evaluation. Upon evaluation, the medical practitioner will determine the appropriate intervention needed and the amount of time the student shall remain out of contact with others to prevent transmission.

If the athletic training student acquires a communicable disease, the student will notify his/her Preceptor as soon as possible. The athletic training student's condition, including the amount of time the student will be absent from class and the clinical experience, will be ascertained. A signed release from a medical practitioner will be required with certain illnesses prior to

resuming clinical experiences.

An acceptable medical note must be signed and dated by an appropriate provider (MS, DO, PA, NP) and must clearly state that the practitioner felt it was medically necessary for the student to miss a clinical assignment or class.

Receipts of the medical visit will not be accepted as a legitimate excuse.

The CDC provides preventative guidelines for the reporting of communicable disease with health care facilities. These regulations are designed to provide for the uniform awareness, prevention and reporting of diseases in order that appropriate control measures maybe instituted to interrupt the transmission of disease. Since athletic training students are providing direct health care to patients under the supervision of a Preceptor, the appropriate precautions must be utilized. Any student who acquires any of the listed communicable diseases will be dismissed from the clinical experience at WMU or any affiliated site until a medical practitioner has deemed the student non-contagious.

Communicable Diseases cited by the CDC:

- Bloodborne pathogens
- Conjunctivitis
- Cytomegalovirus
- Diphtheria
- Gastrointestinal infections, acute
- Hepatitis A
- Herpes Simplex
- Influenza
- Measles
- Meningococcal disease
- MRSA
- Mumps
- Parvovirus
- Pertussis
- Poliomyelitis
- Rabies
- Rubella
- Scabies and pediculosis
- Staphylococcus aureus infection and carriage
- Streptococcus infection
- Tuberculosis
- Various Upper & Lower Respiratory infections

L. Technical Standards

The Western Michigan University Athletic Training Professional Program (ATPP) 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 ATPP establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]).

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

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

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

1. The intellectual 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 socioeconomic 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.

Candidates for selection to the ATPP will be required to verify they understand and meet these technical standards or that they believe that, with or without reasonable accommodations, they can meet the standards.

Policy on Accommodations for Technical Standards

Western Michigan University fully supports the intent of all legislation designed to prohibit discrimination and the ATPP commits to respect and abide by such legislation.

The University's Disability Services for Students provides services to the student who may need assistance in completing a needed Program requirement, and can assist the Undergraduate Program Director in determining the physical and mental limitations of an ATS. If an ATS or the Undergraduate Program Director later identifies actual or potential mental, psychological, or physical difficulties in meeting the standards established for the Program, the student, with assistance from the Disability Services for Students office, will consult health care providers who are capable of determining the implications of such difficulties in completing the Program.

The WMU ATPP faculty, in conjunction with the Disability Services for Students office, will use this information to determine if the ATS can meet the Technical Standards with reasonable accommodation. This review will take into account whether accommodation would jeopardize clinician/patient safety or the educational process of the ATS or the institution, including all course work, clinical experiences and internships deemed essential to graduation.

M. Disciplinary Action

The WMU ATPP Policies and Procedures Manual and WMU Student Code serve as guides for expected and appropriate actions for the ATS to follow. Any ATS who is found to be non-compliant with any of the procedures outlined in the Manual and/or Code may be subject to progressive disciplinary action.

Levels of Progressive Discipline:

1. Disciplinary Warning:

Minor violations will result in a warning being issued. These infractions are seen as correctable violations. Examples of violations warranting a warning include attendance, dress code, attitude/professionalism, failure to provide proof of professional organization membership, and communication issues.

Two unresolved warnings will lead to a student being placed on probation.

2. Disciplinary Probation:

More significant violations will result in a student being placed on probation. Examples of violations warranting probation include insubordination, negligence, incidence of unreported fraternization, and academic violations (GPA or core course grade below a 2.5). Receiving a second probationary violation before resolving a previous probationary violation will result in a student being suspended or removed from the program.

Receiving two or more probationary violations during a student's tenure as an ATPP student will also result in the student being suspended or removed from the program.

3. Suspension/Removal from Program:

Severe violations in ATPP or university policy will result in the student being suspended for a determined period of time or immediate removal from the program. If the violation

can be corrected and it is possible for the student to return in good standing, then a suspension will be issued. Otherwise the student will be removed from the program. Examples of violations warranting suspension would be repeated probationary violations. Examples of violations warranting immediate removal from the program include conviction of a felony or sexual harassment. Violations such as breach of confidentiality, intoxication or use of controlled substance will be considered on an individual basis with consultation with the University Office of Student Conduct. If a student is removed from the program they will need to go through the application process from the beginning and meet the acceptance criteria to be reinstated. The student will need to address in the application process why he or she should be allowed a second chance.

Disciplinary Steps:

When the Program Director becomes aware of an issue of concern, a meeting will be scheduled with the ATS to discuss the nature of the non-compliance. **All disciplinary actions require a meeting between ATPP faculty and the student, as well as written documentation for the student file.** If a student is found to be in violation of the ATPP Policies & Procedures, WMU Student Code of Conduct, or the policies at an affiliated site, progressive discipline will be implemented.

A letter documenting the incident will be placed in the student's file. This letter will include:

1. a description of the violation and the level of the violation
2. the specific actions the student was counseled on to rectify the situation.
3. length of time the student will have to rectify the situation or show improvement in behavior.

The student must sign the copy of this letter to be placed in the student's file, acknowledging he/she is aware that progressive disciplinary action has been taken and that he/she has received the letter. The student will also be given a copy of this letter.

