

Millikin University
Athletic Training Program
Student Manual
2019-2020

Millikin University
Athletic Training Student Manual
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INTRODUCTION

University and Athletic Training Program Mission Statements

Millikin University's mission is to offer an education that integrates the traditional liberal arts and the practical arts of the professions. Guided by faculty and staff, and within an inclusive and broadly accessible learning community, our students discover and pursue their full potential, personally and professionally, to do well and to do good. To deliver on the promise of education, Millikin University utilizes performance based learning to prepare students for professional success, democratic citizenship in a global environment, and a personal life of meaning and value.

The mission of the Athletic Training Program (ATP) within the Department of Exercise Science and Sport at Millikin University is to deliver an integrated and comprehensive educational experience for students aspiring to become athletic trainers. Through a combination of both classroom and performance based learning experiences, the program guides students through acquisition of the knowledge and the skills necessary for success in the athletic training and allied health professions. The Program's outcomes include preparing students for success on the Board of Certification examination; preparing students for post graduate studies; and preparing students for employment within various allied health settings.

Assessment

To support university and programmatic missions and outcomes, the following goals, student learning outcomes, and objectives of the Millikin University ATP are:

Goal 1- To prepare students to function in an interdependent and diverse world.

Student Learning Outcomes:

- 1) Students will communicate effectively and respectfully, with individuals/groups, professionals and society.
- 2) Students will adhere to a code of conduct that ensures appropriate ethical and behavioral decorum.
- 3) Students will integrate knowledge and skill in developing treatment plans specific to diverse populations.

Objectives:

- 1) Students will complete a research project and present their findings in a scholarly presentation.
- 2) Students will demonstrate professional behavior and attitude as indicated on the Preceptor evaluation form completed at the culmination of each clinical assignment.

- 3) Students will obtain 150-200 clinical hours associated with the active and non-active populations per semester.

Goal 2- To prepare students to practice in a wide variety of allied health settings.

Student Learning Outcomes:

- 1) Students will demonstrate comprehensive knowledge and skills in the care of patients with injury.
- 2) Students will demonstrate comprehensive knowledge and skills in the care of patients with illness.
- 3) Students will develop interpersonal skills within diverse populations

Objectives:

- 1) Students will demonstrate comprehension by successfully passing the gate test with an 80% or above score.
- 2) Students will observe surgical procedures in the operating room and submit a reflection paper.
- 3) Students will complete rotations with a General Family Physician and an Emergency Room Physician Assistant and submit a reflection paper.

Goal 3- To prepare students for post graduate success.

Student Learning Outcomes:

- 1) Students will demonstrate the ability to integrate themselves into a post graduate professional setting.
- 2) Students will demonstrate the ability to practice in a competent and safe manner.
- 3) Students will indicate preparedness to work as a professional.

Objectives:

- 1) Students will secure positions in graduate study programs or in allied health care employment.
- 2) Students will pass the Board of Certification (BOC) exam on the first attempt with a score of 70% or above.
- 3) Students will complete a professional portfolio prior to graduation.

Description of the Athletic Training Profession

According to the “Standards for the Accreditation of Education Programs for the Professional Preparation of the Athletic Trainer (2011),”

The Certified Athletic Trainer (ATC ®) works with physicians and other medical personnel, employers, patients, parents, guardians, and athletic personnel in the development and coordination of efficient and responsive health care

delivery systems. Athletic trainers are integral members of the health care team in secondary schools, colleges and universities, professional sports programs, sports medicine clinics, corporate /industrial, and other health care settings.

The athletic trainer's professional preparation is based on the development of specified educational competencies and clinical proficiencies. Through a combination of formal classroom and clinical instruction and clinical experience, the athletic trainer is prepared to provide health care within each of the following content areas:

- Evidence-Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Health Care Administration
- Professional Development and Responsibility

ACADEMIC PROGRAM

Admission Requirements

Students interested in the ATP are encouraged to begin the application process early in their first year for admission beginning fall semester of their second year. Admission into the program is competitive. The top students are chosen based on academic performance and performance in the interview and clinical observation portions.

The following are minimum requirements for admission:

- Submit a written application to the program. Refer to *Appendix 1 for the ATP application form.*
- Earn a letter grade of B or higher in ES 130, Prevention and Treatment of Athletic Injuries, and ES 140, Standard First Aid.
- Earn a cumulative grade point average of 2.5/4.0 or higher at the completion of the last two semesters of college.
- Complete 100 hours of satisfactory clinical observation under the supervision of the university's athletic training staff. *Clinical observation will begin as part of the ES 130, Prevention and Treatment of Athletic Injuries, class and will culminate upon the hour completion.*
- Complete an admission interview with a panel comprised of athletic training staff, current athletic training students and other medical professionals affiliated with the program.
- Meet with or without accommodations, the Millikin University Athletic Training Program Technical Standards for Admission. Refer to *Appendix 1 for the technical standards.*

Appeal Process

Students who are not accepted into the ATP may submit an appeal letter to the Program Director that addresses why an appeal is being requested and how the student plans to be successful in accordance to the issues denoted in the denial letter. The AT Advisory Committee will review the letter in a timely manner and decide the status of the student within the ATP.

Retention Requirements

Students Admitted to the ATP prior to the 2015-2016 school year:

Students admitted into the program must maintain an overall grade point average (GPA) of 2.5/4.0 and a grade point average of 3.0/4.0 in all courses required for the athletic training major each semester. Following the first semester a student fails to meet the retention requirements, the student is placed on probation for the upcoming semester and a meeting with the ATP Program Director, the Chair of the Department of Exercise Science and Sport and/or the Office of Student Success will take place to devise a plan that will encourage academic success and that will support compliance with the retention requirements by the end of the semester. Students who fail to meet the retention requirements following this process will be dismissed from the ATP. It is important to note that a probationary status occurs only once. Even though a status may be lifted because the student has met the standard (s) in the remedial plan, the probation remains on the student's record and will be referenced pending any other Program violations (as noted in the AT Student Manual) within the student's career in the Program. A second probationary status will result in termination from the ATP.

Students Admitted to the ATP for and after the 2015-2016 school year:

All students in the ATP must maintain a major GPA of 3.0/4.0. All students must earn a B- or higher in each of the required major (ESS) courses that are listed in the bulletin pertinent to the year the student enrolled at Millikin. All students must earn a C- or higher in each of the required major (non-ESS) courses that are listed in the bulletin pertinent to the year the student enrolled at Millikin. Students can retake a course a second time to enhance the grade of the course to meet the B- requirement. Following the first semester a student fails to meet the retention requirements, the student is placed on probation for the upcoming semester and a meeting with the ATP Program Director, the Chair of the Department of Exercise Science and Sport and/or the Office of Student Success will take place to devise a plan that will encourage academic success and that will support compliance with the retention requirements by the end of the semester. Students who fail to meet the retention requirements following this process will be dismissed from the ATP. It is important to note that a probationary status occurs only once. Even though a status may be lifted because the student has met the standard (s) in the remedial plan, the probation remains on the student's record and will be referenced pending any other Program violations (as noted in the AT Student Manual) within the student's career in the Program. A second probationary status will result in termination from the ATP

Reinstatement Policy

Students who are terminated from the program for academic insufficiencies may request a reinstatement of their position by adhering to the following parameters:

- 1) The student must submit a typewritten request to be reinstated that includes why reinstatement is being requested and how the student plans to be successful. This is due to the Program Director by the dates illustrated below.

