

West Chester University
MS in Athletic Training Program
ATHLETIC TRAINING STUDENT
Policy and Procedure Manual

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The provisions of this document are not regarded as an irrevocable contract between the student and the program or University. West Chester University's athletic training program reserves the right to change any provisions or requirements at any time. Updates to this manual will be posted directly to the program's web site:

<http://www.wcupa.edu/HealthSciences/sportsmed/>

INTRODUCTION

Our Athletic Training Program accredited by the Commission on Accreditation of Athletic Training Education Programs (CAATE) affords students the opportunity to pursue a combination of classroom, laboratory and clinical educational experiences in athletic training. West Chester University has offered athletic training education programming for students from this and other institutions since 1970. Students of West Chester University who complete the Athletic Training Program meet the eligibility requirements to sit for the national certification examination of the Board of Certification, Inc. (BOC). They will also meet the requirements for licensure as an athletic trainer by the Commonwealth of Pennsylvania. (It should be understood that completion of the program does not imply automatic certification as an athletic trainer by the BOC or licensure by the Commonwealth of Pennsylvania.)

HOW TO ADDRESS ATHLETIC TRAINERS and ATHLETIC TRAINING STUDENTS

Individuals who have successfully completed the BOC certification examination are eligible to use the ATC initials as part of their credentials, for example Sam Smith, ATC, and should be referred to as “Athletic Trainer” or “AT”. The use of the correct title will help end the confusion created when just the term trainer is used. Additional information about BOC Certification, the ATC credential, and/or how to refer to athletic trainers, is available at the BOC and NATA web sites: <http://www.nata.org/athletic-training/terminology>; www.nata.org.

Students enrolled in a CAATE accredited athletic training program should be referred to as “athletic training students”.

DEPARTMENT OF SPORTS MEDICINE FACULTY/STAFF CONTACT SHEET

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WCU North Campus athletic training facility	(610) 430-4415

Department Mission Statement:

The Department of Sports Medicine prides itself on aligning with the University and College of Health Sciences missions by providing student access and high quality education. The program prepares students to become competent athletic trainers through a combination of didactic and clinical educational experiences. Additionally the program values patient centered care with an emphasis on evidenced based practice. Upon completion of the program students will have the knowledge, skills, and abilities set forth by the Commission on Accreditation of Athletic Training Education to pass the board of certification (BOC) examination and begin a career in one of many employment settings athletic trainers work in.

Program Goals:

- To analyze, synthesize, and think critically to solve problems as they relate to the field of athletic training.
- To communicate and use information appropriately in the clinical setting with patients.
- To collaborate with a variety of healthcare providers to help in the decision making process for patient care.
- To prepare students to practice effectively as healthcare providers.

Program and Student Learner Outcomes:

- AT students will be successful in graduating and gaining employment in the field of athletic training.
- Identify, describe, and explain concepts associated with the domains of athletic training education.
- Communicate effectively in the oral and written form using evidence based practice principles.
- Locate, evaluate, and use information related to evidence based practice.
- Develop and defend clinical reasoning skills in the clinical education setting when interacting with patients.

Athletic Training Program related student expenses

Athletic Training Uniform items- estimated cost \$200 (one-time expense)

Athletic Training Student Liability insurance- estimated cost \$35 (per year)

Child Abuse Clearance and Criminal Background Checks- estimated cost \$55 (per year)

CPR certification and re-certification- prices vary, estimated cost \$20 for renewal

Transportation/Lodging during clinical rotations- variable; students are expected to have reliable transportation and are responsible for all transportation and housing costs;

TB test (if applicable) - estimated cost \$25

Estimated total (not including transportation) = \$ 335 for first year of clinical courses; \$ 135 for second year

WEST CHESTER UNIVERSITY
MASTER OF SCIENCE IN ATHLETIC TRAINING
GUIDANCE RECORD SHEET

Course	Year 1 Summer session one	Credits	Course	Year 1 Summer session two	Credits
SMD 501 Human Cadaver Anatomy Lab		4	SMD 505 EBP in Sports Medicine		3
SMD 502 Prevent/Care of Injury/illnesses		<u>3</u>	SMD 512 Orthopaedic Assessment 1		<u>3</u>
Total		7 (7)	Total		6 (13)
Course	Year 1 Fall semester	Credits	Course	Year 1 Spring semester	Credits
SMD 513 Orthopaedic Assessment 2		3	SMD 510 Therapeutic Agents		3
SMD 511 Principles of Rehabilitation		3	SML 510 Therapeutic Agents lab		1
SML 511 Principles of Rehabilitation lab		2	SMD 514 General Medical Conditions and Pharm.		3
SMD 515 Athletic Training Clinical Experience 1		<u>3</u>	SMD 516 Athletic Training Clinical Experience 2		<u>3</u>
Total		11 (24)	Total		10 (34)
Course	Year 2 Summer session one	Credits	Course	Year 2 Summer session two	Credits
SMD 640 Injury Risk & Prevention Strategies		<u>3</u>	SMD 616 Athletic Training Clinical Experience 3		<u>3</u>
Total		3 (37)	Total		3 (40)
Course	Year 2 Fall semester	Credits	Course	Year 2 Spring semester	Credits
SMD 530 Org/Admin of AT		3	SMD 618 Athletic Training Clinical Experience 5		4
SMD 617 Athletic Training Clinical Experience 4		4	SMD Elective		<u>3</u>
SMD 654 Sport Phys. in Pop & Environment		3	Total		7 (58)
SML 654 Sport Phys. in Pop & Environment Lab		<u>1</u>			
Total		11 (51)			