If a student on probation receives a second violation prior to resolving a previous violation, the student will be placed on the next level of disciplinary action. For example, a student receives a warning before actions are taken to resolve a previous warning, the student will then be placed on probation.

Corrective actions will be left to the discretion of the ATPP faculty in consultation with relevant University officials and any clinical supervisors who may have a stake in the disciplinary violation. Time frames for corrective action may vary.

For example, insubordination will have a very short time frame, whereas a GPA issue will require a minimum of a semester to correct. If it becomes necessary to remove a student from a clinical rotation assignment, the student must realize that this will negatively impact his or her grade in any HPHE 4000 course.

In accordance with the WMU Student Code (p.16), *sanctions [corrective actions] may be used independently or in combination depending on the particular circumstance of the violation. More than one of the sanctions may be imposed for any single violation; chronic and/or multiple*

violations shall increase the severity of the sanctions applied.

N. Criminal Background Screening Policy

The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

- any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges;
- a misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

Students will fill out the criminal background check online through CastleBranch. The link will be provided in HPHE 2530. There is a one-time \$45 fee. Once the student submits the information with the appropriate code, the program director will be notified once the results are in.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 will not be placed into a clinical rotation for any course, and will be removed from any such clinical rotation if already placed. Completion of all clinical rotations is a graduation requirement. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

O. Sexual Harassment

Sexual harassment is defined as unwelcome sexual conduct, which is related to any condition of employment or evaluation of student performance. This definition is intended to include more than overt advances toward actual sexual relations. It applies as well to repeated or unwarranted sex-related statements, unwelcome touching or sexually explicit comments or graphics. All persons (ATs, Preceptors, ATCs, coaches, student-athletes, etc.) should be sensitive to situations that may affect or cause the recipient discomfort or humiliation or may display condescending sex-based attitude towards the person. Sexual harassment is illegal under both state and federal law and may be subject to prosecution under the criminal sexual conduct law.

Sexism is defined as the perception and treatment of any person, not as an individual, but as a member of a category based on sex. Sex-based jokes or material is unacceptable at the University and in the ATPP. Depending on the seriousness of the action, disciplinary action will result.

P. Grievance Policy

Athletic training students who feel that they have been unfairly treated in regards to any aspect of the ATPP application process or academic curriculum should file a formal complaint within thirty days of the grieved event. The formal grievance should be directed to the Undergraduate Athletic Training Program Director. If the Program Director is identified in the complaint, the

letter should be directed to the HPHE Department Chair.

The University has a formal Grievance procedure that has been established through the Office of Institutional Equality, Division of Student Affairs. The ATS may choose to file a grievance through this process. Please refer to the Student Code Manual, Office of Student Affairs for more information.

Q. Professional Organizations

Student Professional Association of Sports Medicine (SPASM):

This is the WMU student organization that supports the athletic training profession and the development of future professionals. Student dues & fund raisers go towards student attendance at professional meetings as well as social and professional events.

Board of Certification (BOC): <http://www.bocate.org/>

The Board of Certification, Inc. (BOC) was incorporated in 1989 to provide a certification program for entry-level Athletic Trainers (ATs). The BOC establishes and regularly reviews both the standards for the practice of athletic training and the continuing education requirements for BOC Certified ATs. The BOC has the only accredited certification program for ATs in the US.

Examination Qualifications:

Candidates must provide an official transcript for proof of graduation from an accredited Athletic Training Education Program. Students in their last semester are permitted to take the BOC certification examination prior to graduation if all of the academic and clinical requirements have been satisfied. The student will be permitted to take the BOC examination on the date closest to his/her graduation. An endorsement from the Undergraduate Program Director will be needed. Certification will not be issued until an official transcript indicates the successful completion of Athletic Training course work and his/her graduation.

Candidates must provide proof of current certification as a Professional Rescuer from the American Red Cross, American Heart Association, National Safety Council, EMP America or a certification in Emergency Medical Technician.

The ATS should complete the application to sit for the certification exam at least four months prior to the desired examination date.

National Athletic Trainers' Association: www.nata.org

The National Athletic Trainers' Association (NATA) is a not-for-profit organization dedicated to advancing, encouraging and improving the Athletic Training profession. The NATA promotes excellence in athletic health care through public awareness and education.

Students should consider membership in this organization as essential to becoming an athletic training professional. Memberships in the NATA also include a membership in:

- GLATA: Great Lakes Athletic Trainers' Association www.glata.org
- MATS: Michigan Athletic Trainers' Society www.matsonline.org

Student memberships in the NATA provide a discounted rate to conventions (including special seminars and workshops are targeted specifically for the ATS), NATA publications, access to the job (including graduate assistantships & internships) openings link on the website, and a reduced cost for applying for the BOC examination.

Commission on Accreditation of Athletic Training Education (CAATE): www.caate.net

The CAATE is the agency responsible for the accreditation of 360 professional (entry-level) Athletic Training professional programs.

The mission of the CAATE is to provide comprehensive accreditation services to institutions that offer Athletic Training degree programs and verify that all CAATE-accredited programs meet the acceptable educational standards for professional (entry-level) athletic training education.

All CAATE accredited programs must maintain accreditation by providing annual reports to as well as submitting a self-study document at the end of their accreditation period, followed by an on-site review from CAATE representatives.

The WMU ATPP received a 10-year reaccreditation in October 2012. Therefore, the next comprehensive review will take place in 2021.