- If the student was terminated after the fall semester, he/ she would have to submit a request by January 15th.
 - If the student was terminated after the spring semester, he/ she would have to submit a request by August 30th.
 - No request will be accepted after these dates.
- 2) The student will not be allowed to take any specific Athletic Training courses, nor engage in any clinical experiences for two full semesters. The student may take courses to fulfill another major, minor, or general education requirement (s).
 - 3) Two semesters after termination, the AT Advisory Committee and if applicable, the appropriate MU administration will review the student's reinstatement request and determine the status of the student within the ATP.
 - 4) If the student is reinstated into the ATP, he/she must adhere to the program's retention policy with the exception of the probationary period. If the student does not adhere to the retention policy, he/she will not be granted a probationary period, but will immediately be dismissed from the ATP.
 - 5) If the student is reinstated into the ATP, he/she may resume the regular sequencing of the specific Athletic Training courses.
 - 6) A student may only request a reinstatement policy one time.
 - 7) Students who are terminated from the program due to behavioral or ethical misconduct will not be allowed to submit a reinstatement request.

Grievance Policy

Grade Disputes

Students who believe that they have received an unfair grade have a right to be heard through orderly procedures against prejudiced or capricious academic evaluation. This process is clearly outlined in the University's Academic Bulletin. A hard copy of the bulletin is available upon request and an electronic version can be accessed at <https://www.millikin.edu/bulletin/Pages/default.aspx>. Refer to the Academic Integrity Standards section denoted in the academic bulletin.

Student-Preceptor

The non-academic grievance process provides students with a mechanism to address non-academic related issues pertinent to the preceptor-student relationship. In the event a student has a complaint against a preceptor not related to an academic action, students will informally contact their preceptor within (7) calendar days of the incident/complaint in question. If not resolved informally, the student may discuss the matter with the MU AT Program Director (PD) or the Clinical Education Coordinator (CEC). If the student's complaint is with the PD, the student should discuss the matter with CEC. If the student's complaint is with the CEC, then he/she should discuss the matter with the PD who also serves as the Exercise Science and Sport Department Chair.

If no resolution is reached, the matter will be discussed with the Dean of the College of Professional Studies. If the issue remains unresolved, the student may begin the Formal Grievance Process as denoted by Millikin policy. In any event, if the matter is not resolved, any formal grievance must be filed within twenty-one (21) calendar days of the action in question.

Student-Faculty

Students who have concerns pertaining to faculty should follow the same procedure as denoted for a grade dispute in the Academic Bulletin. A hard copy of the bulletin is available upon request, and an electronic version can be accessed at <https://www.millikin.edu/bulletin/Pages/default.aspx>.

Student-Student

Didactic and clinical learning with other students naturally occurs within the Athletic Training curriculum. Occasionally, disagreements may occur. In this instance, all parties involved should make reasonable efforts to resolve the problem themselves in an informal manner. When disagreements cannot be settled informally, all parties should discuss issues with the MU AT Program Director (PD) or the Clinical Education Coordinator (CEC). If no resolution is reached, the matter will be discussed with the Dean of the College of Professional Studies and the Provost.

Academic Sequencing- Traditional Students

Coursework sequencing listed below **only serves as informational only. The academic advisor will work with the student to determine a specific academic plan that suits the professional aspirations of the student.**

Fall Semester

			<u>1st year</u>
IN	140	University Seminar	3
IN	150	CRWRR I	3
CH	114	Fund. Of Chem	4
CH	114	Fund. Of Chem Lab	0
ES	130	Prev & Trt of Ath Inj	3
ES	140	CPR & First Aid	2
Fine Arts Requirement			<u>3</u>
			18

Spring Semester

IN	151	CRWRR II	3
CH	203	Ess. Of Organic Ch	3
CH	205	Ess. Of Organic Lab	1
CO	200	Public Speaking	3
ES	160	Personal/Comm Health	3
PS	130	Intro Psychology	3
			<u>16</u>

There is flexibility in taking 1st year courses out of the above sequence. Your academic advisor will help you determine your course schedule to meet your specific academic needs.

2nd year

IN	250	US Cultures	3	IN	250	US Structures	3
BI	206	A & P/ Lab	4	BI	207	A & P II /Lab	4
ES	141	Practicum in AT I	2	ES	241	Practicum in AT II	2
ES	234	Rec & Eval of Ath Inj I	3	ES	235	Rec & Eval of Ath Inj II	3
ES	328	Health Related Nut.	3	ES	311	Ther. Modalities	3
NU	102	Medical Terminology	<u>3</u>			Non ESS Elective	3
			18				<u>18</u>

3rd year

IN	350	Global Studies	3	IN/ICS	351	Global Cultures/or Lang	3
NU	314	Pharmacology	3	ES	342	Practicum in AT IV	2
ES	310	Kinesiology	3	ES	332	Therapeutic Exercise	3
///	///	ICS Course #1	3	NU	311	Health Assessment	3
ES	341	Practicum in AT III	2	PS	201	Statistical Methods	3
///	///	Fine Arts Requ.	<u>3</u>	///	///	Quantitative Reasoning	<u>3</u>
			17				16

<u>4th year</u>							
ES	410	Exercise Physiology	3	ES	472	Intern in Sports Medicine	3
ES	411	Exercise Phys Lab	1	ES	418	Princ of Strength & Cond	3
ES	450	Athletic Training Admin	3	///	///	Non ESS Elective	3
ES	441	Practicum in AT V	2	///	///	Non ESS Elective	3
///	///	Non ESS Elective	3	///	///	Non ESS Elective	1
///	///	Non ESS Elective	<u>3</u>	ES	365	Athletic Training Seminar	<u>1</u>
15				14			

University Graduation Requirements= 124 credits or more

- Remedial Quantitative Reasoning (Math) course (s) **are not included in the above schedule.**
- Minor Options- Nutrition, Psychology, and Spanish.- **Minor courses are not included in the above schedule.**
- Consult with your academic advisor to discuss your professional goals.
- Transfer/Change of Major students need to consult with their academic advisor to discuss courses.

Academic Sequencing- Non- Traditional Students

Students who transfer to Millikin University or who change to Athletic Training may not be under the traditional course sequencing. Students must consult with their academic advisor to discuss a course plan that correlates with their specific academic needs and professional aspirations.

CLINICAL EDUCATION

Clinical education reflects didactic, laboratory, and clinical hour experiences. Didactic and laboratory experiences include formal instruction on current AT knowledge, skills and abilities. Clinical hour experiences are assigned by the Clinical Education Coordinator and provide students with real-time opportunities to synthesize, practice and integrate learned knowledge and skills. Students will have a minimum of one day off in every seven-day period. Students **MUST** obtain the quantity of clinical hours listed below for each of the Practicum courses. If student obtains less than the stated hours, he/she will fail the course. If he/she acquires more than 200 hours, this excess cannot be documented within the log book and is said to be done because of a personal choice. Clinical education, as a whole, is progressive and diverse and occurs within a minimum of a two year period.