Admission Requirements:

1. Bachelor's degree in any discipline
2. Transcript verification that the following prerequisite coursework has been completed at the college level with a grade of C or better:
 - o Human Anatomy (3-4 credits with lab).
 - o Human Physiology (3-4 credits with lab). [When anatomy and physiology are taken as a combined course, two semesters are necessary to meet this requirement]
 - o Chemistry (3-4 credits)
 - o Physics (3-4 credits)
 - o Statistics (3-4 credits). One course to include descriptive statistics, correlation, and introduction to inferential statistics or research design
 - o Exercise Physiology (3-4 credits)
 - o Kinesiology or Biomechanics
3. CPR certification for the health care professional
4. TOEFL scores (international students only).

To Apply Follow these steps from the ATCAS website [<https://atcas.liaisoncas.com>]:

1. Create an account in ATCAS and follow the directions to complete the application.
2. Submit transcript verification of completion of a bachelor's degree and completion of prerequisite courses to ATCAS using the transcript request form. If you have not completed your bachelor's degree or all prerequisite courses at the time you apply, you will be able to submit final verification later. Transcripts should be mailed to: ATCAS P.O. Box 9132 Watertown, MA 02471
3. Two letters of recommendation are required. You can request letters via the ATCAS system.
4. Complete the personal statement using the prompt on the ATCAS application.

Note: Prerequisite coursework can still be in progress at the time you apply. However, all prerequisites must be completed at the start of the program. If you have questions about whether a course fulfills one of the above requirements, please contact SHeinerichs@wcupa.edu.

Academic Probation & Dismissal (from graduate catalog: <http://catalog.wcupa.edu/graduate/academic-policies-procedures/academic-probation-dismissal/>)

Good Standing: Students must maintain a 3.00 cumulative average to remain in good standing.

Academic Probation/Dismissal: Graduate students whose cumulative grade point average falls below 3.00 will be placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period. Graduate students on academic probation are not eligible for graduate assistantships.

Programs/departments reserve the right to immediately have a student that has earned an F as the final course grade dismissed from their program. At the discretion of the graduate coordinator and graduate dean, the student may be required to repeat the course during their next semester of enrollment (refer to Leave of Absence policy) or the next time the course is offered. No student may graduate with a graduate degree from WCU with an F grade for a course in his or her program. A course taken at WCU for which the student earns an F for the final grade must be retaken at WCU and not at any other institution of higher learning.

Students dismissed from the university may apply for re-admission. Courses taken prior to the dismissal may be applied to a subsequent program with departmental consent. The original program reserves the right to refuse to re-admit the student.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

Individual programs may have higher GPA minimums or additional requirements. To be eligible to receive the master's degree, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

Students holding graduate assistantships who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships.

Academic Integrity Policy: refer to graduate catalog <http://catalog.wcupa.edu/graduate/academic-policies-procedures/academic-integrity/>

Course Repeat Policy: Graduate students may repeat up to two courses, which are being applied to their degree. Courses may be repeated only once. Both grades earned for a course will remain on the student's record; however, the most recent grade (whether it is higher or lower) will be used in the GPA calculation.

This policy also applies to courses taken at the undergraduate level and applied to the graduate degree or certificate or teacher certification program, or taken as a prerequisite for the program.

Grade Information: West Chester University does not recognize a grade of D for graduate study. Therefore, any grade below a C- in a graduate course is considered a failure and carries zero quality points. For complete grading system and policies refer to graduate catalog at this link: <http://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information/>

Technical Standards for the Athletic Training Program at West Chester University

The Athletic Training Program at West Chester University prepares students for careers as certified athletic trainers where they will enter into employment settings and render athletic training services to individuals engaged in physical activity. The clinical, classroom and laboratory experiences place specific demands on the students enrolled in the program. The technical standards developed for the Athletic Training Program establish the essential qualities necessary for students to achieve the knowledge, skills and competencies of an entry-level certified athletic trainer and meet the expectations of the agency (Commission on Accreditation of Athletic Training Education {CAATE}) that accredits the program. Students must possess the abilities outlined below to be admitted into the program. Students selected for admission into the Athletic Training Program must verify that they understand and meet these technical standards with or without a reasonable accommodation. A student with a condition who may need a reasonable accommodation to meet the technical standards will be referred to the Office of Services for Students with Disabilities (OSSD) for an evaluation of whether the condition is a disability as defined by applicable laws, and a determination of what accommodations are reasonable. The determination will specifically take into consideration whether the requested accommodations might jeopardize the safety of the patient, and the ability to complete the classroom, laboratory, and clinical coursework required for the Athletic Training Program. The OSSD, with input from the Department of Sports Medicine, will make this determination. Whenever possible, reasonable accommodations will be provided for those individuals with disabilities to enable them to meet these standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program.