Students are not used as a replacement for licensed athletic training staff and should not be viewed as such. They do not receive any monetary reimbursements during the educational experience. Preceptors must be physically present and have the ability to intervene on behalf of the students and patient. Students do not travel unless there is a MU AT travelling with the team as well. Unsupervised clinical experiences, even if voluntary, is prohibited. Students “volunteering” for unsupervised travel will place the ATP in a position of non-compliance with CAATE standards. **Students, who are also athletes, cannot engage in athletic training skills or practices on their teammates, coaches, and/or staff during away competitions.**

All athletic training students must complete the clinical education under the supervision of professionals with the following qualifications as stated by CAATE: 1) be

credentialed by the state in a health care profession, 2) not be currently enrolled in the professional athletic training program at Millikin University, and 3) have received planned and ongoing education from the program designed to promote a constructive learning environment. It is the responsibility of the student to keep track of all clinical hours. The hours must be recorded in the Athletic Training Clinical Education Log Book. The log book is signed by the preceptor daily and is submitted to the Practicum course instructor upon the culmination of the academic semester.

As part of the practicum courses, students will be required to take proficiency exams throughout their careers. These exams are intended to recognize student strengths and deficiencies in accordance to the expected knowledge level. The ultimate goal is to position the student for success on the Board of Certification (BOC) exam. Refer to the practicum module for specific details.

ES 141- Practicum in Athletic Training I

During the fall semester, sophomore / first year ATP students must complete 150 clinical hours at their assigned site that provides authentic opportunities to synthesize, practice and integrate learned knowledge and skills. Students also complete a clinical module, which focuses on skills introduced in ES 130 – Prevention and Treatment of Athletic Injuries, ES 140 – First Aid, and ES 160 – Personal and Community Health. After the student demonstrates competency in a particular skill located within this module, the student is then able to apply this skill on a patient.

ES 241-Practicum in Athletic Training II

During the spring semester, sophomore / first year ATP students complete 150 clinical hours at their assigned site that provides authentic opportunities to synthesize, practice and integrate learned knowledge and skills. Students complete a clinical proficiency module, which focuses on skills introduced in ES 234 – Recognition and Evaluation of Athletic Injuries I. Skills in ES 141 will also be practiced to allow for skill refinement and more advanced learning. After the student demonstrates competency in a particular skill located within this module, the student is then able to apply this skill on a patient.

ES 341- Practicum in Athletic Training III

During the fall semester, junior / second year ATP students complete 150 clinical at their assigned site that provides authentic opportunities to synthesize, practice and integrate learned knowledge and skills. Students complete a clinical proficiency module, which focuses on skills introduced in ES 235 – Recognition and Evaluation of Athletic Injuries II and ES 311 – Therapeutic Modalities. Skills in ES 141 and 241 will also be practiced to allow for skill refinement and more advanced learning. After the student demonstrates competency in a particular skill located within this module, the student is then able to apply this skill on a patient.

ES 342- Practicum in Athletic Training IV

During the spring semester, junior / second year ATP students complete 150 clinical hours at their assigned site that provides authentic opportunities to synthesize, practice and integrate learned knowledge and skills. Students complete a clinical proficiency

module, which focuses on skills introduced in ES 310 – Kinesiology. Skills in ES 141, 241, and 341 will also be practiced to allow for skill refinement and more advanced learning. Medical terminology, research topics, and splinting are additional areas of focus for this course. After the student demonstrates competency in a particular skill located within this module, the student is then able to apply this skill on a patient.

ES 441- Practicum in Athletic Training V

During the fall semester, senior / third year ATP students complete: 138 clinical hours at their assigned site; four hours of emergency medicine; and eight hours of family medicine. Students complete a clinical proficiency module, which focuses on skills introduced in ES 328 – Health Fitness Nutrition, ES 332 – Therapeutic Exercise, ES 410 – Exercise Physiology, ES 450 – Athletic Training Administration, NU 314 – Pharmacology, and NU 311 – Health Assessment. Skills in ES 141, 241, 341, and 342 will also be practiced to allow for skill refinement and more advanced learning. After the student demonstrates competency in a particular skill located within this module, the student is then able to apply this skill on a patient.

ES 472- Internship in Sports Medicine

During the spring semester, senior students complete 120 clinical hours assigned to an off-campus clinical affiliation to expose the students to experiences common to the practice of athletic training in various settings. Students complete a clinical proficiency module, which focuses on skills introduced in ES 418- Principles of Strength and Conditioning and on skills specific to the assigned site. Skills in ES 141, 241, 341, and 342 will also be practiced to allow for skill refinement and more advanced learning. After the student demonstrates competency in a particular skill located within this module, the student is then able to apply this skill on a patient.

As part of your Practicum class, you are to complete two evaluations that include one that you completed of the clinical site/preceptor and the second is completed by your preceptor evaluating you. You must get your preceptor to complete this evaluation, to go over it with you, and to complete the signatory response. Evaluation completion is a portion of your grade. At the culmination of the semester, you must turn in:

- 1) Completed module (all proficiencies completed, all EAPSs completed)
- 2) Completed Clinical Integration Proficiencies (CIP) packet
- 3) Community service sheets
- 4) Updated log book
- 5) Both evaluations as mentioned above
- 6) Any other information as deemed required by your professor

These all contribute to your overall grade. Submission of materials are due by the date determined by your practicum professor.

Community Service

Built into each Practicum course is a four hour community service requirement. Community/ campus services **MUST** be affiliated with or arranged by members of the Athletic Training certified or student staffs. These services must also be approved by your Practicum professor. It is the responsibility of you, the **STUDENT**, to complete the service

form(s), obtain the appropriate signatures, and return to his/her Practicum professor prior to the end of the Practicum class. If you participate in more than one event to obtain your four hours, than you must fill out a sheet for each event. There are many opportunities throughout the semester that will fulfill this service requirement. You are expected to submit the actual time spent performing this service. Any falsification of hours will result in immediate suspension of all accumulated hours and in disciplinary action as noted in the AT Student Manual. You have a sovereign responsibility to contribute to the community that serves you.

Examples of acceptable services are health fairs, board positions on the Athletic Training Club; participation in event coordination for AT Club or SESO; judge for HOSA competition; any Athletic Training committee; and/or additional activities promoting the field of Athletic Training or events pre-approved by the Practicum professor. **AGAIN, it is the responsibility of the STUDENT to complete the service form, obtain the appropriate signatures, and return to your Practicum professor prior to the end of the Practicum class.**

Graduation Requirements

Students graduate from Millikin University with a Bachelor's of Science in Athletic Training upon completion of at least 124 semester hours of academic coursework with a minimum of 39 hours of course work at the 300 and above level. All university, degree and athletic training major requirements must be met at the time of graduation.

Financial Responsibilities

Students should be aware of additional miscellaneous expenses associated with Athletic Training. The following is a list of common Athletic Training student expenses that occur after official admittance into the program. Costs vary by year. Some costs* are included in clinical lab or assessment fees each semester. Program specific cost depends upon the current environment of product cost.

Observation Experience/Year

No expenses are incurred unless the student chooses to observe at Millikin's off campus athletic venues at which time the student is responsible for transportation to and from the venue.

First year in the Program:

- Criminal Background Check
- Uniforms
- CPR/ AED Certification- American Red Cross Professional Rescuer Level*
- TB Screening
- Physical Examination
- Possible transportation to off campus sites
- Flu Vaccination
- Lost CPR/AED/ First Aid Card Replacement

Second year in the Program:

- TB Screening

Flu Vaccination
Transportation to off campus sites
Lost CPR/AED/ First Aid Card Replacement

Third year in the Program:

Board of Certification Practice Exam*
Graduation Fee
Optional Graduation Expenses (robe rental, graduation invitations, etc.)
CPR/ AED Certification- American Red Cross Professional Rescuer Level
TB Screening
Flu Vaccination
Transportation to off campus sites
Lost CPR/AED/ First Aid Card Replacement

Dress Code

Students taking part in their clinical education must dress appropriately at all times. The following dress code guidelines must be adhered to at all times.

Millikin University

- 1) Practices - Wear only approved Millikin University Athletic Training apparel. Only khaki shorts/ pants and MU AT apparel/generic polos are to be worn. The length of shorts will also be CLOSELY monitored. **Shorts must be at a mid-thigh length or longer.** The supervising preceptor has the final say if the attire is appropriate and acceptable for the situation.
- 2) Competitions - Polo shirts and dress pants or shorts must be worn for all outdoor events. Dress casual clothing is required for all indoor events, unless otherwise specified by the supervising preceptor.
- 3) Athletic Training Room – Only khaki shorts/ pants and MU AT apparel/generic polos are to be worn.
- 4) Athletic shoes, closed toe & low heeled casual dress shoes with backs are to be worn. As deemed by the supervising preceptor, any shoe that impedes or hinders the student from performing his/her professional obligations and duties or that jeopardizes the safety of the student and/or patient will not be tolerated.
- 5) Shirts must be appropriate in length on the top and bottom. Pants must be worn professionally. Any inappropriate viewing of the body while bending down or performing AT duties will not be tolerated. In other words, no cleavage, butts, boxers, or briefs should be within sight when bending down.
- 6) Shirts must be tucked in, unless otherwise accepted by the supervising preceptor.
- 7) No hats, visors, bandanas, sunglasses may be worn indoors at any time, but all are acceptable outdoors, as long as there is no advertising of any affiliation with outside groups or companies.
- 8) Any clothing may be worn during inclement weather to provide protection from the elements. However, the clothing may not show any affiliation with an outside group (pro sports, other college, fraternity/sorority etc.).

Off-Campus Clinical Affiliations/Internships

Students will be expected to dress professionally and in a manner consistent with the rules and regulations of the institution.

Attendance

Students must be present and on time for all clinical assignments. The supervising preceptor, with the approval from the Program Director, will set forth disciplinary action as he/she deems necessary. Unexcused or chronic tardiness is justification of disciplinary action.

Professional Standards of Conduct

Students admitted in the ATP must understand and follow the code of ethics set by the National Athletic Trainers' Association (NATA) and the Commission on Accreditation of Athletic Training (CAATE). Refer to Appendix 2.

In addition to following the code of ethics of the NATA and CAATE presented in this manual, athletic training students must specifically comply with the following:

- 1) ATS will keep all information pertaining to a patient's condition and care shall be handled in a confidential manner. A patient's health information will only be released at the request of and with the consent of the patient. ATS information will only be released at the request of and with the consent of the ATS.
- 2) ATS will not take part in any actions that are a threat to the safety of injured patients, clients, staff or fellow students.
- 3) ATS will display courtesy to all persons during their clinical education.
- 4) ATS will maintain behavioral decorum (Refer to Appendix 3 for Disciplinary Report).
- 5) Romantic relationships and language (verbal and body) with other athletic training students, MU faculty/ staff, or patients that interfere with professional obligations and that jeopardize the learning and health care environments will not be tolerated and will be subjected to disciplinary action.
- 6) Per the discretion of the Program Director, body piercings that interfere with the professional representation of the AT program will not be tolerated.
- 7) ATS will not engage in the unauthorized use of the clinical site facility or any piece of equipment in the facility.
- 8) ATS will be respectful of all faculty, staff and peers during all portions of the AT program.
- 9) All humans are entitled to freedoms of speech and opinion. Embrace that, welcome that, but know that it comes with responsibility. Be careful to lay down judgement and comment without obtaining all of the correct facts. Once you gather the facts from valid references, than it's appropriate to come to your own personal conclusion and lobby for that conclusion. Starting unfounded rumors, with anything in life, can unnecessarily devastate individuals, families, programs, organizations, institutions, and even yourself.

Disciplinary Process

An incident is defined as a **situation or event** in which one or multiple offenses occur.

An incident could be, but is not limited to:

Insubordination	Theft / Vandalism
Unprofessional Behavior	Sexual Harassment
Falsifying Hours	Breach of Duty
Academic Dishonesty	Unexcused Absences
Drug / Alcohol Use/Abuse	Chronic Tardiness
Conduct Unbecoming of an Athletic Trainer	Other
Dress Code Violations	

An offense is a **specific behavior** that violates institutional or programmatic policy.

Multiple offenses can occur from one incident. An offense could be, but is not limited to:

Insubordination	Theft / Vandalism
Unprofessional Behavior	Sexual Harassment
Falsifying Hours	Breach of Duty
Academic Dishonesty	Unexcused Absences
Drug / Alcohol Use/Abuse	Chronic Tardiness
Conduct Unbecoming of an Athletic Trainer	Other
Dress Code Violations	

The incomppliance of any policy or rule within this manual will lead to the following disciplinary actions:

- 1st offense- Verbal warning and Disciplinary Report completed (Refer to Appendix 3)
- 2nd offense- Disciplinary Report completed, meeting with the Program Director, AT staff, Department Chair, and/or appropriate MU administrators
- 3rd offense - Dismissal from the program

- This disciplinary plan is cumulative throughout the tenure of the student's MU AT program career.

- The AT Advisory Committee and appropriate MU administration reserve the right to terminate a student's ATP position on the 1st or 2nd offense if the incomppliance is of such sufficient magnitude that it jeopardizes or violates the health, safety and well-being of the parties and/or programs involved.

Miscellaneous Guidelines

- 1) On Campus- You are a STUDENT, not a licensed professional.
 - For non-emergency situations, apply immediate first aid per your first aid certification and refer the patient to the nearest health care facility. Patients may be but are not limit to students, student-athletes, administration, faculty, and visitors.
 - For emergency situations- You are professional rescuer (or equivalent), so you're minimal legal obligation is to call 911 and engage in basic life sustaining measures per this certification. Example: If a friend calls you from building 1 and you're in building 5 completely across campus and wants you to come over because Suzy is unconscious from intoxication, YOUR ONLY RESPONSE should be to call 911.

- 2) You're always being watched and always being heard as you engage in your professional endeavors.
- 3) Procrastination on your part does not mean an emergency for someone else.
- 4) Your preceptors are not your babysitters. Their role is to teach you how to teach yourself.
- 5) SIMS training- Sports Injury Monitoring System training will be required for all ATs. This training will be offered by the AT staff in a formalized setting.
- 6) Organizing and maintaining your professional documents is important. Examples of such professional documents would be CPR/AED certification card, First Aid certification card, continuing education certificates, and BOC certification cards. If you've obtained CPR/AED and/or First Aid certification through Millikin University's Exercise Science and Sport Department and request a **replacement** certification card or copy, you will be charged a fee to complete your request.