Technical Standards of the Athletic Training Program at West Chester University:

(These examples are not inclusive of all expected abilities)

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to maneuver in small or confined spaces and to provide emergency care.
5. Gross and fine motor abilities sufficient to provide safe and effective athletic training care.
6. Tactile dexterity sufficient for physical assessment.
7. Visual ability sufficient for observation and assessment necessary in athletic training care.
8. Auditory ability sufficient to monitor and assess health needs.
9. Ability to maintain composure and function in highly stressful situations such as those associated with critical injury or illness.

PLEASE sign and date section A or section B below [DO NOT SIGN BOTH]:

A. I certify that I have read and understand these technical standards and believe that I meet each without accommodation. I understand that if I am unable to meet these standards that I will not be admitted into the Athletic Training Program.

Signature of student

Print name of student

Date

=====

B. I certify that I have read and understand these technical standards and believe that with certain accommodations that I can meet these standards. I will contact the Office of Services for Students with Disabilities to determine what accommodations may be available. I understand that if I am unable to meet these standards with reasonable accommodation that I will not be admitted into the Athletic Training Program.

Signature of student

Print name of student

Date

**Modified from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN), 1993 [<http://www.sreb.org/programs/Nursing/publications/adareport.asp>] and NATA Education Council [www.nataec.org]*

Clinical Experience

One of the strengths of the Athletic Training Program is our clinical education component. Students in the program will have the opportunity to take the knowledge, skills and attitudes obtained in the coursework and apply it in a variety of clinical settings. All students will spend at least one semester in the WCU athletic training facilities, working under the direct supervision of our faculty preceptors. The WCU Athletic Department currently sponsors 12 varsity sports for women and 11 for men. The Sturzebecker Health Sciences Center Athletic Training Facility is the base of operations for athletic training services. A smaller, but complete, athletic training facility is housed in the Hollinger Field House for basketball, volleyball and indoor track.

In addition, WCU students are able to gain valuable clinical experience at a variety of high schools, universities, colleges, clinics, physician practices and professional teams. Each site is staffed by at least one licensed athletic trainer (or other health care professional) who shares our philosophy on clinical education. Our students learn alongside each of these professionals as they perform their duties throughout the year. Students assigned to off-campus clinical sites are responsible for their own transportation and lodging expenses. Clinical experiences may begin prior to the official start of the semester and occur over a maximum of 16 weeks as part of SMD 515, 516, 616, 617,618. Students are required to have at least one day off each seven day period when classes are in session.

Affiliated Clinical Settings: (not all inclusive)

Archmere Academy

Aria 3B Orthopaedics

Bayard Rustin High School

Community Volunteers in Medicine (CVIM)

Delaware Orthopedics

Franklin & Marshall College

Glen Mills Schools

Great Valley High School

Kinetic Physical Therapy

Lancaster Catholic High School

Millersville University

Optimum Physical Therapy

Philadelphia Flyers

Philadelphia Soul

Stanford University

Swarthmore College

The Hill School

Upper Merion High School

Ursinus College

Villanova University

West Chester East High School

West Chester Henderson High School

Westtown School

Widener University

Williamson College of Trades

During the summer prior to the first clinical experience a meeting will be held with the clinical coordinator of athletic training education. Students will be given information regarding the following materials that they will be expected to complete before they begin their clinical. The program will provide the Blood Borne Pathogen training and the cost for the Hepatitis B vaccination. **The student is responsible for the other costs,** (refer to Athletic Training Program related student expenses above).

- This includes:

- CPR for the professional rescuer certification
- Hepatitis B vaccination or declination.
- Other Immunizations
- Blood Borne Pathogen training
- HIPAA and FERPA training
- Professional liability insurance coverage

- State criminal background check
- FBI federal criminal history record
- State child abuse history clearance
- Tuberculin (TB) skin test
- Transportation to and from sites
- AT student uniforms

“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, “an approved clinical instructor or clinical instructor [currently referred to as preceptors] 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] and supervisors 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.

The Strategic Alliance is evaluating clinical education from several perspectives and is developing additional models and tools. This collective effort will assist athletic training students and classroom and [preceptors]. “ 11.8.11 (www.caate.net)

Supervised Clinical Experience

A supervised clinical experience is when a program preceptor (formerly referred to as clinical instructor), or another approved health care professional such as a doctor associated with the program, is physically present and can intervene on behalf of the athlete/patient. This means that the preceptor can have both auditory and visual contact with the student. When in a supervised clinical experience, the student can perform any and all skills that are *previously learned*.

2012 CAATE Standard IV.N. (www.caate.net)

“The program must include provision for supervised clinical education with a preceptor (see Section III).