STUDENT POLICIES

Athletic Training Coverage Policy

Athletic Training Staff

All AT staff are board certified and within good standings within state licensure. It is the goal of the staff to provide the best possible health care for athletic participants at Millikin University while simultaneously providing ATs with a quality educational experience. Three full time faculty are established in the Athletic Training Program, while multiple preceptors, both on and off campus, guide AT students in the clinical education.

Athletic Training Students

Athletic training students have a very specific role in the coverage of sports practices and competitions. Students are assigned to a preceptor to gain exposure to the field of athletic training, to refine psychomotor skills and after showing competence, to perform routine preventative, first aid and rehabilitative tasks. Students are not used as a replacement for licensed athletic training staff and should not be viewed as such. When resources are limited and no athletic training coverage is provided, it is the collaboration of the Head Athletic Trainer, preceptor, and the head coach to make sure that the medical needs of the patients are met. Students will not travel unless there is a MU AT preceptor travelling with the team as well. Unsupervised clinical experiences, even if voluntary, is prohibited. Students "volunteering" for unsupervised travel will place the ATP in a position of non-compliance with CAATE standards. **Students, who are also athletes, cannot engage in athletic training skills or practices on their teammates, coaches, and/or staff during away competitions.**

Professional References

It is professional etiquette to obtain verbal consent from a faculty member to act as a personal reference PRIOR TO the submission of a resume or application. Please be sensitive to time and allow at least one week for the faculty or staff member to fill your request.

Substance Abuse Policy

As students of Millikin University, it is expected that students abide by the Drug and Alcohol Policy found in the Millikin University Student Handbook at <http://www.millikin.edu/handbook/>.

Certified Criminal Background Check

ALL new athletic training students (1st year students) must complete a certified background check through the University's designated company. Background checks completed through your employer WILL NOT be accepted. A student will only complete this initial background check once in his/her MU career. This requirement has been built into each practicum class. This check includes residential, criminal record, and sex offender histories. It is the student's financial responsibility to pay for this background check. Upon your arrival on campus, the Program Director will give specific details as to where, when, and how to complete this. If there is activity on this background check, the Program Director and MU administration will review and discuss the appropriate course of action for the student.

Social Media Policy

Students in the ATP are expected to adhere to a high standard of professionalism. To ensure the highest level of professional conduct, students are expected to refrain from having any social media interactions while at their clinical experience. This includes, but not limited to, Facebook, Instagram, Twitter, phone conversation, email, and text. To ensure patient confidentiality, no images or posts on various social media sites are allowed. This includes pictures, descriptions, or details of any clinical experiences. Students who are found to be in violation of this policy will be subject to the disciplinary policy as noted in this handbook.

HIPAA/ FERPA

At the beginning of each academic year, an in-service is given to educate incoming students and to refresh returning students on the HIPAA and FERPA concepts as it pertains to the institution and the MU AT program. Consultation with the University's Human Resource Department and additional resources annually occur to ensure the most accurate level of information. ATs will sign a letter of understanding acknowledging their comprehension of these policies after this inservice.

Communicable Disease Policy

The Millikin University ATP is committed to preventing the spread of infectious and/or communicable diseases and to taking all reasonable steps to ensure the health and safety of involved persons, with specific attention to the Athletic Training staff, students, and patients. This protection will be done in a non-discriminatory and equitable fashion. The program will prevent, so far as is reasonably practicable, the transmission of infectious and communicable diseases being passed on from a person. The basis of good infection control is to assume that every person and all material involving the use of blood or body fluids are potentially infectious. The program will ensure that people with a communicable disease are guaranteed the right to confidentiality and are given a study or work environment free from discrimination and/or harassment. The Athletic Training

students will complete the communicable disease educational program prior to the school year beginning.

General Information

What are Communicable Diseases?

(www.cdc.gov)

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

Communicable Diseases

(www.cdc.gov)

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

Policy

All Athletic Training students:

- 1) Must show proof of completed tuberculosis test.
- 2) Must show proof of a Hepatitis B vaccination or signed waiver.
- 3) Must have a completed immunization record on file at the University's Health & Counseling Center as dictated by the University's admittance policy.
- 4) Must complete a physical examination prior to the start of each academic year.
- 5) Must sign and date the Communicable Disease Policy form announcing their understanding of the policy. This form is distributed directly after the completion of the communicable disease educational program that occurs at the beginning of each academic year.

Clinical Setting

Students who feel they potentially have, been exposed to, or been diagnosed with a communicable or contagious illness or disease are directly responsible for contacting the AT Program Director and the assigned preceptor immediately by cell phone, text, or email. Students who fail to notify the aforementioned individuals about known communicable or infectious illness or disease will be subjected to disciplinary action for unprofessional behavior, as noted in the disciplinary plan in the AT Student Manual. Upon notification, the AT Program Director and the preceptor will take appropriate and

immediate action to control and prevent transmission by performing the following:

- 1) Contact facility maintenance staff in order to properly clean/disinfect potentially contaminated areas and equipment.
- 2) Contact appropriate administration.
- 3) Cleaning/disinfectant of the facility/area will occur immediately prior to use of that area by other parties.

Students will be asked to show proof of disease or illness and to show proof of medical release from the supervising medical professional. All medical information will be treated within HIPAA confidentiality standards. Students are responsible to keep the AT Program Director and the assigned preceptor updated on current contact information. Additionally, the AT Program Director and the assigned preceptor are responsible for keeping students updated on current contact information and on preferred method of communication.

The assigned preceptor has the right to remove a student from the clinical setting who is suspected of having a communicable or contagious illness or disease. The assigned preceptor will immediately notify the AT Program Director of such removal. The AT Program Director, Clinical Education Coordinator, preceptor, and the student will collaborate in developing a specific clinical plan that meets the health, academic, and clinical needs of the student, while simultaneously protecting the health of all parties involved.

Student Health and Technical Standards

Students admitted into the Athletic Training program must show proof of a current physical examination and TB screening each academic year. **THIS IS A MANDATORY, YEARLY REQUIREMENT!** Students should check with their local health department or family physician to meet this requirement. Screening methods can include the TB skin test or the TB blood test. A healthcare provider can recommend the best screening method for the student based on his/her risk classification and medical history. It is best that this screening occur every summer during a student's enrollment in the MU ATP. This ensures coverage throughout the academic year and prevents issues of students having to be re-screened during the academic year. Students **MUST** provide proof of screening before they engage in their clinical experience. Refer to <http://www.cdc.gov/tb/topic/testing/> for additional information.

Upon admission to the program, students are advised to be vaccinated against the Hepatitis B virus. Students may waive this opportunity by signing the declination section on the Hepatitis B Immunization form. The Wellness Services is available to all enrolled students on campus. Health-care professionals, including a medical director, nurse practitioner and registered nurses staff the center. It is institutional policy that all students have an updated health history form and updated immunization record on file at the center. ATs complete a technical standards form each academic year. Students are required to inform the Program Director of any changes of health status of the student.

Bloodborne Pathogens Control Plan

Bloodborne pathogen infectious diseases have increased throughout the general population. These diseases can have catastrophic health consequences if all members of society do not use appropriate preventative strategies. Refer to the Centers for Disease Control and Prevention (<http://www.cdc.gov>).

At the start of each year, an in-service is given to educate incoming students and to refresh returning students on the program's blood borne pathogen's control plan. ATs will sign a letter of understanding. This policy and its procedures is reviewed annually.