1. There must be regular communication between the program and the preceptor.
2. The number of students assigned to a preceptor in each clinical setting must be of a ratio that is sufficient to ensure effective clinical learning and safe patient care.
3. Students must be directly supervised by a preceptor during the delivery of athletic training services. The preceptor must be physically present and have the ability to intervene.”

Attendance Policy for Clinical Experience Courses

All students are expected to attend scheduled clinical assignments and act in a professional manner (see clinical evaluation forms section “Professional Evaluation and Personal Attributes and NATA code of ethics). If you have a foreseeable schedule conflict, it is your responsibility to notify your preceptor at least 48 hours prior. Unforeseeable absences will not be counted as excused absences unless the student provides the instructor documentation and verification within one week of the absence. Excused absences include an illness (with proper medical documentation), a family crisis or an approved institutional activity. Failure to meet the attendance requirement will result in grade reduction.

Athletic training students have the right to appeal the aforementioned policy above by reporting to the coordinator of athletic training education.

Example:

Offense 1: August 28th, 2012- Absent from first three days of clinical experience. No prior notification was supplied.

Offense 2: September 23, 2012- Absent from clinical experience. No prior notification was supplied.

Employment/Volunteer Opportunities [not associated with program requirements]:

The Department of Sports Medicine /Athletic Training program provides this section for information purposes and to make clear state law and practices. These types of employment opportunities are not endorsed by the Department of Sports Medicine/Athletic Training Program.

West Chester University departments and non-University entities may provide opportunities for employment. Students are not permitted to identify themselves as “student athletic trainers” or “athletic training students” for the purpose of employment. As stated in the Pennsylvania Athletic Training Practice Act, Subchapter H issued under section 51.1 of the Medical Practice Act, an Athletic Trainer is defined as “a person who is licensed to perform athletic training services by the [State] Board [of Medicine] or the State Board of Osteopathic Medicine”. A licensed athletic trainer in Pennsylvania must have physician direction and a written protocol approved and signed by a supervising physician. You are an athletic training student practicing athletic training only when it “is coincidental to required clinical education and is within the scope of the student’s education and training”. Therefore, students cannot use the term “athletic trainer” or “athletic training student” or “student athletic trainer” to describe employment.

Students hired to provide first aid care at events (on or off-campus) must be current in their CPR/AED/First Aid certification. In the role of First Aid Provider, students should perform tasks that are consistent with their CPR/AED/First Aid training. Students may not use skills learned specifically in their athletic training curriculum that extend beyond that of their current CPR/AED/First Aid certification. In addition, students are not permitted to be employed at an event that involves the supervisor/preceptor and team for which they are currently assigned in their current Clinical Education Course.

IMPORTANT NOTE: As part of the Athletic Training curriculum, athletic training students completing clinical education courses are required to purchase athletic training student liability insurance. This insurance coverage extends only to service performed while enrolled in a clinical experience course and while gaining experience under the supervision of a preceptor. This policy **DOES NOT COVER** students for employment at any events or facilities on or off campus. Students who select to be employed or volunteer for any other events or at any other facilities should understand the potential liabilities associated with this.

Clinical Education Confidentiality Agreement

All athletic training students who are assigned observational or clinical rotations through the WCU Athletic Training Program are required to sign and abide by this agreement. Any student who refuses to sign OR abide by the agreement listed below will result in immediate termination from their clinical experience. The Board of Certification Standards of Practice for Athletic Training, the Competencies in Athletic Training and the NATA’s Code of Ethics stipulate several duties owed by the athletic trainer. Among other duties, the courts have specified the duty of the athletic trainer to maintain confidentiality of medical records. **The athletic training student is held to the same standard of care.** The following agreement will be a part of the athletic training student’s file.

I understand that all of the information which I become privy to in my capacity as an athletic training student is subject to patient-physician privilege and must be considered confidential.

Student Signature

Date

Printed Student Name

Date

Clinical Coordinator of Athletic Training Education

Date

Clinical Rotation Orientation Form

Site: _____ Date: _____

Preceptor: _____ Preceptor: _____
Name Signature

ATS: _____ ATS: _____
Name Signature

Students enrolled in the Athletic Training Program at West Chester University are required to participate in clinical experiences. All Clinical Preceptors at all clinical sites are expected to hold an **Orientation Session** to explain and review the information listed below with Athletic Training students assigned to them for clinical rotations.

Date Completed:

- _____ Verify ATS current level of emergency response and CPR certification.
- _____ Review Emergency Action Plan (EAP): emergency phone numbers, location of the EAP and communications to initiate EAP. This should be posted at the site.
- _____ Review all OSHA regulations and locations of personal protective devices and biohazard containers at the site.
- _____ Review the chain of command followed at the site.
- _____ Determine the ways in which it is best for the preceptor and the student to make contact in case of illness, postponed or cancelled events, etc. Email addresses, cell phone numbers, home numbers should be exchanged when appropriate.
- _____ Dress Code: Students are expected to follow the WCU Dress Code at all clinical sites. Student can utilize the dress code of the affiliated site.
- _____ Select a clinical rotation schedule that will maximize student meaningful learning.
- _____ Make introductions to the appropriate personnel (athletic director, coaches, players, colleagues).
- _____ Review of courses completed and in progress.
- _____ In conjunction with the student, identify the student's learning goals for this rotation.
- _____ Discuss the student's previous clinical experiences as it pertains to the ATS clinical performance and the clinical skills and proficiencies the student was exposed to. Students are encouraged to share the previous semester(s) final evaluations to facilitate this discussion.
- _____ Review of evaluation tools used by ATS to assess preceptor performance and clinical setting.
- _____ Review and discuss "Athletic Training Student Responsibilities".
- _____ Review and discuss athletic training room policies and procedures.

OSHA and Blood Borne Pathogens Policy

The Athletic Training Program at West Chester University adheres to the practice of “Universal Precautions” as outlined by the Occupational Safety and Health Administration. This policy applies to all students in the program starting their second year in the program prior to clinical observation. Students are to be re-trained on OSHA guidelines once a year and every subsequent year in the athletic training program until graduation. Documentation of participation in universal precautions training will be required for each student prior to the start of their clinical observation and/or clinical rotation and a copy will be kept on file in the program director’s office.

The complete WCU policy is available via a link from your clinical course web page.

Communicable Disease Policy:

If an athletic training student becomes ill, he/she should report to the Student Health Center on campus or to another medical practitioner for evaluation as soon as possible. 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 or her Preceptor and Program Director as soon as possible. A signed release from a medical practitioner may be required with certain illnesses, prior to resuming clinical experiences. The CDC provides the following preventive 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 may be 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 disease will be dismissed from the clinical experience at West Chester University or other affiliated sites until a medical practitioner has deemed the student non-contagious.

Communicable Diseases cited by the CDC:

- | | |
|--------------------------------------|--|
| ● Blood borne pathogens | ● Rabies |
| ● Conjunctivitis | ● Rubella |
| ● Cytomegalovirus | ● Scabies and pediculosis |
| ● Diphtheria | ● Staphylococcus aureus (e.g. MRSA) infection and carriage |
| ● Gastrointestinal infections, acute | ● Streptococcus infection |
| ● Hepatitis A | ● Tuberculosis |
| ● Herpes simplex | |
| ● Measles | |
| ● Meningococcal disease | |
| ● Mumps | |
| ● Parvovirus | |
| ● Pertussis | |
| ● Poliomyelitis | |

Other Communicable Diseases

- Mononucleosis
- Influenza
- Common Cold

Transportation of Student Athletes

The transportation of student-athletes by athletic training students is not an expectation and is not permitted during clinical education experiences.

Athletic Training Student Uniform Policy

Athletic trainers are health care professionals, and as part of the WCU athletic training program, students are required to dress appropriately and professionally for all clinical experiences in the WCU athletic training clinic or off-site clinical setting, including practices and games during their clinical experiences. Athletic training students wearing inappropriate attire will be asked to leave their clinical site, and this will be noted in their preceptor evaluation which is part of their final grade. The designated uniform for clinical education experiences is listed below. There will be an ordering window each Spring semester. Details will be made available at the time the ordering window is announced. The items listed below are the only items to be worn at your clinical assignments unless told otherwise by your preceptor.

Mandatory:

1. Purple Collared Shirt
2. Khaki Shorts
3. Approved Water-Resistant Jacket
4. Approved Water-Resistant Black Pants

Optional:

5. Approved Sweatshirt
6. Khaki Pants

Note:

- The student is responsible for the cost of the uniform items.
- The two items listed as optional may not be substituted by any other type of sweatshirt, jacket, or pants.
- Please consult the clinical coordinator of athletic training education for most up to date item numbers.
- All prices listed are subject to change.

Ordering Information: Will be provided each Spring semester.

WCU Athletic Training Emergency Action Plan Overview

INTRODUCTION

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to patients with emergency and/or life threatening conditions. The development, dissemination, and implementation of an emergency plan ensures that the best care is provided in these situations.

Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary, and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper supervision of athletic events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical supervision, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent to sports participation and are sometimes unavoidable. Therefore, proper preparation on the part of the sports medicine team will enable each emergency situation to be managed appropriately.

Components of the Emergency Plan

There are three basic components of this plan:

- 1) Emergency personnel
- 2) Emergency Communication
- 3) Emergency Equipment

EMERGENCY PERSONNEL

During intercollegiate athletic team practice and competition, the first person to an emergency situation is typically a certified athletic trainer (AT), often accompanied by one or more athletic training students (ATS). A team physician will not usually be present at every competition, except in the case of football. The type and degree of sports medicine supervision for an athletic event may vary widely, based on factors such as the sport or activity, the setting, and the type of training or competition. The first person in some instances may be a **COACH** or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), blood borne pathogen training, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team consists of a number of healthcare providers including physicians, certified athletic trainers, athletic training students, emergency medical technicians, paramedics, and at times, coaches. Roles of these individuals within the emergency team may vary depending on factors such as the number of members of the team, the athletic venue itself, the preference of the certified athletic trainer, or the nature of the emergency.