Counseling

The athletic training profession offers a wide variety of opportunities and experiences. Not all of these experiences are pleasant. Dealing with persons who have sustained an injury can be traumatic and stressful. Students who feel that they require counseling because of situations encountered during the clinical experience of program or during their personal lives may wish to seek counseling. Counseling is available through the Wellness Center at 217-424-6360.

Participation in Athletics

Students accepted into the ATP are not prohibited from participating in intercollegiate athletics. The time commitments of both intercollegiate athletics and the clinical education component of the program make it very difficult to maintain either at a high level. Athletic training students that participate in intercollegiate athletics must fulfill the same classroom and clinical requirements and meet the same retention requirements as the other students enrolled in the ATP.

Emergency Action Plans (EAPs)

All EAPs are located in the Athletic Training Room and in all main medical kits. EAPs are venue specific and have been developed in collaboration with Campus Safety & Security. Site specific training and review of the venue specific EAP will occur before patient care begins at that site. The Clinical Education Coordinator, or Program Director will supply EAPs for you upon your arrival to the site. Located within each practicum module is a form that requires weekly documentation of site specific education on EAPs. It is the student's responsibility to complete this form and obtain the necessary preceptor signatures. Failure to do so will result in failing grade for the course.

Student Employment Policy

AT students who are Federal Work Study (FWA) eligible may apply for positions at the Career Center. Hiring and fund allocations are according to the Millikin University's policy on Student Employment and available in the Student Employee handbook located in the Career Center. Any AT student who chooses to be employed during his/her academic career must ensure that the job (s) is not interfering with academic and clinical responsibilities. If interference is occurring, the student must decide to terminate the employment or his/her AT student status.

Educational Training

The entire athletic training staff (certified and student) will undergo the bloodborne pathogens and hazardous material training prior to the school year beginning. The following areas will be included:

OSHA standard for bloodborne pathogens (BBP)

Exposure control plan

Personal protective equipment

Hand-washing techniques

Copy of current physical

Immunization record (housed at the Wellness Center)

Hepatitis B vaccination

TB test

Post-exposure plan

Q & A

Universal Precautions

In 1987, the Center for Disease Control recommended that precautions be taken when handling blood and body fluids. These precautions have been modified to better adapt to the athletic training environment.

- Latex or surgical gloves should be worn any time contact with blood, mucous Membranes, skin conditions, or non-intact skin takes place. Gloves should be changed immediately after use on each individual and placed in a biohazard container.
- Hands should be washed after gloves are removed. If soap and water are not available, hand sanitizer should be used.
- Existing wounds, abrasions or cuts which may begin to bleed during a practice or competition should be covered with a protective dressing to avoid the wound from reopening and requiring removal from the practice or competition. All wounds should be cleaned wiping from the middle of the wound, out, to reduce the risk of infection.
- Sharp items such as needles, scalpels or syringes must be disposed of after use in the sharps container. The container should not exceed 75% full. Contact safety and security when full. Clean all soiled treatment and taping tables with an OSHA approved solution.
- All pieces of therapeutic modality equipment that comes into contact with the athlete should be cleaned with an OSHA approved solution. All students will be briefed on proper usage of all cleaning products (for different surface areas, contact time with surface, etc.). The treatment table should be cleaned between each use with an approved cleaning solution.
- All towels should be used only once. Hot pack covers should be washed once a week, and immediately after anyone with any suspected communicable disease/skin condition.
- All reusable equipment should be washed before re-distributing it. (neoprene sleeves, ace wraps, braces)
- CPR masks should be used whenever possible.
- Uniforms soiled with blood will be evaluated by medical personnel to determine if they are saturated enough to require changing. Uniforms not saturated with blood can be sprayed or wiped with an OSHA approved solution. Towels and uniforms saturated with blood should be placed in the laundry bags marked for blood to be washed separately from the other laundry.
- Spills

- a. use latex gloves
- b. if needed, contain spill with spill powder
- c. sweep spill onto dustpan
- d. spray and wipe spill area with OSHA approved solution
- e. dispose of spill and all used components in biohazard container.

Exposure

If you are exposed to blood or other fluids, immediately wash the area with anti-microbial soap and report the incident to the supervising athletic trainer who will then refer to the Wellness Center for further follow-up.

Types of Exposure

Accidental Needle stick

Skin Contact

Mucus Membrane Exposure (splash to eye or mouth)

The following are areas or situations where an individual could be exposed to blood or bodily fluids. Universal precautions should be used if exposed to any of the listed situations.

A. Injury/Illness Management

- | | |
|----------------------|--|
| 1. blood | 8. cerebral spinal fluid |
| 2. CPR | 9. compound fracture |
| 3. open wounds | 10. compound dislocation |
| 4. amniotic fluid | 11. blister care |
| 5. pericardial fluid | 12. semen |
| 6. pleural fluid | 13. vaginal secretions |
| 7. synovial fluid | 14. other fluids contaminated visibly with blood |

B. Environmental Management

1. soiled laundry
2. cleaning surfaces
3. disposing of biohazardous bags or sharps containers

Important Numbers to know:

Wellness Center: 217-424-6360

OSHA: 1-800-321-OSHA (6742)

Campus Safety: 464-8888 (x8888 from campus)

Available Equipment

- Gloves- in all kits, fanny packs, and first aid area of athletic training room, West Towne Lab Space
- Face shields/eye protection- in athletic training room storage room, West Towne Lab Space
- Gowns- in athletic training room storage area, West Towne Lab Space
- CPR masks with a one-way-valve- in all kits, fanny packs, and white cabinet in athletic training room, West Towne Lab Space
- Sharps container- in first aid area in athletic training room, West Towne Lab Space

- Biohazard container- in athletic training room, on site for all home events, West Towne Lab Space

- Biohazard bags- in all kits and storage room in athletic training room, West Towne Lab Space

Waste Disposal

1. Gloves, gauze, bandages or dressings that are saturated with blood must be placed in biohazard containers.
2. Band-Aids, gauze or dressings not saturated with blood can be disposed of in regular trash containers.
3. All scalpel blades, pins or needles should not be re-used or disposed of in regular trash containers, but should be placed in the sharps container.
4. AT staff will call Campus Safety and Security 464-8888 (x8888 from campus) for proper disposal of biohazard waste.

Appendix 1

Millikin University Athletic Training Program Application Form

Millikin University
Athletic Training Program Application

Name: _____ Date: _____

School Address: _____

Phone: _____

Home Address: _____

Emergency Contact Phone: _____ Contact Name: _____

Relationship of the Contact to Student: _____

Admission into the Athletic Training Program (ATP) is highly competitive. The following are the minimum requirements for admission:

1. Submission of a written application form.
2. Completion of ES 130, Prevention & Treatment of Athletic Injuries and ES 140, Standard First Aid with no less than a "B" letter grade earned for either class.
3. Earn a cumulative grade point average no less than 2.5 at the completion of the last two semesters of college coursework.
4. Completion of 100 hours of satisfactory clinical observation under the supervision of the university's athletic training staff.
5. Complete an admission interview.

The number of vacancies limits the number of students admitted into the program. The top students are chosen based on academic performance and performance in the interview and clinical observation portions. Students are informed of their status early during the summer following the application process.