There are four basic roles within the emergency team.

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

The first and most important role is **immediate care** of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. The second role, **equipment retrieval**, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Athletic training students are good choices for this role. The third role, **EMS activation**, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Activating the EMS system may be done by the certified athletic trainer (or someone they deem appropriate) via radio contact with the athletic training facility or via cell phone. If calling to the athletic training facility by radio, personnel will then activate EMS by dialing x3311. If calling by cell phone, the number for campus EMS/public safety is (610) 436-3311. If an athletic trainer is not available on site or via radio contact, the emergency plan is activated by the coach (See Activating EMS by Coaches). After EMS has been activated, the fourth role in the emergency team should be performed, which is **directing EMS to the scene**. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the contest. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. An athletic training student, manager, or coach may be appropriate for this role.

EMERGENCY COMMUNICATION

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel will work together to provide the best possible care to injured athletes. The radio communication system should be checked by ATs and ATSs prior to each practice or competition to ensure proper working order. The back-up communication plan will be in effect should there be failure of the primary communication system.

Primary communication by the sports medicine staff is radio contact or cell phone if available. Secondary communication is the closest emergency phone.

Activating EMS by the Sports Medicine Staff

AT or athletic training student calls athletic training facility via radio:

- Athletic training facility personnel activate WCU public safety by dialing ext. 3311
- WCU public safety activates 911

OR

AT activates public safety at 610-436-3311 directly via cell phone if one is available.

OR

AT activates public safety via closest emergency phone (refer to map of athletic venues).

Activating EMS by Coaches

Coach activates public safety at 610-436-3311 directly via cell phone if one is available

OR

Coaches should use the closest emergency phone located at the venue (refer to map of athletic venues).

Providing Information:

- Name, title (AT, ATS, Coach), address, telephone number of caller
- number of patients that need assistance
- condition of patient(s)
- first aid treatment provided
- specific directions as needed to locate the emergency scene (e.g. come to south campus loading dock)
- other information as requested by dispatcher

It is important that the emergency team be capable of adapting to each situation or sport.

Emergency plans for each sport or sport venue are included.

EMERGENCY EQUIPMENT

Necessary emergency equipment will be at the site or quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance, in order to use it properly. Emergency equipment should be checked on a regular basis and use of emergency equipment should be rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training of the emergency medical providers.

TRANSPORTATION

West Chester University coordinates on-site ambulances from Good Fellowship Ambulance Company for home football games, and on-site EMS coverage from campus EMS (QRS) for home rugby games (QRS does not transport patients). Ambulances may be coordinated on site for other special events/sports, such as major tournaments or Conference/NCAA regional or championship events. In the emergency evaluation, the ambulance personnel assist the emergency care provider (AT) in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the patient should be transported by ambulance, to the nearest emergency facility with the necessary staff and equipment to deliver appropriate care.

CONCLUSION

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with annual CPR and first aid training. Through development and implementation of the emergency plan, West Chester University helps ensure that sport participants will have the best care provided when an emergency situation does arise.

****When athletic training students are completing on-campus and off-campus clinical rotations, it is imperative that their preceptor goes over with them the specific emergency action plan(s) for that site****

WCU Lightning Policy

According to the NCAA and the NATA, lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. The existence of blue sky and the absence of rain are not protection from lightning. According to the National Severe Storms Laboratory, lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

Prevention and education are the keys to lightning safety. Prevention begins long before any intercollegiate athletics event and should follow one of the two detailed plans below.

Chain of Command: A chain of command is crucial to the effectiveness of safety when dealing with severe weather. The chain of command will monitor on a daily basis, threatening weather.

For Events and Practices Where ATs are Present:

The certified athletic trainer will track the occurrence of lightning/threatening weather through the use of the on-line or text message weather detection system subscribed to. If there is lightning/threatening weather in the area (within 8 miles) the certified athletic trainer will inform the administrator, coach, and/or game officials. The participants and spectators will be instructed to move to a safe structure.

For Instances When an AT is Not Present:

Coaches are responsible for ensuring that their staff is monitoring the forecast. If there is lightning/threatening weather in the area (within 8 miles) coaches will instruct participants to move to a safe structure.

Safe Structure: Any building normally occupied or frequently used by people. In the absence of a sturdy frequently inhabited building, any vehicle with a hard metal roof and rolled-up windows. A vehicle is certainly better than remaining outdoors. The hard metal roof dissipates the lightning strike around the vehicle, so if struck, make sure that no one touches the sides of the vehicle.

Resumption of Activities: The NCAA and NATA guidelines recommend athletic activities should not begin until 30 minutes after the last thunderstorm warning was issued.

MxVision WeatherSentry Online® (as of August 2012 all PSAC universities subscribe to this service)

COMPUTER LOGIN

WCU only has one license for this system so if one person is signed in and another signs in after, it will bump the first person out. From your browser – type in weather.dtn.com (no www) or [click here](#).