When will you be taking ES 130 Prevention and Treatment of Athletic Injuries? Semester: _____

Year: _____

When will you be taking ES 140 Standard First Aid? Semester: _____ Year: _____

The 100 hours of clinical observation with the athletic training staff will be introduced in ES 130 Prevention and Treatment of Athletic Injuries class. Interviews will be conducted during the spring semester of each academic year. Students will be contacted as soon as the interview dates are set. If you have any questions or need further explanation of the policies described please schedule a time to speak with the Program Director at 217-424-6364 or by email at jstorsved@mail.millikin.edu please submit your written application during your enrollment in ES 130.

I have read and understand the application process for admission to the Athletic Training Program.

_____ Date: _____

(Student Signature)

**Millikin University
Athletic Training Program
Technical Standards for Admission**

The Athletic Training Program (ATP) at Millikin University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. The technical standards set forth by the ATP 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 (CAATE, Commission on Accreditation of Athletic Training Education). Minimal functional abilities/characteristics and expectations must be met and maintained by all students admitted to the ATP. The technical standards as listed below have been determined to be the minimal level appropriate for the field of Athletic Training. The ATP Program Director and the Office of Student Success collaborate with each other to meet the needs of the students and to ensure the appropriate process. Both the ATP Program Director and the Director of the Office of Student Success have reviewed these standards to be appropriate and acceptable.

Compliance with the technical standards of the Athletic Training Program does not guarantee a student's eligibility for the Board of Certification (BOC) exam.

Functional Ability/Characteristic	Expectations
The mental capacity to assimilate, analyze, synthesize, integrate measures and concepts and problem solve.	<ul style="list-style-type: none"> ▪ Transfer knowledge from the classroom to clinical practice. ▪ Accurately process physician's orders. ▪ Prioritize the injured patient's needs based information gained through injury evaluation. ▪ Use measuring tools and interpret data. ▪ Read, record, add, subtract, multiply and divide numbers. ▪ Formulate assessment and treatment judgements based on accepted standards. ▪ Seek assistance when clinical situation requires a higher level of expertise.
The ability to communicate effectively and sensitively.	<ul style="list-style-type: none"> ▪ Demonstrate respect for injured patient, families and colleagues. ▪ Collect a comprehensive history. ▪ Respond to communication from injured patient with or without direct view of patient's face. ▪ Establish and maintain effective working relations with patients and co-workers. ▪ Educate injured patients about the nature of their injuries. ▪ Convey information to others through print and electronic media in an accurate, timely and comprehensible manner.
Sufficient postural and neuromuscular control, sensory function and coordination.	<ul style="list-style-type: none"> ▪ Use universal precautions as recommended by OSHA in the treatment of injured patients to prevent the spread of blood borne pathogens. ▪ Use accepted observation techniques to distinguish deviations for the norm. ▪ Use accepted palpation techniques to distinguish deviations from the norm. ▪ Use accepted manual techniques to evaluate and rehabilitate injury. ▪ Give CPR ▪ Assist in the transportation of an injured patient.

	<ul style="list-style-type: none"> ▪ Move independently to and from multiple treatment, practice and event sites.
Emotional stability necessary for the practice of athletic training.	<ul style="list-style-type: none"> ▪ Provide emotional support to injured patients. ▪ Adapt to environmental and situational changes and multiple task demands. ▪ Maintain adequate concentration and attention in all work environments. ▪ Maintain professional behavior in stressful situations. ▪ Assume responsibility and accountability for one's actions.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. It is my responsibility to notify the Program Director of the ATP if my health status changes, and I am unable to meet the standards. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant

Date

Complete this section ONLY if you're requesting special accommodations.

Alternative statement for students requesting accommodations

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

I certify that I have read and understand the technical standards for admission listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Millikin University Director of Student Success to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the program.

Signature of Applicant

Date

Millikin University
Athletic Training Program (ATP)
Information Sheet

Educational Competencies:

What are the specific competencies you would especially like to develop or strengthen at Millikin?

Examples:

To improve my ability to ...

To gain...

To study and understand...

Be as specific as possible:

Academic Strengths and Weaknesses:

Indicate the academic areas in which you show strength, and those in which you are weak.

Strengths:

Weaknesses:

Extracurricular Activities:

What are the out-of-classroom activities in which you expect to participate?

Professional Interest:

Why have you chosen to potentially pursue a career in Athletic Training?

What do you feel you can personally add to the ATEP?

Other Information:

What makes you unique?

EMERGENCY INFORMATION
Athletic Training Students and Prospective Athletic Training Students

BIOGRAPHICAL INFORMATION

Name _____ Birthdate _____ SS# _____
Cell Phone or School Phone _____
Parent/ Guardian _____ Home Phone _____
Home Address _____

EMERGENCY CONTACT (must be a different # then stated above)

1) _____ () _____
Name Relationship Telephone
2) _____ () _____
Name Relationship Telephone

HEALTH INFORMATION

Yes _____ No _____ Do you have any special medical conditions ?
If yes, please list and explain. _____

Yes _____ No _____ Do you have any allergies?
If yes, please list and explain. _____

Yes _____ No _____ Are you currently on any medications?
If yes, please list: _____

PRIMARY INSURANCE:

Insurance Carrier _____ Policy/Group # _____
Is policy HMO? Yes _____ No _____
Is policy PPO? Yes _____ No _____
Check which local hospital the student is covered at:
 Decatur Memorial St. Mary's
 Both None

CONSENT

I give consent to call the emergency contacts listed above in the event of medical urgency.

AT Student (Prospective Student) Name- PRINT

AT Student (Prospective Student) Signature

Appendix 2
NATA and CAATE
Code of Ethics

NATA CODE OF ETHICS

September 28, 2005

PREAMBLE

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

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

PRINCIPLE 1:

Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class.
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care without a release unless required by law.

PRINCIPLE 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers' Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

PRINCIPLE 3:

Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 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 should maintain and promote ethical conduct in research and educational activities.

PRINCIPLE 4:

Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 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 National Athletic Trainers' Association current or past volunteer leaders 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 to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

Reporting of Ethics Violations

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee.

An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, electronically (<http://www.nata.org/public/ethics-complaint-form>) or in writing to:

**Ethics Investigation
National Athletic Trainers' Association
2952 Stemmons Freeway #200
Dallas, TX 75247**

CAATE Code of Ethics

6836 Austin Center Blvd., Suite 250 Austin, TX 78731-3193 P: 512-733-9700
www.caate.net

Preamble

CAATE Commission's Code of Ethics is rooted in professional core values that are congruent with the Association of Specialized and Professional Accreditors (ASPA) Code of Good Practice. While institutional autonomy is valued, it is to be exercised in light of the boundaries delineated in the accreditation *Standards*. CAATE's values and emerging principles are intentionally aspirational and include: 1) honesty, 2) respect, 3) accountability and responsibility, 4) integrity, and 5) fairness. The ethical values and emerging principles serve to guide the conduct and decision making of the Commission's practice and its members. CAATE members are those individuals serving in any CAATE capacity including members of the Executive Council (i.e., Commissioners), members of CAATE Committees, and Site Visitors only when acting officially on behalf of or representing the CAATE.

Principle I – Honesty

The CAATE Commissioners and its members shall be truthful and transparent in a relationship with institutions.

1. CAATE commissioners and its members shall honor explicit commitments.
2. CAATE commissioners and its members shall provide accurate and truthful information.
3. CAATE commissioners and its members shall admit and rectify errors in an expeditious manner.
4. CAATE commissioners and its members shall focus on its mission, goals, and objectives, and conduct its operations in a trustworthy manner.

Principle II – Respect

The CAATE Commissioners and its members shall convey a courteous and professional regard toward institutions.

1. CAATE commissioners and its members shall acknowledge and honor the institution's autonomy, multifaceted relationships, and culture and processes.
2. CAATE commissioners and its members shall work with issues of institutional autonomy in light of the commitment to mutual accountability implied by participation in accreditation.
3. CAATE commissioners and its members shall honor ATEP diversity and its interdisciplinary nature.
4. CAATE commissioners and its members shall not discriminate against any individual based on race, religion, gender, national origin, sexual orientation, disability, age, veteran status, and will honor the institution's culture and

processes.

Principle III – Accountability and Responsibility

The CAATE Commissioners and its members are trustworthy and shall carry out their duties within the Commission's legal and ethical limits.

1. CAATE commissioners and its members shall focus on the educational qualities of the institution, and in doing so:
 - a. Recognizes that teaching and learning, not accredited status, are the primary purposes of institutions and programs.
 - b. Respects the expertise and aspirations for high achievement already present and functioning in institutions and programs.
 - c. Keeps the accreditation process as efficient and cost-effective as possible by minimizing the use of visits and reports, and by eliminating, whenever possible, duplication of effort between accreditation and other review processes.
 - d. Works cooperatively with other accrediting bodies to avoid conflicting standards, and to minimize duplication of effort in the preparation of accreditation materials and the conduct of on-site visits.
 - e. Provides the institution or programs with a thoughtful diagnostic analysis that assists the institution or program in finding its own approaches and solutions, and that makes a clear distinction between what is required for accreditation and what is recommended for improvement of the institution or program.
2. CAATE commissioners and its members shall participate in regular open communication with certified athletic trainers, athletic training students, faculty, and host institutions regarding pertinent accreditation information.
3. CAATE commissioners and its members shall focus accreditation reviews on the development of knowledge and competence, and in doing so:
 - a. Concentrates on results in light of specific institutional and programmatic missions, goals, objectives, and contexts.
 - b. Deals comprehensively with relationships and interdependence among purposes, aspirations, curricula, operations, resources, and results.
 - c. Considers techniques, methods, and resources primarily in light of results achieved and functions fulfilled rather than the reverse.
 - d. Has standards and review procedures that provide room for experimentation, encourage responsible innovation, and promote thoughtful evolution.
4. CAATE commissioners and its members shall maintain functional and operational autonomy.
5. CAATE commissioners and its members shall be current, efficient, effective, thorough with the review and accrediting process through orientations, training, and professional development.
6. CAATE commissioners and its members shall seriously take into consideration all feedback relative to standards, policies, decision making, and action
7. CAATE commissioners and its members shall make appropriate changes to standards, policies, decision making, and action when warranted.
8. CAATE commissioners and its members shall act or represent themselves as agents of the CAATE only when so charged or appointed by the CAATE.

Principle IV – Integrity

CAATE Commissioners and its members shall convey steadfast and genuine interest in upholding their duties in all places and at all times.

1. CAATE commissioners and its members shall be expected to maintain moral standards and character, and doing so: presents its materials and conducts its business with accuracy, skill, and sophistication sufficient to produce credibility for its role as an evaluator of educational quality.
2. CAATE commissioners and its members shall review the institution from the perspective of function and results, and in doing so:
 - a. Maintains sufficient financial, personnel, and other resources to carry out its operations effectively.
 - b. Provides accurate, clear, and timely information to the higher education community, to the professions, and to the public concerning standards and procedures for accreditation, and the status of accredited institutions and programs.
3. CAATE commissioners and its members shall base reviews and recommendations to ATEPs on existing evidence and best-practice
4. CAATE commissioners and its members shall make judgments within their assigned scope of published procedures and standards, and in doing so:
 - a. Creates and documents its scope of authority, policies, and procedures to ensure governance and decision making under a framework of "laws not persons."
 - b. Exercises professional judgment in the context of its published standards and procedures.
 - c. Demonstrates continuing care with policies, procedures, and operations regarding due process, conflict of interest, confidentiality, and consistent application of standards.
 - d. Presents its materials and conducts its business with accuracy, skill, and sophistication sufficient to produce credibility for its role as an evaluator of educational quality.
5. CAATE commissioners and its members shall avoid situations that incite questions about one's objectivity.
6. CAATE commissioners and its members shall be quick to admit errors in any part of the evaluation process, and equally quick to rectify such errors.

Principle V – Fairness

CAATE Commissioners and its members shall recognize the complexity of the accrediting process and shall be considerate and impartial in its process.

1. CAATE commissioners and its members shall avoid conflicts of interest.
2. CAATE commissioners and its members shall not receive personal gain from any affiliations that are assigned by CAATE.
3. CAATE commissioners and its members shall make decisions free of personal biases and non-sanctioned interpretations.
4. CAATE commissioners and its members shall maintain a broad perspective as the basis for wise decision making, and in doing so:
 - a. Gathers and analyzes information and ideas from multiple stakeholders.

b. Uses the results of these analyses in formulating policies and procedures that promote substantive, effective teaching and learning, that protect the autonomy of institutions and programs, and that encourage trust and cooperation within and among various components of the larger higher education community.

5. CAATE commissioners and its members shall have mechanisms to ensure that expertise and experience in the application of its standards, procedures, and values are present in members of its visiting teams, commissions, and staff, and in doing so:

a. Works with institutions and programs to ensure that site teams represent a collection of expertise and experience appropriate for each specific review.

b. Conducts evaluations of personnel that involve responses from institutions and programs that have experienced the accreditation process.

c. Conducts evaluations of criteria and procedures that include responses from reviewers and those reviewed.

Appendix 3
Disciplinary Report

Millikin University Athletic Training Program (ATP) Disciplinary Report

Student Name _____

Incident Date _____

Incident Location _____

Witness (es) _____

Incident Description _____

Offense Committed (circle only one)

- | | |
|--|-----------------------|
| Insubordination | Theft / Vandalism |
| Unprofessional Behavior | Sexual Harassment |
| Falsifying Hours | Breach of Duty |
| Academic Dishonesty | Unexcused Absences |
| Drug / Alcohol Abuse | Chronic Tardiness |
| Conduct Unbecoming an Athletic Trainer | HIPAA/FERPA Violation |
| Dress Code Violations | |
| Other | |

In the case where one incident has multiple offenses, each offense is written up separately.

I, the undersigned, understand that my signature below **IS NOT** an admission of guilt, but rather an acknowledgement of the report. Each deficiency report will be reviewed on a case-by-case basis. I also understand that any refusal to sign this document will be considered an admission of guilt and subsequent disciplinary action will be taken as outlined in the **Millikin University Athletic Training Student Manual**.

Athletic Training Student Signature _____ Date _____

Staff Athletic Trainer (completing this report) Signature _____ Date _____

Reviewed By: _____

	Name	Title
Circle One:		
1 st offense	2 nd offense	3 rd offense

Comments/Remarks:

Reviewer Signature _____ **Date** _____