Username = wcu (check for updates)

Password = golden (check for updates)

Once logged in, the radar map will pop up. You will notice “pins” on the map, indicating locations that are being monitored.

To get the daily or hourly forecast:

- Left click on the pin (an x will appear)

- Right click on the pin with the x and the forecast will pop up. You can choose hourly or daily.

You can also “change location” to check weather in Lock Haven or anywhere by clicking “change location” and typing in the new area you want to see.

TO FIND OUT LIGHTNING INFORMATION AND ALL CLEAR TIMES

In the column on the far left side of the page – click DASHBOARD.

On the right side of this screen will be Lightning manager.

Here you find the number of lightning strikes in the warning areas that have occurred in the past 30 min.

Also – this is where the ALL CLEAR Countdown timer is located. It will tell you how many minutes before anticipated all clear. (If it detects a new lightning strike – it will jump back to 30 minutes)

MOBILE SITE OR APP FOR YOUR SMARTPHONE (PREFERRED)

This is an unlimited application, so there is no limit to the number of people that can be logged in here at the same time. This is ideal for when you are on the field.

From your phone’s internet browser – type in mx.dtn.com, or download the WeatherSentry mobile app.

Username = wcu (check for updates)

Password = golden (check for updates)

- The mobile site has all the same features as the desktop site but in a different format.
- To find lightning info and all clear countdown – click on “lightning”
- You can also access the radar map and forecasts, etc.

PROFESSIONAL MEMBERSHIPS

National Athletic Trainers' Association (NATA) (www.nata.org)

Students are encouraged to become members of the NATA. The fee entitles the student member to gain access to the Journal of Athletic Training (which is the professional journal of the organization), NATA News, and also provides considerable savings on the fee required to sit for the BOC certification examination and for registration fees for the NATA annual symposia. You must be an NATA member to apply for any of the NATA student scholarships as well. Applications are available online at www.nata.org.

Eastern Athletic Trainers' Association (EATA) (www.goeata.org)

Pennsylvania Athletic Trainers Association (PATs) (www.gopats.org)

Students who become members of the NATA automatically are members on the EATA and PATs (if your mailing address is in Pennsylvania). As a member of these organizations you are eligible to apply for student scholarships and received reduced registration fees.

SCHOLARSHIP INFORMATION

National Athletic Trainers' Association Research & Education Foundation (REF)

The NATA-REF awards scholarships annually (<http://natafoundation.org/request-funding/>). You must be a NATA member and intend on pursuing athletic training as a career in order to be eligible. The application deadline is in late January/early February. Scholarship categories include undergraduate students, graduating undergraduate students, professional master's (entry-level) students, post-professional master's students, and doctoral students. Undergraduate students must have completed at least 60 credits of coursework and have a cumulative GPA of at least 3.2.

Eastern Athletic Trainers' Association (EATA)

The EATA awards annual scholarships in the amounts of \$1500 to junior and senior athletic training students who are pursuing an undergraduate degree in athletic training. See www.goeata.org for more information. The application deadline is usually November 1st.

Pennsylvania Athletic Trainers' Association (PATs)

PATs awards annual scholarships in the amounts of \$2000.00 to athletic training students. See <http://gopats.org/scholarships/scholarships.htm> for more information. Note: You must be a PATs member to be eligible for PATs scholarships.

Sturzebecker Scholarship

Annual scholarships are awarded to students attending West Chester University in the College of Health Sciences, and to recognize individuals associated with West Chester University for distinguished achievement in their chosen professions, extraordinary accomplishments with humanitarian accomplishments and magnificent service to West Chester University and to induct them into the West Chester University Hall of Fame. Student award amount is \$1,000 to \$2,000. Undergraduate students must have completed at least 45 credits at WCU prior to the semester of application, and graduate students must have completed 12 graduate credits at WCU. Minimum GPA of 3.25. Selection criteria based on GPA (75%) and financial need (25%).

Swope Foundation Scholarship

Annual scholarship awarded to undergraduate students in the amount of \$2000.00. Award criteria based upon GPA, essay, and letters of recommendation. Information regarding this scholarship can be obtained from the dean's office.

WCU Sports Medicine Scholarships (http://www.wcupa.edu/_academics/healthsciences/sportsmed/bsat-schol.asp)

Pat Croce Scholarship

Annual scholarship awarded to an athletic training student. Award criteria being revised

Brad Taylor Scholarship

Annual scholarship awarded to a BS IN ATHLETIC TRAINING sophomore. Award criteria based upon financial need, athletic training GPA, leadership, commitment and service to the athletic training profession, and quality of essay. Preference will be given to under-represented minority candidates and/or candidates who demonstrate significant leadership skills and professional involvement. (Criteria revisions after spring 2017)

Doug Weiss Scholarship

Annual scholarship awarded to a BS IN ATHLETIC TRAINING junior. Award criteria based upon GPA and quality of essay. For more information ask the Coordinator of Athletic Training Education. (Criteria revisions after spring 2017)

Phil Donley Outstanding Senior Award

Annual scholarship awarded to a BS IN ATHLETIC TRAINING senior. Award criteria: academic achievements, clinical competence, and significant service contributions to club, department, college and/or university. Interested students must submit an application and obtain a recommendation from a previous clinical preceptor. (Criteria revisions after spring 2018)

Graduation Application Timeline: Each candidate for a master's degree must apply to graduate on [myWCU](#). An automatic fee of \$89 (subject to change) will be added to their account. The following are deadline dates for applying to graduate:

- May graduation - February 1
- August graduation - June 1
- December graduation - October 1
-

AT students should apply by February 1 of second year. Every student must file an application for admission to degree candidacy with the vice provost and dean of graduate studies. Forms are available on the Office of Graduate Studies website.

Other WCU Academic Graduate student policies & procedures: refer to the graduate catalog <http://catalog.wcupa.edu/graduate/academic-policies-procedures/>

Academic Integrity

Academic Probation & Dismissal

Academic Records Information

Additional Certification Policies

Classification of Students

Course Policies

Degree Candidacy

Enrolling & Withdrawing from Courses

Enrollment Policy/Leave of Absence

Grade Information

Graduation & Degree Requirements

Appendix A. NATA Code of Ethics (September 2005, Revised 2016)

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.

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.

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.

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.

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.

Appendix B. Foundational Behaviors of Professional Practice

From the: **ATHLETIC TRAINING EDUCATION COMPETENCIES**, 5th Edition

(for complete document see

http://www.nata.org/sites/default/files/competencies_5th_edition.pdf)

“Foundational Behaviors of Professional Practice

These basic behaviors permeate professional practice and should be incorporated into instruction and assessed 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 healthcare 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 healthcare professionals.
- Understand the scope of practice of other healthcare 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 conform to 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 *Standards of Professional Practice*.
- Understand the consequences of violating the NATA's *Code of Ethics* and BOC's *Standards of Professional Practice*.
- 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, clients/patients, other healthcare professionals, and others as necessary.

Cultural Competence

- Demonstrate awareness of the impact that clients'/patients' cultural differences have on their attitudes and behaviors toward healthcare.
- 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."

Appendix C. BOC Standards of Professional Practice

Published May 2016; Implemented September 2016

Introduction

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

The BOC certifies Athletic Trainers (ATs) and provides exceptional credentialing programs that support the protection of the public. An AT is a healthcare professional who renders service or treatment, under the direction of or in collaboration with a physician, in accordance with their education and training and the states' statutes, rules and regulations. As a part of the healthcare team, services provided by ATs comprise, but are not limited to, prevention and education, emergent care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.

The BOC is the only accredited certification program for ATs in the United States. Every five 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 two 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.

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 BOC Standards of Professional Practice

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 and ensures that any information provided to the BOC in connection with any certification application is accurate and truthful
- 3.8 Does not possess, use, copy, access, distribute or discuss certification exams, score reports, answer sheets, certificates, certificant or applicant files, documents or other materials without proper authorization
- 3.9 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
- 3.10 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
- 3.11 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
- 3.12 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

- 3.13 Complies with all confidentiality and disclosure requirements of the BOC and existing law
- 3.14 Does not endorse or advertise products or services with the use of, or by reference to, the BOC name without proper authorization

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 Maintains adequate and customary professional liability insurance
- 6.3 Acknowledges and mitigates conflicts of interest

Appendix D. BOC CERTIFICATION EXAMINATION CANDIDATE HANDBOOK **<http://bocatc.org/candidates/candidate-handbook>**

All athletic training students should read the entire BOC Exam Candidate Handbook prior to registering for the exam. The BOC Exam Candidate Handbook can be found by clicking [here](#).
(or cut and paste the url in your browser)

Name of student: _____

Date: _____

West Chester University
Athletic Training Program
POLICY and PROCEDURE MANUAL (revised 2017) Signature page

-I have read and understand the “**Strategic Alliance Statement on Athletic Training Student Supervision**”.

Initials _____

- I have read and understand the “**Communicable Disease Policy**”.

Initials _____

- I have read and understand the “**Clinical Education Confidentiality Agreement**”. Initials _____

- I have read and understand the “**Employment opportunities**” information:

Initials _____

Overall Acceptance of Policy and Procedure Manual

I, _____ (print name) have read and understand the policies, procedures and information included in this policy and procedure manual. I understand that I must abide by all of the requirements, academically and clinically, as well as policies and procedures for the Athletic Training Program at West Chester University.

By signing my name below I confirm that I have received and read a copy of the manual thoroughly and have been given an opportunity to ask any questions that I have regarding the Policy and Procedure Manual.

_____ Date _____

Athletic Training Student Signature

The provisions of this document are not regarded as an irrevocable contract between the student and the program or University. West Chester University’s athletic training program reserves the right to change any provisions or requirements at any time. Updates to this manual will be made in late in the spring each year and will posted directly to the program’s web site: http://www.wcupa.edu/_academics/healthsciences/sportsmed/